

INTRODUCTION

Welcome to Canfield High School Athletics and the CARDINAL family. We're glad to have you as part of our coaching staff and community. We have every expectation that you'll find your experience positive and successful. If you have questions about anything, please call the athletic office. We look forward to great achievements both on and off the field/court/mat/rink this year. Good luck!

IT'S ALWAYS A GREAT DAY TO BE A CARDINAL!

Greg Cooper
Athletic Director

Several new projects are coming to fruition this year – including a new stadium video scoreboard and the erection of a baseball/softball batting practice/multi-use facility. Thanks to all of you who have helped make these and other projects possible.

Included in this handbook are the basic policies and procedures of Canfield's interscholastic sports program. Coaches are expected to know, follow, and support these policies. The rules and regulations of the Ohio High School Association (OHSAA) and the All-American Conference (AAC) also govern our administration and coaching. Coaches are expected to be aware of and follow all OHSAA and the AAC policies and procedures. They are also encouraged to develop their own specific set of complementary rules, designed to run their individual sports programs in detail.

PHILOSOPHY

The purpose of Canfield's interscholastic sports program is to:

- Provide a place of all-round growth and development for student-athletes in a competitive setting.
- Build on the values of sportsmanship, respect, and dignity instilled by parents and families.
- Create solid citizens who contribute positively to their communities and their world.
- Develop the whole student athlete – morally, mentally and physically.

MISSION STATEMENT

Canfield High School, in line with the Canfield Local School District's mission statement, is committed to educating, motivating and innovating to promote lifelong individual success.

Colors: Red and Black

Nickname: Cardinals

CANFIELD INTERSCHOLASTIC ATHLETICS

Fall

Cheerleading (G)
Cross Country (B/G)
Football (B)
Golf (B/G)
Soccer (B/G)
Tennis (G)
Volleyball (G)

Winter

Basketball (B/G)
Bowling (B/G)
Cheerleading (G)
Ice Hockey (B)
Swimming (B/G)
Wrestling (B)

Spring

Baseball (B)
Softball (G)
Tennis (B)
Track/Field (B/G)

Freshman programs are offered in Football, Volleyball, Basketball, and Baseball.

- Canfield High School is a member of the Ohio High School Athletic Association (OHSAA). We conduct interscholastic sports under its direction and participate in its state-sponsored post-season tournaments.
- Canfield is a member of the All-American Conference (AAC). The conference is composed of 20 (soon to grow to 21) high schools in Northeast Ohio. They are: Austintown Fitch, Boardman, Brookfield, Campbell Memorial, Ashtabula Edgewood, Champion, Girard, Howland, Hubbard, Jefferson Area, LaBrae, Lakeview, Liberty, Newton Falls, Niles McKinley, Poland Seminary, Struthers, Warren Harding and Youngstown East. Ashtabula Lakeside officially joins our ranks next year.
- The AAC sponsors schedules in Football, Golf (B/G), Volleyball, Basketball (B/G), Baseball, Softball, Soccer and Tennis (B/G).
- The AAC sponsors varsity conference meets in Bowling (B/G), Cross Country (B/G), Golf (B/G), Swimming (B/G) and Track (B/G).
- Canfield is additionally a member of the Eastern Ohio Wrestling League (EOWL), Suburban League for Cross Country and Northeast Aquatic Conference (NEAC) in Swimming.

Responsibilities of the Athletic Director include, but are not limited to the following:

State and Conference

- Organize/oversee the interscholastic athletic program in accordance with the philosophy of Canfield H/S, the Ohio High School Athletic Association, and the All-American Conference.
- Know/ implement all rules and regulations of the OHSAA and AAC.
- Supervise all coaches and their assistants to ensure adherence to the guidelines, policies, recommendations and the spirit of the OHSAA and the AAC.
- Represent Canfield H/S at AAC meetings and take an active role in the functioning of the conference.
- Submit and keep accurate records of all forms required for participation by the OHSAA and the AAC.
- Schedule contests for all independent competition and examine the accuracy of the schedules given by the ACC secretary for conference games.
- Attend area meetings and conventions to aid in the administration of the interscholastic athletic program.

Coaches

- Supervise and evaluate coaches and student-athletes in the interscholastic athletic program.

Transportation

- Arrange for the use of vans and busses for the transportation of student-athletes to away contests.
- Secure housing facilities, transportation, and food for regional and state competition-bound student-athletes and coaches.

Officials

- Contract officials for independent contests not covered by the AAC assigners.
- Contact officials when it is necessary to cancel games because of emergencies or weather.

School

- Keep open a line of communication with the administration about all issues occurring within the interscholastic athletic program.
- Oversee the issuance and collection of team uniforms in conjunction with the head coach.

Facilities

- Arrange/coordinate the use of all facilities for the use of the interscholastic athletic program.

- Arrange for safety checks of equipment, the storage of equipment, the set-up of equipment, and the purchase of equipment with help of the affected head coaches, booster groups and athletic trainer.

The Student-Athlete

- Oversee the academic and behavioral standards for student-athletes.
- Confer with Administration and coaches regarding student-athlete behavior.

Contests

- Work with maintenance to prepare the facility for home games.
- Greet visiting teams and officials.
- Attend home contests and away contests when possible
- Ensure that all home varsity football and basketball (B/G) contests are attended by a school administrator.
- Oversee the payment of game officials.
- Arrange for collection of admissions for home football, soccer, track, volleyball, wrestling, and basketball games.
- Ensure the completion of financial reports for each revenue event.

Additional Duties

- Oversee the scheduling of all school athletic facilities for all events.
- Prepare the budget for the interscholastic sports program.
- Purchase equipment/uniforms with the aid of the individual coach/respective booster groups.
- Liaison with the Canfield Athletic Boosters group (the “Big Boosters.”)

Publicity

- Disseminate information to administration, faculty, students and staff.
- Facilitate PA announcements, team schedules, and bulletin boards.
- Establish/nurture a good rapport with the media.
- Supervise coaches and student-athletes in the area of college recruiting.

Awards

- Organize the distribution of awards to student-athletes.
- Award the OHSAA special end-of-year awards for athletes

Duties and Responsibilities of a Canfield Head Coach include, but are not limited:

- Support the philosophy and policies of Canfield H/S, the OHSAA and the AAC.
- Select players for the team, organize a program of practice sessions, training rules and a system of play unique to his/her sport.
- Organize assistant coaches, junior varsity and freshman programs as extensions of the varsity program.
- Organize a scouting and marketing program suitable to the sport.
- Check that all necessary paperwork for athletes is complete before the first practice (i.e. physical forms, medical authorization, code of conduct, insurance review, etc.)
- Act as the official representative of the school at all OHSAA rules interpretation meetings, as well as attend any/all AAC meetings for coaches.
- Inform the athletic director and administration of any serious infractions of school rule(s) or policies. Support decisions and policies in fact and in spirit.
- Prepare requisitions for equipment, supplies, and materials for submission to the athletic director. Make recommendations for style, type, and manufacturer of equipment, supplies, and materials.
- Assume the responsibility for equipment, supplies, and materials issued to the team.
- Collect and return all issued equipment within one week of the conclusion of the season. Any equipment that is unusable must be returned to the athletic director for proper disposal.
- Be responsible for the conduct and sportsmanship of student-athletes during practices, at athletic events, travel to and from contests, and in public when representing Canfield H/S.

- Ensure the safety of the players through careful planning of conditioning, practices, equipment fit, use of equipment and game conditions.
- Ride with the team to and from all athletic contests, unless other suitable arrangements have been made with the athletic director.
- Open facilities before practices and games, to **provide constant supervision when the facility is in use, and remain with student-athletes until ALL have left the school or playing facility.** This includes securing all doors and windows, and making sure that any area that has been used by an athletic team has been checked, locked and secured. Coaches must supervise until all squad members have left the school or playing facility.
- Assist athletic director in selecting and training competent timers, scorers, statisticians, and student managers.
- Recommend opponents for independent games or contests.
- Keep accurate records of all interscholastic contests, information and statistics and submit same to the athletic director for filing and reference purposes.
- Contact the media with the results of each contest and any outstanding performance.
- Be a professional representative of his/her sport and of Canfield H/S and display, at all times, character becoming of the philosophy of the school and athletic department.
- Assist the athletic director in ensuring that college recruiting is done within the guidelines of NCAA and/or NAIA standards.
- Coach in a manner that attempts to bring out the best qualities of each student-athlete.
- Teach respect for self and others in every aspect of coaching.
- Report injuries to proper school officials. Ensure injured athletes receive competent medical care. Following injuries of a serious or prolonged nature, secure the signed approval of the doctor or athletic trainer before the athlete returns to participate in athletic activities.
- Submit names and reasons of all participants suspended to the athletic director.
- Allow only authorized persons in any locker room, on the bench, or on the sidelines.
- Participate in as many athletic booster club functions as possible, either as a worker or by attending social events.
- Support Canfield H/S fundraiser events.
- Supervise and conduct pre-season meetings.
- Attend mandatory coaches' meetings of the OHSAA, AAC or other conferences with which we are affiliated.
- Return parent phone calls promptly.
- Attend the annual Canfield H/S Open House for prospective 9th grade students and their parents.
- Submit an "end of the season report" and inventory of all uniforms and equipment.
- Know the eligibility rules of the OHSAA.
- Police locker room areas at the end of the day, check showers- be sure they are turned off, have players, managers or assistant coaches check for cleanliness. Check that all doors are secured.
- Arrange for practice times over vacation periods in advance.
- Complete all requirements for coaching (State and Canfield H/S)
- Present to the athletic director's office a list of award-winners for all teams.

Duties and responsibilities of an assistant coach include, but are not limited to:

- Support the head coach in conducting the inter-scholastic athletic program of that sport and the total athletic program of Canfield H/S.
- Be loyal to the head coach and to the team.
- Attend staff meetings called by the head coach.
- Assist with scouting of varsity games.
- Assume the duties assigned by the head coach

- In the absence of the head coach, assume all designated head coach responsibilities .
- Attend pre-season meetings.
- Complete all requirements for coaching (State and Canfield H/S).

HIRING

The annual selection/renewal process of Canfield High School’s coaches is overseen by the athletic director. He/she is responsible for the recommendation of qualified coaches for (re)hire to the superintendent via the school principal. The superintendent then presents his/her recommendations to the school board for their ultimate decisions.

Requirements for all Canfield coaches:

- Completion of NFHS “Fundamentals of Coaching” class.
- Completion of NFHS (or equivalent) “Concussion Awareness” class.
- Completion of BCI/FBI background checks.
- Tri-annual attendance/completion of accredited “First Aid, Health and Safety for Coaches” class.
- An active Pupil Activity Permit from the Ohio Department of Education (“coaching license”).

CHAIN OF COMMAND

All Canfield H/S coaches are reminded of the need to follow our long-established chain-of-command when dealing with any and all issues that emerge:

Assistant Coaches
Head Coaches
Athletic Director
Principal
Superintendent
School Board

COMMUNITY AND MEDIA RELATIONS

Coaches are our best marketing tool. Presenting a positive image to prospective students, their parents, the media, and opponents reflects well on Canfield High School and our interscholastic athletic program. Every coach should be familiar with the policies of Canfield H/S and should interpret them in a professional manner and in the spirit in which they are intended. Coaches become well-known within the community to a large number of parents, students, patrons and media. A non-professional manner, inappropriate “off-the-cuff” remarks in the heat of competition, a defeatist philosophy, immature judgment and unbecoming behavior can bring damaging discredit to the coach and Canfield High School. Please always strive to represent the Cardinals in a positive manner.

CONFLICTS WITH ACADEMICS AND OTHER COMMITMENTS

The primary role of Canfield High School is to provide for the academic education of its students. While no extra-curricular activity should be a preeminent priority, it is possible for both “Sparta and Athens” to successfully co-exist. To accomplish this, all our coaches, student-athletes and parents are expected to diligently communicate and work together to do what is best for all concerned.

If a teaching coach needs to be absent from the building for an athletic event, it is the responsibility of the teaching coach to inform the school administration at least one week prior to the event. It is understood that the teacher/coach will make appropriate arrangements for his/her absence.

Student-athletes are also bound by academic obligations. Tutoring and extra help are sometimes necessary for a student-athlete to maintain his/her eligibility. Coaches must be aware of these situations and support the student-athlete accordingly. In the context of educating the whole person, a student-athlete may also be involved in activities other than athletics. Coaches are to be understanding of obligations outside of athletics. Student-athletes should not “abuse” this right by missing practices when it seems convenient. Straightforward, honest dialogue between the coach, student-athletes and parents is always the best route.

No student-athlete is to be cut from a team because he/she is still involved in a Canfield H/S sport or school-sponsored activity.

CLOTHING

At all times coaches should present themselves in a manner that represents the spirit of Canfield H/S. At no time should coaches wear clothing with the name or logo of other high schools.

Coaches should be sure that student-athletes are dressed in an appropriate manner for practice, travel, and games. Student athletes should wear practice clothing that is functional but not sloppy, ripped, torn, or immodest.

NEWSPAPER REPORTING OF SCORES

It is the responsibility of the **head coach** to contact the local newspapers of all scores. This is an easy task when we win, but may be difficult when we lose. Win or lose we have a responsibility to the Cardinal community to accurately report the scores and comment in a professional manner about the outcome of the game, meet or match.

Please be sure to contact the VINDICATOR, Warren TRIBUNE-CHRONICLE and Canfield TOWN CRIER with game results. These newspapers have sent coaches information on how to contact them with game day reports. Most papers will need the normal statistics for your sport. Some papers also like to have a coach’s comment. Please be prepared in case you are asked to comment.

Be sure to nominate your student-athletes for All-AAC honors, Players of the Week, AAC “Player of the Year” recognition and all other deserving awards.

END OF THE SEASON REPORT

Each head coach will be expected to submit a timely “end of the year” report at the conclusion of the season. This report should be submitted when the coach is evaluated by the athletic director and should contain, but is not limited to, the following.

- Roster of athletes, including # of years of participation
- Season record, including schedule and result of all contests/tournament
- Evaluation of season
- Evaluation of coaching staff
- Recommendations for next season, including recommendations for independent contests
- Budget concerns

- Inventory of all uniforms, cloth, equipment
- Recommendations for needed improvements to facilities

STUDENT/TEAM UNIFORMS

Uniforms and warm-ups that are the property of Canfield H/S and should be worn only for competition and travel to and from competition.

Head coaches will distribute and collect uniforms. It is the responsibility of the head coach to ensure that all uniforms and warm-ups are returned within one week after the completion of the season. Any student-athlete who does not return a uniform will be charged the replacement cost of the uniform (generally twice the original cost of the uniform). Coaches should notify the athletic office if student athletes lose uniforms or do not return uniforms. Coaches should encourage student-athletes to wear the uniform in a respectful manner.

CHEMICAL ABUSE POLICY

The Canfield H/S athletic department follows in line the general policies of Canfield H/S. Athletes found to be in violation of any/all rules are subject to additional consequences in accordance with the athletic department's Student/Parent Conduct Code on file for each athlete.

WEIGHT ROOM

The weight room is for use by all Canfield students. Teams who are in season have first priority in the weight room. Weight, strength and training programs are open to all students attending Canfield H/S. Specific scheduling of the weight room will be coordinated through the athletic office.

The weight room must be closely supervised by the coach assigned to the activity. **AT NO TIME SHOULD THE WEIGHT ROOM BE OPENED WITHOUT AN ADULT SUPERVISOR.** If this occurs, the weight room will be off-limits to the offending team. Safety of the student-athlete in lifting and supervision is of the utmost importance in this room. When you have finished using the room, the weights should be stacked and removed from the floor for cleaning. Nothing should be left in the room. It is the coach's responsibility to see that the room is clean, orderly, and locked. The weight room should **NEVER** be left open if an adult is not present. Student athletes may not enter the weight room without a coach present. **COACHES MUST SUPERVISE ATHLETES IN THE WEIGHT ROOM AND BE PRESENT.**

MAILBOXES

All out-of-building head coaches will have a mailbox in the athletic department office. In-the-building coaches will use school mailboxes. Mail for assistant coaches will be placed in head coach's mailbox

ATHLETIC FACILITY BUILDING POLICIES

*****Use of the facilities at other than normally scheduled practice times, should be scheduled with the Athletic Director.**

******Use of the facilities for practice/games/events will be scheduled with the Athletic Director.**

IT IS THE COACHES RESPONSIBILITY TO FOLLOW THESE PROCEDURES

1. No exit door should be propped open.
2. Outsiders must have a written permit to use any part of the facility.
3. Muddy shoes and cleats must be cleaned outside. Shoes are not to be cleaned in the shower rooms.
4. All debris or trash in areas being used should be picked up by the team that used the area after their practice or meeting.
5. **All doors must be locked and all lights turned out by the last coach leaving the building. Please pay particular attention to this.**

EQUIPMENT

- All items to be purchased must be approved by the athletic director.
- Any individual who orders or receives merchandise for personal use is responsible for payment.
- Any item purchased without the approval of the athletic director must be paid for by the person who ordered the merchandise.
- The care, issuance, and collection of equipment are the responsibility of the head coach and his/her staff. Cleaning and storing of equipment is the responsibility of the head coach. If needed, the athletic director will see to the reconditioning and repair of equipment.
- Inventory reports on ALL equipment should be made by the head coach of every sport at the end of the season and submitted to the athletic director in the year-end report. In the same report, requests for the next year should be presented.

PRACTICES

Practices are the responsibility of the head coach. S/he should have a written plan that emphasizes skill development, technique, strategy and safety. These plans should be discussed with assistant coaches at all levels for the formation of a program that builds from the freshman through varsity programs. All practices should have a starting time and an ending time. We require student-athletes to be on time for practices, therefore we must also end on time. Parents are usually waiting in the parking lots for their students. **It is of the utmost PROFESSIONAL importance that starting and ending on time become a regular feature of your practices.** All practices must be held in places designated by Canfield H/S as practice sites. Student-athletes may not be taken to practice sites that have not been approved by the athletic director. In general, most practices should not exceed two (2) hours with the exception of pre-season and two-a-day workouts.

Your responsibility as a coach begins when the student-athlete is dressing for practice or game and ends **ONLY WHEN THE LAST STUDENT-ATHLETE HAS LEFT THE PROPERTY OF CANFIELD HS OR PRACTICE SITE.** It is the responsibility of the head coach to assign personnel to supervise the locker room and insure that the last student-athlete has been properly sent on his/her way home. The final game or event scheduled for any interscholastic team will terminate that particular team's season. No practice, official or unofficial, will be held after the last contest in any sport. The final event in sports having state-sponsored tournament game eliminators is considered to mean sectional, district, regional or state competition. Elimination from the tournament would end that sports season. The purpose of this policy is to allow student-athletes to start participation in other sports which are about to begin, or which may be already underway, rather than continue to practice in a sport when the season is actually complete.

SCOUTING

The head coach is responsible for all scouting assignments and should take part in these

assignments. Please be sure to identify yourself/present your AAC pass at the gate when you are scouting. A good policy is to call the athletic office and tell them you will be attending.

TICKET PROCEDURES

The rules of the All-American Conference will be in effect for adult and student sale and pre-sale prices and policies. Check with the athletic department for specifics for your sport. All in-season coaches will receive a pass to Canfield events that will entitle each coach and one guest for free admittance. If you need more than one pass, please ask.

WHEN SCHOOL IS CANCELED

When school is canceled because of weather, all games and practices set for that day are subject to cancellation. If the situation warrants, the possibility of playing or practicing will be considered on a case-by-case basis. It is the responsibility of the athletic director and the principal to cancel and reschedule these contests.

SPECIAL DAYS/HOLIDAYS

In general, games, practices and/or team meetings should generally not take place on Sundays or holidays. Canfield's facilities will NOT be open for practices or meetings on the following days: Thanksgiving, Christmas Eve after 12:00 Noon, Christmas Day, and New Year's Eve after 12:00 noon, New Year's Day, Good Friday or Easter Sunday.

TRANSPORTATION

Transportation is arranged through the Athletic Director.

Generally, student athletes are transported to and from away events by Canfield H/S vehicles. A parent may transport his/her own student athlete home from an event with the coach's permission by notifying the coach/completing the necessary paperwork. Student athletes may not leave a contest with anyone other than a parent. No student athlete will be permitted to leave an event with another student. A coach must ride the bus with the student-athletes and will be responsible for the conduct and control of student-athletes on the bus.

STUDENT-ATHLETE ELIGIBILITY

To be a member of an interscholastic sports team, a student athlete, manager, or trainer must:

- Adhere to the rules of the OHSAA
- Have a current physical form on file in the AD's office
- Abide by all Athletic Department and team rules
- Maintain a favorable standard of conduct
- Follow all rules regarding academic eligibility of the State of Ohio, the OHSAA, and Canfield HS
- Submit all paperwork required by coaches/AD

QUITTING A TEAM

Canfield H/S strongly discourages student athletes from quitting teams. If, for some reason, a student-athlete must quit a team, he/she must notify the coach and return all equipment. No student athletes may try-out for another team after quitting a team in the same season.

PARTICIPATION ON MORE THAN ONE TEAM

In most cases, students will be limited to participation on one team per season. **Any student-athlete who wishes to participate on more than one team per season must have the permission of the athletic director.** Participation on sports teams outside the jurisdiction of the OHSAA is strongly discouraged. Student athletes may not (by OHSAA rule) participate on an interscholastic (CHS) team and an independent team of the same sport simultaneously.

MEDICAL INFORMATION

TEAM DOCTOR/TRAINER

The goal of any sports program is to have an injury-free and safe program. We all have the responsibility to provide the safe administration of our sports program.

Canfield High School is contracted with Akron Children's Hospital for athletic trainer services.

CHS Trainer responsibilities include, but are not limited to:

- Provide initial assessment and treatment of athletic injuries, instruction regarding injury prevention, guidance and recommendation regarding obtaining and maintaining appropriate equipment and supplies
- Cover athletic competitions and practice sessions to provide first aid, appropriate fitting of personal protective equipment, minimization of playing field hazards and advice on athletes' biomechanical performance
- Serve as medical liaison between CHS and Youngstown Orthopedics regarding emergency medical treatment, medical referrals, and assistance with initiating physical rehab services
- Assist in rehab for injured athletes
- Documentation of all injuries/student contacts
- Assist with the development/implementation of a high school student assistant program
- Supervise training room

STUDENT-ATHLETE INJURIES

If a student-athlete is injured at practice or a home event, Canfield's trainer will assess the injury and suggest action. If the athlete is injured at an away event, the home school's trainer should assess the injury. If there is no trainer present at an away event or a CHS home practice, a coach may have to assess the injury and determine course of action.

- **If the injury is determined to be serious and a rescue squad is called, the coach, athletic director, or student athlete's parent must accompany the injured athlete. If the coach is traveling with the student-athlete, he/she must remain with the student athlete until a parent or guardian reaches the emergency room.**
- **If the injury is determined to be minor or not serious, the student-athlete should report the injury to his/her parent upon return home and see the Canfield trainer at the earliest opportunity.**
- **If the injury is serious, please notify the athletic director as soon as possible.**

RECRUITING

Canfield H/S supports and enforces the guidelines and intent of the recruiting policies as established by the Ohio High School Athletic Association.

Once again, thanks so much for all you have done and continue to do for **Canfield Cardinals Athletics**. The role of coach is a demanding one that carries with it many responsibilities. Your acceptance of your role as

coach, role model, educator, and jack-of-all-trades reflects your true dedication and professionalism.

