

**COLUMBUS GROVE HIGH SCHOOL**  
**ATHLETIC DEPARTMENT**



**PARENT – STUDENT**  
**ATHLETIC HANDBOOK**

**2013-14**

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### **INTRODUCTION**

The mission of the Columbus Grove Athletic Department is to provide a program that is educationally safe, sound and productive. This handbook has been developed to provide a guide to the policies and procedures of the Athletic Department. This handbook provides a framework from which coaches, athletes, and their parents can best work together for the benefit of our overall athletic program. Although it is intended to be comprehensive in nature, there will inevitably be situations occur that are not outlined in this handbook. Coaches, students, and parents should always use good common sense in handling any situation.

Coaches, athletes and parents are required to sign an agreement that you have read and understand this handbook before coaches and athletes can participate in a sport. Please refer to this handbook throughout the years for all sports. Coaches, athletes and parents are obligated to be knowledgeable and supportive of these policies and procedures.

### **PHILOSOPHY**

The athletic program is an integral part of the overall educational process at Columbus Grove. Through sports, students are taught the value of hard work, discipline, team building, sportsmanship, and other values that help develop a child's character. A large part of our self-esteem is derived through positive athletic experiences. At Columbus Grove, we will provide every student athlete an environment in which students achieve not only athletic success but lay the foundation for success in life as well.

The Athletic Department seeks to hire highly qualified coaches, charging them with the unique opportunity to teach positive lifetime skills and values to all their athletes. In order to ensure that athletes are prepared for the commitment and personal sacrifice needed to be successful in athletics, coaches must help them develop and understand the roles that desire, dedication, and self-discipline play in reaching individual and team goals.

While striving for victory is the nature of athletic competition, it is only one criterion when determining a season's success. Guiding a team to reach its maximum potential and an athlete to reach his/her maximum potential are the ultimate goals.

Along with this comes emphasis on good sportsmanship, which includes being modest in victory and accepting in defeat.

### **SPORTSMANSHIP**

Although we will compete hard, we will compete fairly and respectfully with our opponents. Coaches, athletes, students, and spectators must recognize that their conduct plays an important role in establishing the reputation of our school and our positive actions can contribute directly to the success of our teams.

During home contests we serve as hosts to the visiting team, its students, and spectators. They are our guests, and they should be treated accordingly. As visitors, we are expected to act as invited guests. We will treat the home school's facilities with care and respect.

Qualified officials are assigned to all contests. They are the proper authorities to make decisions regarding the rules and their interpretations. These decisions should be accepted. Officials should be treated with respect at all times on and off the court or playing field.

Sportsmanship includes being appreciative of all good plays by both our team and opponent. *Cheer for our team, not against the opponent.*

### **COLUMBUS GROVE SPORTS OFFERINGS**

#### **Fall:**

Cross Country (Varsity & JH - Boys & Girls)  
Football (Varsity, JV, 9<sup>th</sup>, and JH)  
Cheerleading (Varsity, JV and JH)  
Volleyball (Varsity, JV, 9<sup>th</sup>, and JH)  
Golf (Varsity-Boys & Girls)

#### **Winter:**

Basketball (Varsity, JV, 9<sup>th</sup>, and JH - Boys & Girls)  
Cheerleading (Varsity, JV and JH)  
Wrestling (Varsity, & JH)

#### **Spring:**

Baseball (Varsity and JV)  
Track and Field (Varsity and JH - Boys & Girls)  
Softball (Varsity and JV)

### **AFFILIATIONS**

Columbus Grove is a member of the Ohio High School Athletic Association (OHSAA), which governs both public and private schools throughout the state. We also compete as a member of the Northwest Conference (NWC) and Putnam County League (PCL).

### **COLUMBUS GROVE ATHLETIC POLICIES**

Having an opportunity to participate in the Columbus Grove interscholastic athletics program will provide some of your most memorable and enjoyable moments ever. The Ohio High School Athletic Association (OHSAA) has established standards that must be met in order to be eligible to compete. Columbus Grove is a participating member in the OHSAA and abides by the bylaws established and implemented by the OHSAA. Student-athletes of Columbus Grove must follow these bylaws in order to participate.

The complete OHSAA Bylaws can be found online:

OHSAA Website: <http://www.ohsaa.org/default.asp>

Parents and students are encouraged to visit the OHSAA website and/or to talk with the Athletic Director or High School Principal each year regarding changes that have been made.

**ACADEMIC ELIGIBILITY (effective Aug. 1, 2012)**

High school students (grades 9-12) must be currently enrolled in a member school and have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. Grades received the final grading period (no semester averages or yearly averages) will determine a student athlete's eligibility/ineligibility for the first grading period of the new school year. Student athletes (including cheerleaders) should consider this requirement when registering for their classes.

Seventh- and eighth-grade students must be currently enrolled in a member school and have received passing grades in five of all subjects in which enrolled.

- You may not use summer school grades for failing grades received or lack of courses taken in the final grading period.
- Your semester and yearly grades have no effect on eligibility.
- Those taking post-secondary school courses must comply with OHSAA scholarship regulations.

In figuring the five (5) credit minimum per year, count full-year classes as 1/4 their total year credit value and semester courses 1/2 their credit value in order to pass at least one (1) credit per 9-week grading period. Passing 1 credit per 9-week grading period times four nine weeks will equal 4 credits for the year.

Example:

			9-week Equiv.	Year Equiv.
1/4 of	1.00 for year	World History	.25	1
1/4 of	.50 for year	Chorus	.125	½
1/2 of	.50 for sem	Basic Comp	.25	½
1/4 of	1.00 for year	Biology	.25	1
1/4 of	1.00 for year	English	.25	1
1/4 of	1.00 for year	Basic Alg.	.25	1
			1.375	5

**Minimum Grade Point Average:**

In addition to meeting the scholarship requirements of the Ohio High School Athletic Association (O.H.S.A.A.), students in grades 7-12 must maintain a minimum grade point average (GPA) of 1.0 each nine-week grading period. A student who receives less than a 1.0 GPA will be ineligible to participate for the remainder of the succeeding nine-week grading period.

**Failure Policy:**

A student must also not have received more than 2 failing grades (F's) in the immediately preceding grading period. A student receiving 2 F's will be placed on Academic Probation. To be placed on Academic Probation means that the student may still participate in extracurricular activities, but they must show academic improvement by the mid-term point of the succeeding grading period. The student's grades will be monitored at mid-term and a decision will be made concerning continued participation. A committee, consisting of the high school principal, guidance counselor, and head coach, will make such decisions concerning a student's participation status.

### **AGE LIMITATIONS**

High school students (grades 9-12) who turn 19 years of age prior to August 1 are ineligible for interscholastic athletics.

Seventh- and eighth-grade students who turn 15 years of age prior to August 1 are ineligible for 7th-8th grade athletics but are eligible to participate in high school athletics.

### **AMATEUR STATUS**

You will lose your amateur status and forfeit your eligibility if you:

- Compete for money or other monetary compensation.
- Receive any award, equipment or prize of monetary value greater than \$200 per item.
- Capitalize on your athletic fame by receiving money or gifts of monetary value.
- Sign a professional playing contract in the sport in which you had participated.
- Sign with a professional agent (Ohio law).
- Fail to return equipment or uniforms issued by a school or non-school team or organization when the season for that sport is over.

### **ASSUMED RISK**

Providing a safe environment for practice and competition is a priority of everyone involved in the athletic program. Every step is taken to ensure the safety and well being of all participants. However, student athletes and their parents must be aware that certain risks of injury are inherent in athletic participation. Accidents ranging from minor to severe may occur.

I understand and admit that my participation in Columbus Grove Athletics is voluntary. I recognize and understand that the activities may be hazardous, that my participation is solely at my own risk, and that I assume full responsibility for any resulting injuries.

I affirm that I am in good health. I further declare that I am physically fit and capable to participate in such activities. I acknowledge that it is the recommendation of Columbus Grove that I obtain general medical/health insurance if I am not already covered. I understand that the Columbus Grove Schools does not pay any medical/health costs as the result of an injury.

### **AWARDS**

You may receive awards as a result of athletic participation in interscholastic athletics from any source. However, the value cannot be more than \$200 per award.

### **CHAIN OF COMMAND**

The Columbus Grove Local School District, in conjunction with its Department of Athletics, follows the chain of command listed below. We ask that you observe the order of this line of communication if you elect to pursue any concerns you have regarding the athletic program.

1. Assistant Coach (if applicable)
2. Head Coach
3. Athletic Director
4. Building Principal

5. Superintendent
6. Board of Education

### **COMMUNICATING WITH THE COACH**

#### Communication You Should Expect From Your Child's Coach

- Philosophy of the coach
- Expectations the coach has for your child as well as all players on the squad
- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season conditioning)
- Procedure should your child be injured
- Discipline that results in the denial of your child's participation

#### Communication Coaches Expect From Parents

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations

#### Appropriate Concerns To Discuss With Coaches

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

#### Issues Not Appropriate To Discuss With Coaches

- Playing time
- Team strategy
- Play calling
- Other student-athletes

#### Appropriate Procedure For Discussing Concerns With Coaches

- Call to set up an appointment with the coach (contact the athletic administrator to set up the meeting if unable to reach the coach)
- Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)

### **COMPETING IN TWO OR MORE SPORTS**

Any athlete that does not finish a sport season once he or she has started, may not compete in any other sport practice or games without permission from the Athletic Board. No student is permitted to participate in two sports during the same season.

### **EMERGENCY PROCEDURES**

For health related emergencies, parents should be notified as soon as possible. The coach or trainer should inform parents as to the type of injury, the extent of the injury, what has been done to treat the injury, and whether further medical attention is necessary. It is important always to err on the side of caution.

If a student has been taken to a doctor or hospital, parents should be informed of the exact location and phone number. The purpose of the emergency medical form is so

that emergency treatment can begin, if necessary, until parents arrive. The athletic director should be informed of any emergency situation.

### **INSTRUCTIONAL PROGRAMS**

You may attend camps, clinics and workshops that involve team play any time between June 1 and July 31.

- Team play means there is more than one player opposing one player.

There is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.

You may receive instruction from a coach from a school team only:

1. During the season of the sport, or
2. For 10 days only from June 1 to July 31.

You may receive individual skill instruction from a non-school coach at any time during the year in individual or group lessons.

Members of a school football team may play in non-contact football contests and attend non-contact team football camps at any time between June 1 and July 31. Remember, however, that the 10-day regulation for instruction from school coaches is in effect.

### **OPEN GYMS / FACILITIES**

School officials may designate open gyms or facilities and the sports to be played. You may participate in open gyms or facilities provided:

- No one is limited from participating.
- No one is required to attend.
- No school officials invite selected students or determine the teams.
- No timing or written scoring is kept.
- No coaching or instruction is provided.
- No one is restricted from observing.

Violating these rules may result in you being declared ineligible for a maximum of one (1) year.

### **PARTICIPATION ON NON-SCHOOL TEAMS**

You may not try out, practice or participate in a contest with a non-school team while a member of a school team in the same sport.

- In individual sports, however, you may practice and try out for a non-school team but may not compete in a contest.

Those in team sports may try out, practice and compete on non-school teams before and after the school season provided:

1. The number of students from the same school on the roster of the non-school team is limited to five (5) students in the sports of soccer and field hockey; four (4) students in the sports of baseball and softball; three (3) students in the sports of volleyball and ice hockey, and two (2) students in the sport of basketball. School football team members are prohibited to compete on non-school teams except from June 1 to July 31.

2. You have no contact with school coaches while on a non-school team (other than the 10 days permitted between June 1 and July 31).
  - Violating these rules during the school season may result in you being declared ineligible for the remainder of the school season.
  - Violating these rules outside the school season may result in you being declared ineligible for the next season.
  - Violating these rules by a senior may result in that student being declared ineligible for the remainder of the school year.

### **PARTICIPATION REQUIREMENTS & MEDICAL FORMS**

No student may participate in any portion of Columbus Grove Athletics unless all required forms have been turned in and an up-to-date physical exam is on file with Athletics Office.

#### **Physical Exam Form**

Each year you must submit a physical examination form signed by a medical examiner, your parents or guardian and yourself before you begin practice for a school sport. Physical examinations are valid for one year from the date of the exam.

#### **Emergency Medical Form**

The information on this form will tell school officials what is to be done in the event of an emergency. Hospitals or doctors will not begin treatment until school officials present this form signed by the parent. This form is to be completed at the start of each school year.

#### **Eligibility Checklist / Handbook Verification Form**

This form acknowledges that you along with your parents have read the entire Columbus Grove Athletic Department's Parent-Student Handbook and have had the opportunity to review its contents with school administrators if so inclined. It also includes a 15-question OHSAA eligibility checklist for high school athletes.

#### **Insurance**

In regards to accident insurance coverage, Columbus Grove Schools does not provide any type of accident insurance for student athletes. Since the school does not carry any insurance on any students, parents/Guardians are responsible for all excess cost above and beyond what their insurance will not cover.

### **RECRUITING**

You will be declared ineligible if you are recruited by a person or group of persons to change schools. This may also affect the eligibility of the school team.

### **RESIDENCE**

You may attend any public or non-public high school in which you are accepted when you enter a high school from a 7th-8th grade school.

Eligibility at that school is then established by:

1. Participating in a contest (scrimmage, preview or regular season game) prior to the first day of school, or
2. Attending the first day of school at any member school.



### **SEMESTERS OF ENROLLMENT**

After establishing ninth-grade eligibility, you are permitted eight (8) semesters of athletic eligibility.

- The semesters are taken in order of attendance once ninth-grade eligibility has been established.
- Semesters are counted toward eligibility whether you participate in interscholastic athletics or not.

### **STEROIDS OR OTHER PERFORMANCE-ENHANCING DRUGS**

If you use anabolic steroids or other performance enhancing drugs, you are ineligible for interscholastic competition until medical evidence indicates that your system is free of these items.

### **STUDENT CONDUCT AND EJECTION POLICIES**

You are expected to accept seriously the responsibility and privilege of representing your school and community while participating in interscholastic athletics. As a student-athlete, you are expected to:

- Treat opponents, coaches and officials with respect.
- Display no behavior that could incite fans or other participants in the contest or which is intended to embarrass, ridicule or demean others under any circumstances including on the basis of race, religion, gender or national origin.
- Remember that winning isn't everything. Having fun, improving your skills, making friends and doing your best are also important.

The OHSAA has established a policy for students ejected for unsporting behavior. If you are ejected, you:

- Will be ineligible for all contests for the remainder of that day.
- Will be ineligible for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection (one contest in football).

If you are ejected a second time in a season, you are subject to additional, stiffer penalties, including suspension from play for the remainder of the season in that sport.

### **TEAM RULES**

A coach may establish additional team rules for his/her student athletes. It is the responsibility of the coach to discuss these rules with his/her athletes prior to any disciplinary action being taken against a student athlete. It is the responsibility of the student athlete to understand and accept these rules. Student athletes and their parents are encouraged to discuss questions they may have about team rules at the beginning of the season.

## TRANSFER STUDENTS

Once eligibility has been established at a member school, those who transfer to a different school will be ineligible for athletics for one year from the date of enrollment in the new school.

## ALCOHOL, TOBACCO AND OTHER DRUG POLICY

Students have no absolute rights to participate in extracurricular activities. Such participation is a privilege accorded to students that is encouraged by the Board of Education, administration, and faculty. To be eligible to participate in extracurricular activities, students must read, sign and comply with the provisions of this policy. Participants in the athletic program will follow all guidelines and procedures as stated in the Columbus Grove Local School District Student Alcohol and Other Drug Policy. Any participant in violation will conform to all procedures and guidelines established herein.

This policy is cumulative for grades seven (7) through twelve (12) and is in effect from August through June. Any student who has not participated in a sport or has participated but does not plan to participate in his/her remaining years of eligibility and violates these rules will be recommended to participate in the Insight Program.

If a student is determined to be in possession of, or use tobacco, alcohol or illegal drugs (including steroids) by an administrator, faculty member or coach during the time they are involved in a sport, the following will apply:

### FIRST OFFENSE

1. Parent conference with coach.
2. Student will be denied participation in 20% of the regular season schedule.
3. The student must complete the Insight Program.

### SECOND OFFENSE

1. Parent conference with coach.
2. Student will be denied participation in 50% of the regular season schedule.
3. The student must complete the Insight Program with the understanding that he/she may be required to go through assessment with the Putnam County Abuse Center.

### THIRD OFFENSE

1. Parent conference with coach.
2. Student will be denied participation in all athletic sports for a minimum of one calendar year.
3. The student must request to attend the Insight Program.

Failure to complete the recommended program will result in continued denial of participation.

Once the denial of participation requirement has been completed by the student, they may be currently enrolled or attending the Insight Program and be permitted to resume athletic participation.

If denial of participation occurs with less than the required number of games/events left, the Insight Program must be completed to receive an award.

Any financial responsibilities are those of the parent/student. Parents will be informed of any disciplinary action concerning the above by letter, coach, athletic director, or principal.

Any violations will be presented to the head coach of that sport and that coach and the athlete will meet to go over the violations. The parent may make a request for review with the disciplinary council within ten (10) calendar days of the denial of participation. The review date with the parent will be scheduled as soon as possible.

The disciplinary council will consist of the principal, athletic director, superintendent, coach of the sport involved, and one (1) teacher. There will always be five (5) members. The principal will appoint members as needed.