

## **ORGANIZATION OF THE CLAYMONT CITY SCHOOLS ATHLETIC PROGRAM**

The responsibility for the athletic programs in the Claymont City School District flows from the Board of Education to the Superintendent of Schools, from Superintendent of Schools to the building principal and to the Athletic Director. The Athletic Director is responsible for the overall operation and administration of the athletic program. Since the building principal has the overall responsibility for the educational/student activities program in a building, the Athletic Director must coordinate and cooperate with the principal in all athletic matters.

The Athletic Director will operate the athletic program of the district in accordance with the laws of the State of Ohio; the policies, rules and regulations of the Claymont City Board of Education; the rules and regulations of the Ohio High School Athletic Association; and the East Central Ohio League. The Athletic Director will serve as the liaison among the athletic related organizations both in the Claymont City School community and statewide.

The Athletic Director will prepare procedural rules and regulations for the operation of the Claymont City Athletic Department. Such rules and regulations are subject to the approval of the Superintendent of Schools and the Claymont City Board of Education.

### **ATHLETIC PHILOSOPHY**

Athletics in the Claymont City Schools is an integral part of the total co-curricular program for students. The major aim is to provide learning opportunities for young men and women who have the special talents and/or the special motivation and dedication to participate in athletics. To implement this program, the following goals for the athletic program are listed:

1. A major goal of the athletic program will be to enhance the personal growth and development of each individual student athlete.
2. Create an understanding of teamwork, interdependence, and commitment.
3. Facilities will be of a quality sufficient to provide safe competition in an atmosphere that generates pride within the athlete and the community.
4. Athletes will participate in a sportsmanlike, competitive manner reflecting the best qualities of the student athlete.

Participation in athletics is a privilege – not a right. Students who choose to participate in athletic activities must understand that they are agreeing to obey an additional set of guidelines above those set for the student body. These rules are necessary to provide for the safety and health of the participants and to ensure consistency and fairness.

In order to participate in athletics, each student must maintain certain academic standards, demonstrate good sportsmanship, and abide by the rules of conduct as outlined in the Student Handbook and the Handbook for Athletes. All students participating in the athletic program and their parents/guardians will be expected to sign a code of conduct outlining the behavior expected of all athletes.

Participation in athletic activities can be dangerous. Following basic rules will reduce the dangers to a minimum.

## **ATHLETIC ADVISORY COUNCIL**

The Claymont Athletic Advisory Council will consist of the following voting members:

1. Superintendent of Schools
2. Principal & Assistant Principal of Claymont High School
3. Principal of Claymont Middle School.
4. Athletic Director
5. Two (2) members of the Claymont Board of Education

Ex Officio (nonvoting) members may be invited to attend Council meetings and may participate in discussions, but are not permitted to vote.

1. One (1) Mustang Boosters Club Representative

**Functions of the Claymont Athletic Advisory Council are to:**

- A. Help establish the athletic program as an integral part of the educational program of the Claymont City School District.
- B. Assist in determining the scope of the athletic program.
- C. Help develop a long-range program for the development and extension of athletic facilities.
- D. Act as the liaison between the Claymont coaching staff and the Board of Education.

## GENERAL GUIDELINES

1. The building principal has the ultimate responsibility for all matters pertaining to interscholastic athletic activities involving students from his/her building. The building principal and Athletic Director, subject to approval by the Board of Education, establish the policies that govern the athletic program.
2. The Athletic Advisory Council advises the building principal and Athletic Director in establishing athletic department policy, goals and priorities for the future.
3. Following the conclusion of the season, the principal and Athletic Director shall meet with the head coach to evaluate the program in that particular sport.
4. In the event of inclement weather, school closings will be reported on the local radio stations. To ensure the safety of our students, a school closing automatically cancels all athletic activities for the day. If the weather clears, a recommendation will be made by the high school principal concerning which athletic events and practices may be held, if any, and when. No consideration will be given to resuming middle school athletics.

## REQUIREMENTS FOR PARTICIPATION

In order to be eligible for participation in the Claymont City School District athletic program, the student athlete must complete the following requirements:

1. Meet the academic eligibility requirements established by the Ohio High School Athletic Association and Claymont City Schools.
2. The Ohio High School Athletic Association physical examination form must be completed and signed by the physician, student-athlete, and parent/guardian. The physical examination is valid for one calendar year (365 days). This form must be completed and submitted to the athletic department before a student will be permitted to practice or participate.
3. All student-athletes and their parents are expected to sign and submit the following forms prior to the first official practice of the season: (A) Athletic Code of Conduct, (B) Emergency Medical Authorization form, (C) Acknowledgment of Risk Verification Form, and (D) Insurance Waiver form or purchase school insurance.
4. All student-athletes and their parents/guardians are expected to sign the form at the end of this *Handbook for Athletes*. This is an acknowledgment that the student-athlete and his/her parents or guardians have reviewed and understand the contents of the handbook. This form must be completed once per school year.

## **PARTICIPATION IN MULTIPLE ACTIVITIES**

Students are encouraged to participate fully in the extracurricular activities available in the Claymont City School District. All coaches should cooperate and encourage students to take part in other programs so that the student may benefit from participation in a variety of activities.

School programs must take precedence over non-school activities. When a scheduling conflict occurs, priority must be given to the school activity. Coaches/advisors of school programs have the right to request that students on his/her roster do not participate in non-school athletic programs during the high school season. Students may participate in more than one school activity at a time. However, students must take responsibility to avoid continuing conflicts. If a student participates in more than one (1) activity during the same season, the following procedures apply:

The coaches/advisors of both programs must agree to the arrangement and the coaches, advisors and student-athletes understand that scheduling conflicts may affect participation in contests and scheduled activities. The coaches and advisors must work together so that conflicts are kept to a minimum.

If more than one (1) activity is scheduled at the same time, the following is established as a priority list:

- A school activity will have priority over a non-school activity.
- A contest/performance will have priority over a practice.
- A league (IVC) contest/performance will have priority over a non-league contest/performance.
- If contests are scheduled at the same time, the student must notify the coach/advisor at least 48 hours in advance which event he/she will attend.
- The student must notify the coach/advisor of any practices that will be missed.
- The student shall not be penalized in any way for missing a practice in order to participate in a contest in the other activity. Students, however, must understand that missed practice time may affect their readiness for a game or contest.

Multiple Participation must be approved by the Athletic Director.

## **DISCIPLINE/STUDENT CONDUCT**

Student-athletes are expected to promote positive values and good sportsmanship. The student Conduct Code in the student Handbook applies to all participants in athletics. Student athletes are also expected to sign and abide by an Athletic Code of Conduct.

Coaches may also establish additional team rules governing the conduct of participants. Additional rules governing particular sports will be provided in writing to the student athlete.

Students shall be given due process before a student is denied participation for violation of the Athletic Code of Conduct or team rules. The student will be notified of the rules violation, the student will be provided with an opportunity to respond to the allegation, and the student shall have the right to appeal the decision of the coach to the Athletic Director.

## **LOCKER ROOM/WEIGHT ROOM**

Rough-housing and horseplay are not permitted in the locker room or weight room. Hazing of other players is strictly prohibited. The student athlete must keep the locker room and weight room neat and orderly. No student is to be in a locker room, practice area or weight room without adult supervision. The playing of music with profane or obscene lyrics is prohibited in the locker room, weight room or any other area of the building.

## **COMPLAINTS/CONCERNS**

If a player and/or parent has a concern about a coach or athletic program, the issue shall be resolved using the following procedure. The first step in this process is a direct conversation between the coach and the parent/athlete. If the parent or athlete is not satisfied with the outcome of the first step, then a meeting with the coach, Athletic Director, and parent/athlete shall be arranged. If the issue is still not resolved, then the parent may submit a written request to the principal for a meeting among the parent/athlete, coach, Athletic Director, and principal.

## **CHANGING SPORTS**

No player may transfer from one sport to another during the same season.

A player who quits a sport after the first regularly scheduled contest may not participate as a member of another sport (either pre-season, post-season, or in-season programs) until the conclusion of the season of the sport which he/she quit.

## HEALTH, SAFETY, AND INSURANCE

In order to prepare the athlete for competition and to protect his/her health and safety, it is important that athletic personnel maintain the following procedures, records, and reports prior to and during participation.

### Medical Records:

1. Distribution of physical forms which must be completed by a physician and signed by the athlete and parent. It is the responsibility of the athlete to complete and turn into his/her coach prior to participation. Physical forms must be turned in by the coach and filed in the Athletic Director's office.
2. Emergency Medical Authorization (EMA) must be completed by athlete and parent prior to participation. All coaches must have immediate access to the EMA forms of all athletes under their jurisdiction. These forms must be carried to all practices, contests and must accompany an injured athlete to the hospital when his/her parents are not able to be contacted by the coach.

### Insurance:

1. Athletic insurance is required for all athletes. For every sport except football, the regular school insurance or individually obtained insurance can provide adequate protection. The insurance may be waived if the Athletic Director is provided with a signed statement by the athlete's parent/guardian that the athlete is fully covered by family insurance for all injuries received while competing in interscholastic sports. This waiver form must be signed prior to participation.
2. A special football insurance is offered and will be available throughout the school system. Athletes, grades 7-12, may not practice until the athlete has obtained the insurance plan or an insurance release form has been signed by the parent. The final responsibility for obtaining adequate insurance rests with the athlete and his/her family.
3. The OHSAA provides a liability policy with a lifetime medical and disability plan which covers all athletes in OHSAA member schools as well as team managers and cheerleaders. This policy does not take the place of a traditional comprehensive general liability coverage purchased by the school district, but it supplements it for athletic events.

### Medical Records - Injuries / Illness

1. When an athlete becomes injured or ill during the time he/she is under a coach's supervision, the coach is to take the following steps:
  - Evaluate the condition/consult trainer.
  - Perform necessary first aid.
  - If the injury is serious, contact parent or guardian and advise them of the physical condition of the athlete.
  - The injured athlete may be taken to a hospital if deemed urgent. If transportation is necessary, a coach will accompany the athlete and remain with the athlete until the parents have been notified and have arrived.
  - The coach will notify the Athletic Director, and the Athletic Director will notify the principal.

- Complete the appropriate injury form.
2. Any athlete who suffers an injury or illness which requires that practice be restricted must present a doctor's and parent's notice to resume full activity.

## ACADEMIC ELIGIBILITY

The Claymont City Schools are voluntary members of the Ohio High School Athletic Association. It is agreed that our schools will conduct their athletics in accordance with the Constitution, Bylaws, Regulations, Interpretations and Decisions of the Ohio High School Athletic Association.

All grades from eighth grade students wishing to participate in athletics must be received at the high school prior to July 1<sup>st</sup>.

### **SCHOLARSHIP**

The following scholarship requirements will be required for all athletes and cheerleaders who participate in interscholastic athletics. These are established by the Ohio High School Athletic Association and may be changed by them at any time.

1. In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediate preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, which count toward graduation.
2. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediate preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports practice season.
3. A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.
4. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and receiving passing grades during that grading period in 75% of those subjects in which the student received grades.
5. The primary responsibility for verifying eligibility rests with the receiving school. Eligibility shall be verified by reviewing school records or written verification from the sending school.
6. Summer school and other educational options may not be used to substitute for failure to meet the academic standards during the last grading period of the school year.



7. Tutoring or examinations to complete the preceding grading period requirements are permissible provided the inability to complete the required work on time is due to illness or accident verified by a physician and the procedure applies to all students in the school.
8. The Commissioner may waive the requirement of preceding grading period enrollment if a student has been withdrawn or removed from school because of circumstances due to personal accident, illness or family hardship. **The principal or the official designee (Athletic Director) of the school shall appeal in writing to the Commissioner.** The appeal shall contain documents with school and medical supporting evidence. The decision of the Commissioner may be appealed to the Board of Control.

In addition to the rules established by the Ohio High School Athletic Association, Claymont requires that in order to be eligible for athletics, a student:

1. Must maintain at least a 1.50 grade point average the preceding grading period.
1. Must not receive more than one (1) failing grade (course) the preceding grading period.

### **TRANSFERS**

1. If a student transfers after the first day of the student's ninth grade year or after having established eligibility prior to the start of school by playing in a contest (scrimmage, preview or regular season/tournament contest), the student will be ineligible for one year from the date of enrollment in the school to which the student transferred. A student is considered to have transferred whenever the student changes from that school in which the student was enrolled as a ninth grader to any other school regardless of whether the school from which the student transferred or to which the student transfers is public or non-public, member or non-member or whether the high schools are within the same school district.

In order to become athletically eligible after a transfer, you must meet 1 of the 13 exceptions set forth by the OHSAA.

2. In order for a transfer student to be eligible for OHSAA tournament competition at a school, the student's name must be listed on the eligibility certificate submitted at the first tournament level in the sport.

### **ATTENDANCE**

All students are expected to be in school at least ½ day on the day of a contest in order to be eligible to participate. Also, student athletes are expected to be in school at least ½ day prior to participating in practice. Athletes are not permitted to remain at home or be absent from school on the day of a contest or the day after the contest to rest from the contest activity.

The principal may grant exceptions to this rule, based on the review of individual cases and circumstances and any extenuating circumstances. Permission must be granted prior to the absence, except in cases of an emergency, as determined by the principal.

Students who are not in school due to illness, or who were dismissed early from school because of illness, may not participate in practice or a contest on the same school day.

Being absent on Friday will not prevent a student from participating on Saturday.

Any unexcused absence will make the student athlete ineligible for practice or participation in a game that day.

## **SELECTION OF ATHLETIC SQUADS**

The assigned coach shall reserve any right to select his/her squad based upon his/her professional judgment and expertise. The coach shall exercise his/her prerogative in the final selection of team members. A coach is hired to make such decisions and the responsibility for team selections ultimately ends with the coach. Proven violation of local, state or federal law, as interpreted by the High School Principal, may serve as an exception to this.

### **7<sup>th</sup> and 8<sup>th</sup> Grades Team Filtering Policy**

It is important to factor in several variables as it applies to creating ideal team roster numbers. Therefore, the following guidelines will be followed in order to accommodate all factors.

- Squad reductions are done only when the Head Coach and/or the Athletic Director deems them necessary.
- Final roster numbers may vary with each year based on total student-athletes trying out and well as numbers necessary for the given sport.
- Final roster numbers will not be restricted based upon number of uniforms as the athletic department will order additional uniforms if needed.
- Each sport will allow for the possibility of a “B team” if there is a plausible scenario (coaches, opponents, travel arrangements) for an auxiliary team.
- A minimum of a one week tryout period will take place if there is a need for a squad reduction.
- Notification of student-athlete will be done in person with the grade level coach if the athlete does not make the roster. The parent of the student-athlete will also be contacted by a member of the coaching staff.
- If the athlete is unable to attend the allotted tryout period in its entirety, the coach(s) can appoint additional dates to complete the tryout period.
- The coach(s) are encouraged to offer alternative means of contributing to the program if they do not make the roster such as manager or developmental practice player.

## **ATHLETIC TEAM PRACTICE PROCEDURES**

- A. Practice session time and place must be approved by the principal/Athletic Director.
- B. There shall be supervision at all times when students are in the locker rooms, shower area or on the practice or playing area.

- C. Practice session starting and ending dates in all sports are defined in the O.H.S.A.A. Sports Regulation Handbook.
- D. All out-of-season physical fitness programs must comply with the O.H.S.A.A. Sport Regulations.
- E. The Athletic Director shall organize all practice schedules where two (2) or more squads are involved. It is recommended all coaches have concentrated practice times not to exceed two (2) hours in length.
- F. All equipment shall be returned to the proper storage area at the end of each practice. Coaches should inform team managers or see to it themselves. Under no circumstance should athletes have equipment out prior to scheduled practice.
- G. Practice time slots may be switched upon agreement of both coaches. Switching of practice times should be at a minimum.
- H. All team members should be informed of their practice time and place well in advance. Give starting and ending times. This is good procedure and shows consideration for parents, rides, custodians, etc.
- I. Under no circumstance will a weightlifting session be scheduled without the direct supervision of an assigned coach.
- J. Practice sessions are scheduled for team members. Adult community or student “free play” before, during or after practice must be discouraged. Coaches are not in a position to offer the Claymont City athletic facilities for use by unauthorized individuals.
- K. Practice schedules should be published and adhered to in order to assist in transportation of our athletes to and from practices.
- L. There will be **NO REGULAR PRACTICE OR CONTESTS ON SUNDAY.** Only exceptions would be preparation for tournament or special activity approved in advance by the principal and Superintendent.

The term “coach” is defined as the individual assigned to a specific team or squad for the purpose of selection, instruction and supervision of a team or squad and its individual members.

## **TRANSPORTATION OF ATHLETIC TEAMS**

All transportation for athletic events will be requested through the Athletic Director. Each coach will consult with the Athletic Director prior to his/her respective season for the purpose of establishing departure times and team travel procedures.

**Team members are never permitted to drive to out-of-town scrimmages or contests. Student athletes are expected to ride to and from the event on the team bus or other school-provided means of transportation.** An exception may be made for a student to ride to and from with a parent or guardian. However, a written request from the parent or guardian is to be given to the coach by at least the morning of the event. The coach may or may not approve the request at his/her own discretion. Coaches shall ride the bus to and from the athletic event involving their assigned team. Non-participants (those not connected with the team) are not permitted to ride the team bus.

When a scheduled athletic event has been canceled because of bad weather, the coach has the responsibility to communicate with the Athletic Director about canceling the bus. This should be done as soon as possible.

## **ASSEMBLIES**

Arrangements and scheduling for pep assemblies are made at the prerogative of the building principal/Athletic Director, with the cheerleading advisor and coach involved in supervising and organizing the program.

## **SCHOOL CLOSING**

Whenever a school is closed due to hazardous weather, utility failure, and the like, all athletic activities are to be considered canceled until further notice or the resumption of school. No consideration will be given to resuming middle school athletics.

At the 9-12 level(s), if conditions significantly improve later in the day, the principal will be responsible for recommending to the Superintendent which, if any, athletic activities could take place.

Practice: When school is canceled or students are dismissed early, all practices will be canceled.

If school is canceled, only varsity teams may practice, no earlier than noon, and only with the approval of the high school principal. (A varsity team is considered to be the group that practices regularly together.)

## **TRANSPORTATION BEHAVIOR**

Listed below are general reminders for travel of athletic teams. The coach shall inform the assigned team of the following regulations:

1. Quiet at all railroad crossings.
2. Nothing shall pass through windows including arms, legs, head, etc.
3. No shouting, obscene gestures or profanity will be allowed.
4. No stopping at restaurants, etc., without the prior approval from the Athletic Director.
5. Coaches will encourage all riders to keep the bus clean.
6. Only street shoes will be permitted to be worn on the bus – no cleats or spikes.

The coach will assume all responsibility for conduct and discipline on the bus. Dress must be suitable and appropriate. Manners before, during and after games must be top grade. Any member of the traveling team who might conduct himself/herself to cause adverse reflection on himself/herself, the team and/or school will be subject to disciplinary action up to and including denial of further participation on the team and/or suspension from school.

## EQUIPMENT

Issuing, collecting, taking care of, purchasing and taking inventory of equipment will be the responsibility of the head coach. He/she may delegate this responsibility to an assistant. The head coach in each sport will recommend the purchase of new equipment and the repair and reconditioning of used equipment. **Equipment issued to a player is to be worn only at practices and scheduled games.** No equipment or uniforms will be given as a gift to any player regardless of its condition. All equipment issued to a player must be returned or paid for before awards or grades will be issued.

## USE/RETURN OF ATHLETIC EQUIPMENT

Students will care for all equipment issued to them and return it at the end of the season. Equipment not returned will be paid for by the student.

Penalty for noncompliance: Students will not be issued further equipment for any athletic activities until the obligation is met.

Students may use equipment only under the direction of the coach/advisor.

Penalty for noncompliance: Students will be denied participation for a period of time to be determined by the coach/advisor.

Students will not steal equipment:

Penalty for noncompliance: Student will be denied participation for a period of time to be determined by the coach/advisor, and return equipment to make restitution.

## EMAIL AND WEBSITES

The Claymont athletic department has adopted the following policy regarding the use of email messages, websites, blogs or other electronic communication:

A. The use of email messages, blogs, websites, or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding another team member, another student, a coach, another school team, or other staff member is strictly prohibited. For the purpose of this policy, inappropriate comments may include, but are not limited to inappropriate comments, pictures, or descriptions regarding another person's race, ethnic background, culture, religion, gender, or sexual orientation. This includes postings on Facebook, Twitter, or any other Social Networking sites. It also includes sending texts messages, picture messages, or emails.

B. Student/Athletes are prohibited from using cellular telephones or other electronic communication devices or having them "ON" in any locker room. They must be turned "OFF" and not just in vibrate or silent mode. This includes the use of the camera feature available with some models of cellular telephones or other electronic devices.

Progressive Discipline for the above violation is as follows:

1. Single or multiple game suspension
2. Dismissal from the team
3. Possible consequences from the Claymont Administration

At times coaches may text to contact students about team related matters. Coaches are responsible to not only text the athlete but a parent/guardian as well. A phone number for the athlete and a parent must be in a coaches group of numbers when texting. It is the responsibility of the athlete, parent/guardian to give the coach the phone numbers to contact.

## **SEASON ENDING AWARD PROGRAMS**

The Athletic Director should follow these guidelines to plan award programs:

Date: The awards program should be held as soon as possible after the season is completed. Date for the awards program should be cleared with the building principal and placed on the master calendar.

Format: All fall, winter and spring sports will be recognized at their individual team banquet within the end of season sports banquet. For example, during the fall sports banquet each team will have their own room to complete their specific sport's portion of the fall all sports banquet. The head coach and Athletic Director will meet and decide on what format will occur. The athletic department (or principal's fund) will not provide funds for the various awards programs, except for the student/athlete awards.

***APPROPRIATE BANQUET ATTIRE IS SUGGESTED – NO SHORTS AND/OR T-SHIRTS.***

Invitation/Attendance : Parents of athletes, administration, and School Board members should receive invitations to the awards program, preferably through writing. The banquet is considered part of your season. Therefore, attendance is mandatory. If the athlete is not at the banquet he/she may not receive their award(s).

Length of the Awards Program:

All awards programs should be well prepared and short (2 hours including eating time). Coaches should summarize their season and present awards to individual team members.

Individual Team Awards Programs will be as follows:

- 1. Fall**
  - a. Football and Cheerleaders
  - b. Boys' and Girls' Cross Country
  - c. Boys' and Girls' Golf
  - d. Girls' Tennis
  - e. Volleyball
  
- 2. Winter**
  - a. Boys' Basketball and Cheerleaders
  - b. Girls' Basketball
  - c. Wrestling and Mat-Maids
  
- 3. Spring**
  - a. Baseball
  - b. Softball
  - c. Boys' and Girls' Track
  - d. Boys' Tennis

## **AWARDS SYSTEM**

The following system of awards will be followed in all sports:

1. Freshman All freshmen who complete their season will be awarded a certificate of participation.
  
2. Junior Varsity A junior varsity performer will be awarded a certificate of participation.
  
3. Varsity Athletes earning a varsity award will receive a chenille letter with a metal insert of the sport. The chenille letter will be awarded on only the first occasion the athlete earns a varsity letter, regardless of the number of sports in which the athlete participates. Athletes not earning a varsity letter will receive a Certificate of Participation.
  
4. Second Award Athletes earning a second award will receive a metal insert of the sport plus a silver metallic certificate recognizing a second year award winner.
  
5. Third Award A third letter winner will receive a plaque and a metal insert of the sport.
  
6. Fourth Award The fourth-year letter winner will receive a trophy and a metal insert of the sport.



7. Cheerleaders Awards given in #1 through #6 will also apply to cheerleaders. Freshman cheerleaders on a JV/Varsity team will be awarded Accordingly.
8. Mat-Maids Awards given in #2 through #6 will also apply to mat-maids. Freshman mat-maids on a JV/Varsity team will be awarded Accordingly.
9. Middle school athletes will receive a notice of participation through their specific teams with an end of season meeting and/or banquet.

The awards system at Claymont City Schools is structured to honor participation and performance in sports. The following requirements must be met to qualify for a varsity award. To earn a varsity letter in all of the following sports, a player must finish the season in good standing, academically (eligible) and behaviorally (not quitting or being suspended from the team and returning issued equipment). An athlete is eligible if injury prevented competition. Team members are responsible for all equipment checked out to them. All equipment must be returned immediately at the conclusion of the season or when the athlete is no longer a member of the team. Athletes must pay for all equipment not returned or damaged. To receive any award of recognition for participation, the athlete must be a member of the team at the end of the season and in good standing, as determined by the coach. All players must abide by all rules of the Inter Valley League and the Ohio High School Athletic Association.

### **Cross Country (Boys & Girls)**

Average at least one point in 50% of the meets and participate in at least one-half the total meets.

To score a point, must be in Claymont's top five runners or beat the number five runner of the opposing team.

In an invitational, a runner who places in the top 1/3 earns three points; middle 1/3 earns two points, and the last 1/3 earns one point.

### **Football**

One-half the total quarters for the season. If on a specialty team, participate in at least five (5) games.

### **Golf**

Participate in at least one-half the total matches such cases, the coach and Athletic Director must agree upon the eligibility for the award.

### **Volleyball**

Player must participate in at least one-half of the regular season games.

### **Basketball (Boys & Girls)**

Player must participate in at least one-half the total quarters for the season.

### **Wrestling**

Wrestling in half to a full season of varsity competitions.

Winning a number of matches equivalent to 1/3 of the wins a wrestler could have during a season.

A conference, sectional, or district champion.

### **Baseball**

Play in half the total innings and participate in at least one-half of the games.

### **Softball**

Play in half the total innings and participate in at least one-half of the games.

### **Track (Boys & Girls)**

Average one point per meet for the regular season and participate in at least one-half the total meets.

### **Tennis (Boys & Girls)**

Play in one-half of the total matches.

### **Cheerleaders**

Cheer in all varsity football or basketball games, unless excused by the cheerleader advisor.

### **Mat-Maids**

Participate in all varsity wrestling matches, unless excused by the Mat-Maid advisor.

A coach may give an award to an athlete if the athlete is injured and cannot complete the season, if the coach feels the athlete would have won the award if the injury had not occurred.

A coach may also grant a service award to an athlete who is a senior, has been out for the sport for at least three (3) years, is a credit to the sport, but was never able to earn a varsity letter through normal means.

Each coach will be entitled to present special awards at the appropriate athletic banquet. The designation of each special award will be at the discretion of each head coach.

## **Claymont City School District's Sports Medicine Guidelines**

In order to help provide optimum prevention and care for all athletic injuries that may occur to Claymont student athletes, the school district has adopted guidelines for policies and procedures of the athletic training program.

### **Athlete's responsibility:**

It is the athlete's responsibility to report to the athletic trainer and coach **ALL INJURIES AND ILLNESSES** as soon as possible. The athletic trainer (or coach in the absence of the athletic trainer) will determine if participation is appropriate.

- A player should not simply decide not to go to practice because he/she is hurt/sick.
- An injured athlete is still considered part of the team and expected to be present. All athletes must report to practice each day, unless released by the athletic trainer or coach. Players unable to compete due to injury will be given alternate conditioning and rehabilitative activities. Appropriate clothing/practice attire must be worn.
- If an athlete misses a practice due to injury/sickness, he/she will be expected to make up all conditioning aspects of that day's practice at the next practice.
- Athletes are expected to be at practice on time, regardless of his/her need to see the athletic trainer. Plan ahead. Report to the training room early.
- In an event where an athlete is late for practice due to circumstances out of his/her control (busy training room, prolonged treatment... etc.), the athletic trainer will report the situation to the coach, and the athlete will be excused for being late.
- If an athlete misses a practice/competition at a parent's request (without being excused by the athletic trainer or coach), when the athlete returns, the athlete will be required to bring in an excuse note from his/her parent(s) or physician as to why he/she was not at practice.
- The athlete will recognize the training room as a healthcare facility and act accordingly. The athlete will abide by the rules of the athletic training room.

### **Coach's responsibilities:**

Head coaches and assistant coaches play an integral role in the facilitation of a successful sports medicine program. Coaches need to establish a good communication pathway with the athletes, athletic trainer, Athletic Director, school administrators, team physician, and parents.

- When present, the athletic trainer will provide for the initial assessment, first aid, decisions regarding return to play, and parent contact, if needed, for all athletic injuries. In the absence of the athletic trainer, these become the responsibility of the coach. All such injuries should be reported to the athletic trainer as soon as practical.

- When an athletic trainer is not on site, coaches should follow the emergency medical plan provided for that specific facility. Contact the athletic trainer as soon as possible (at home, cell phone or pager) for all injuries regarding hospital care.
- The coach is required to have first aid supplies at all practices and games. It is the responsibility of the coach to notify the athletic trainer when he/she needs restocking of supplies.
- The coach is required to have emergency medical information for each athlete at all practices and games.
- The coach is responsible to ensure that each athlete has received a pre-participation physical prior to allowing that athlete to partake in any aspect of practice or competition.
- The coach is responsible to ensure that each athlete has all paperwork (insurance information, signing the school's drug abuse policy, etc.) prior to allowing that athlete to participate in any practice or competition.
- The coach must make sure that sufficient water and injury ice are available at all practices/competitions if needed.
- Coaches should stress to their athletes that any injuries should be reported immediately to the athletic trainer or coach, and some type of initial treatment should be started prior to leaving school grounds.
- A coach must not allow an athlete to participate unless he/she is positive that the athletic training staff has granted permission. This is school board policy and one of the most common causes of legal action.
- It is the coach's responsibility to make sure items issued from the athletic training staff to the whole team are promptly returned to the athletic training staff after the team is finished with them. These items include, but are not limited to Jump Stretch Bands, water bottles, coolers, towels, etc.
- Any person wishing to be employed through Claymont City School District as a coach must have a valid Pupil Activity Supervisor's Permit and be current on his/her CPR certification. These two (2) forms must be presented to the Athletic Director prior to that person being compensated for his/her services.

### **Athletic Training Staff:**

The purpose of the athletic training staff is to maintain a balance between a competitive edge in a sport and ensuring participant safety. Often the loss of objectivity regarding an injury by the student-athlete, coach, and spectators is a potentially harmful situation. It is the role of the athletic training staff to provide objective assessment of the injured athlete and manage a safe return to participation.

The primary concern of the athletic training staff is the health of the student-athlete. The athletic training staff manages this objective through early and accurate recognition of athletic injuries and supervision of a complete rehabilitation program.

The athletic training staff is composed of one nationally certified/state licensed athletic trainer, student training aides, school nurse, administration, Athletic Director, and involved physicians, dentists, and physical therapists. The athletic trainer serves as the key communication link among the physician, athlete, coach, and parents. The role of the athletic trainer covers a broad spectrum. Their duties include, but are not limited to:

- Injury prevention and healthcare delivery.
- Recognition, evaluation, and assessment of injuries.
- Immediate care of injuries.
- Treatment, rehabilitation, and reconditioning of injuries.
- Work under the supervision of and in cooperation with involved physicians.
- Aiding athlete from injury through rehabilitation until return to participation.
- Responsible for all phases of healthcare in the athletic environment.
- Keeping the athlete as the major concern at all times.
- Documentation of all assessed injuries and treatments received by the student-athlete.
- Ensuring the athlete has been sufficiently rehabilitated both physically, mentally, and functionally, prior to granting the athlete permission to return to play.
- Education and counseling of athletes.
- Organization and administration of the athletic training program.
- Refer athletes to a physician for further medical evaluation if the injury warrants such actions.

In the event of an emergency, the athletic trainer (when applicable) or coach will ensure:

1. That parents or alternate adults are notified. The athletic trainer/coach will also ensure that additional healthcare and related transportation are secured when needed.
2. That EMS is activated when a parent or alternative adult cannot be reached.
3. Call EMS when the injury is life/limb threatening, and then call the parent/alternative.

If an illness/injury that is non-life/limb threatening occurs, the athlete should report immediately to the athletic trainer or coach. If the injury is reported to the athletic trainer, and a physician is consulted, a clearance from the physician is required to be given to the athletic trainer or coach before return to participation is granted.

### **Athletic training facilities:**

The athletic training room is a healthcare facility where an athlete receives treatment, care, and preventative services in an attempt to maintain the athlete's level of competition at its highest degree. The school district currently has two training rooms, one at the high school and one at the stadium.

The athletic training room is a medical facility and should be treated as such. Do not remove items/materials without permission of the athletic training staff or school administration. In an event when the athletic training staff or school administration is unavailable, please document the use of any items/materials and ensure they are returned in the same condition as prior to borrowing. Athletes must be on time and sign in for all rehabilitation and treatments. Proper behavior, attire, and language will be required at all times.

### **Student training aides:**

Student training aides are considered part of the athletic training staff and should be treated accordingly. Their primary role is to assist the athletic trainer and coaches in pre-practice preparation, treatment of injuries, rehabilitation, injury prevention and all responsibilities given to them from the athletic trainer. Student training aides will **never** be allowed to make medical decisions, analyze or diagnose injuries.

### **Return to Play Guidelines:**

Decisions regarding the availability of an athlete for practice or game competition require cooperative efforts of the athlete, coach, athletic trainer, involved physician, parents, and athletic director. Decisions will be made based on sound medical judgment with the outcome being good athletic healthcare for the athlete. The following guidelines will be used to determine a player's status:

1. If the athlete is under the care of a physician, the physician shall determine the availability of the athlete. Under no circumstances shall the coach or athletic trainer allow the athlete to participate (in any aspect of the sport) without specific directions from the physician. The district will always follow a "no play" decision by a physician.
2. If the athlete is NOT under the care of a physician, the responsibility regarding the availability of the athlete for participation rest with the athletic training staff.
3. Neither the athletic trainer nor coach may grant the athlete permission to play in practice or competition if that athlete is under a physician's care and does not have a medical clearance from the said physician.
4. As stated above, an athlete under a physician's care may not return to play without the physician and athletic trainer's clearance. An athlete may obtain another physician's opinion on the injury. The athlete may be cleared to play from another physician provided written clearance from that physician is received by the athletic trainer/coach prior to the athlete returning to participation.
5. The school district will not recognize a medical clearance granted from an athlete's parent(s)/alternative adult if the athlete has not received medical clearance from a physician and/or athletic trainer.
6. The school district will honor a parent's/alternative adult's request to remove an athlete from play at their discretion, regardless of the opinions of a physician/athletic trainer/coach.
7. If the athlete or coach disregards a "no play" decision, the Athletic Director and/or school administration will be notified.

## ATHLETIC CODE OF CONDUCT

As a member of the Inter Valley Conference and the Ohio High School Athletic Association, Claymont High/Junior High School encourages the participation of young men and women in a number of interscholastic sporting activities.

Before an athlete may practice or participate in any athletic program, he or she must submit a doctor's physical, a signed copy of the athletic code, and an insurance coverage or waiver form filed with the Athletic Director and each athlete 7<sup>th</sup> – 12<sup>th</sup> grade in the sports of football, volleyball, Boys/girls basketball & wrestling must take the mandatory concussion baseline test with the athletic trainer. Physicals are good for one (1) year only. This rule will be strictly followed.

Each participant will observe and strictly obey the Athletic Code of Conduct.

It is the belief of the Claymont Athletic Department that a quality athlete is a disciplined athlete.

We feel that excellence can only be achieved by plenty of hard work and total dedication. Those things come mostly from within. The motivation that brings about the kind of excellence we want is largely self-motivated.

With this belief in mind, student athletes are expected to observe the following rules:

1. Always do your very best in the classroom.
2. Conduct yourself at all times in a manner that will bring credit to your team, school, and community.
3. Promote team spirit.
4. Attend every practice unless excused by the coach or cheerleading advisor.
5. Keep the hours established by the coach of each sport or cheerleading advisor.
6. Refrain from condemning fellow players, coaches, or advisor relative to the activity.
7. Always set a positive example. You are in the limelight and are always being evaluated by others.
8. Always present a neat and appropriate appearance when representing Claymont High/Junior High School.
9. In times of adversity, strive to be the better person.
10. Follow all rules and regulations established by the coaching staff and/or cheerleader advisor.

**THE FOLLOWING CONDUCT AGREEMENT WILL BE IN EFFECT FOR ALL ATHLETES YEAR-ROUND THROUGHOUT THEIR ATHLETIC CAREER (MIDDLE SCHOOL AND HIGH SCHOOL)**

**1. POSSESSION, USE OR UNDER THE INFLUENCE OF DRUGS OR ALCOHOL.**

1<sup>ST</sup> Offense – Parental Conference. Denial of privilege to participate per sport:

- Football – 1 game; Basketball – 2 games; Baseball/Softball – 3 games; Cross
- Country – 1 meet; Golf – 2 matches; Tennis – 2 matches; Volleyball – 2 matches;
- Wrestling or Track – 1 invitational (or equivalent); Cheerleaders – follow the sport they are cheering for.
- In addition, the athlete must complete drug and alcohol counseling provided by the Claymont School District Guidance Office.

2<sup>nd</sup> Offense – Parental Conference. Denial of privilege to participate per sport:

- Football – 5 games; Basketball – 10 games; Baseball/Softball – 15 games; Cross
- Country – 5 meets; Golf – 10 matches; Tennis – 10 matches; Volleyball –
- 10 matches; Wrestling or Track – 5 invitationals (or equivalent); Cheerleaders –
- follow the sport they are cheering for.
  
- In addition, the athlete must complete an evaluation, which is submitted to the
- Athletic Director, from a trained professional in drug and alcohol counseling,
- during the time of the denial of participation and prior to reinstatement of
- participation.

3<sup>rd</sup> Offense – Parental Conference. Removal from the team (and any other sport) for

- a. The equivalent of one full season. In addition, written documentation must be received by the Athletic Director that help has been received from a licensed professional in drug and alcohol counseling.

**2. ATTENDANCE AT PARTIES WHERE ALCOHOL IS OR BECOMES PRESENT.**

Athletes will have fifteen minutes to leave this type of party. They may call the police, their parents, their coach, or another adult to pick them up from the party. If the Athlete leaves in the 15 minute time frame, No penalty will be issued.

1<sup>st</sup> Offense – Parental Conference/Warning

2<sup>nd</sup> Offense – Parental Conference. Denial of privilege to participate per sport:

- i. Football – 5 games; Basketball – 10 games; Baseball/Softball – 15 games; Cross
- ii. Country – 5 meets; Golf – 10 matches; Tennis – 10 matches; Volleyball – 10 matches; Wrestling or Track – 5 invitationals (or equivalent); Cheerleaders – follow the sport they are cheering for.



In addition, the athlete must complete an evaluation, which is submitted to the Athletic Director, from a trained professional in drug and alcohol counseling, during the time of the denial of participation and prior to reinstatement of participation.

3rd Offense – Parental Conference. Removal from the team (and any other sport) for the equivalent of one full season. In addition, written documentation must be received by the Athletic Director that help has been received from a licensed professional in drug and alcohol counseling.

### **3. POSSESSION OR USE OF TOBACCO PRODUCTS.**

Parental Conference. Denial of privilege to participate may range from one (1) game to an entire season, depending on the severity and number of the offense.

### **4. VIOLATION OF FEDERAL, STATE, OR LOCAL LAW.**

Under admission of guilt by the athlete(s), considering the circumstances involved, the punishment rendered by the administration may range from 10% up to 100% of the sports season.

### **5. OUT OF SCHOOL SUSPENSION**

If a student athlete is placed on out of school suspension, he/she will be athletically suspended for one sanctioned, regular season event. If an event does not take place over the duration of the school suspension, the said athlete will serve his/her athletic suspension during the next sanctioned, regular season event.

### **6. VIOLATION OF SCHOOL RULES AND REGULATIONS MAY RESULT IN ADDITIONAL DISCIPLINARY ACTION. THIS MAY TAKE THE FORM OF COACH'S DISCIPLINE AND RANGE UP TO REMOVAL FROM THE ATHLETIC TEAM.**

### **7. USE OF PROFANE OR OBSCENE LANGUAGE.**

An athlete is expected to set a good example, not be an example. Therefore, profanity and/or obscene language will not be permitted.

### **8. INSUBORDINATION, MISCONDUCT, VANDALISM, UNSPORTSMANSHIPLIKE CONDUCT.**

Violation of this rule may result in coach's discipline up to and including denial of the privilege to participate in the athletic program for the equivalent of one full season.

## **9. ATTENDANCE AT GAMES AND PRACTICES**

Excused Absence: Must be by calling the coach or other face-to-face contact before the absence occurs.

Unexcused Absence: Absence without proper permission.

From Practices:

- a. 1st offense: Coach's discipline
- b. 2nd offense: Conference with parents. Denial to participate ranging from one (1) contest to the remainder of the season, depending on the severity of the offense.

From Games:

- a. 1st offense: Conference with parents. Denial to participate for one (1) contest.
- b. 2nd offense: Dismissal from the team.

## **10.VACATIONS**

It would be to the athlete's advantage if vacations were scheduled off-season. However, if the parent has no control of his/her vacation time, players will be permitted to attend with their families. Otherwise, it will be considered an unexcused absence.

## **11.INJURIES**

Injuries must be reported to the coach immediately. Any injury which requires medical attention also requires a physician's release statement (written) before the athlete may return to practice or competition. The athlete will be expected to attend practices and contests, injury permitting.

## **12. TRANSPORTATION**

All athletes will use the transportation provided by the Claymont High School. The only exception will be a note written and handed by the parent to the coach. The coach must see the parent immediately before the athlete leaves. The athlete may ride home only with his/her parent/guardian.

## **13.ABSENCE FROM SCHOOL**

Athletes must attend school at least half a day in order to participate in either practice sessions or game contests. They must be present for five periods of the school day unless excused by the principal or his designee. Any exception must be approved IN ADVANCE by the building principal/assistant principal or the Athletic Director.

14. All players must abide by all rules of the Inter Valley Conference and the Ohio High School Athletic Association.

15. Coach's discipline for minor offenses is defined as, but not limited to, laps, line drills, other menial assignments, or denial of participation for one (1) contest.

#### 16. DISMISSAL FROM TEAM

Any student athlete who is dismissed from a team after the midpoint of a season (as determined by the number of contests scheduled), may have that dismissal extend into the next sport in which they participate. This will have a carry-over effect of being dismissed for at least one-half of one sport season.

#### 17. ELIGIBILITY REQUIREMENTS

In order for a high school student to participate in interscholastic athletics, he/she must receive passing marks during the preceding grading period that earn a minimum of five (5) credits, or the equivalent, per year toward graduation. In addition, during the preceding grading period, a student must have maintained at least a 1.50 GPA and have not failed more than one (1) class. Middle school students must have passed five (5) courses in the preceding grading period, maintained at least a 1.5 GPA & have not failed more than one (1) class.

#### 18. CURFEWS

Curfews are established by the head coaches in each sport.

19. To be eligible to participate in any sport, this Code of Conduct must be signed by the student and parent/guardian and on file with the Athletic Director.

20. To receive any award of recognition for participation, the athlete must be a member of the team at the end of the season and in good standing, as determined by the coach.

21. Team members are responsible for all equipment checked out to them. All equipment must be returned immediately at the conclusion of the season or when the athlete is no longer a member of the team. Athletes must pay for all equipment not returned or damaged.

22. Players will not be able to quit one sport and participate in another during the same season. Players who quit one sport will not be permitted to begin preparation for an upcoming season until participants of that sport can begin their preparation for the same upcoming season. Being denied participation or dismissed from a team will follow the same procedure.

23. All players/team members must agree to random drug testing if they are going to partake in an athletic team sponsored by the Claymont City School District. Please see policy number [7.32](#).

IN ADDITION, VIOLATION OF ANY OF THE FOLLOWING MAY BRING ABOUT SUSPENSION OR DISMISSAL FROM THE TEAM OR SQUAD:

1. Verbal and/or physical abuse to members of the athletic staff or members of the team or squad, school or game officials.
2. Theft and/or willful destruction of school property or property belonging to others.
3. Continued violation of the established curfew.
4. Behavior that is considered, in the eyes of athletic department personnel, detrimental to the image of interscholastic athletics at Claymont High/Middle School.

#### COMMUNITY SERVICE OPTION

If an event does not take place over the duration of the athletic suspension, the said athlete will serve his/her athletic suspension during the next sanctioned, regular season event or complete 40 hours of community service. If the student athlete chooses the option of community service, the following criteria must be met before the next sanctioned, regular season event.

\*Approval of location and specific services by the High School Athletic Director.

\*Official document provided by High School Athletic Director that will be signed by Student Athlete, Guardian and Community Service Supervisor.

\*A 1-page paper explaining what the Student Athlete did throughout the community service and what they will do in the future to prevent future discipline.

\*All criteria and community service MUST be completed by the next season sanctioned, regular season event.

If an event does not take place over the duration of the athletic suspension, the said athlete will serve his/her athletic suspension during the next sanctioned, regular season event or complete 40 hours of community service. If the student athlete chooses the option of community service, the following criteria must be met before the next sanctioned, regular season event.

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\*A 1 page paper explaining what the Student Athlete did throughout the community service and what they will do in the future to prevent future discipline.

\*All criteria and community service MUST be completed by the next season sanctioned, regular season event.

CONTRACT

I agree to assume responsibility for all equipment issued to me and to confine the use of that equipment to practice and games.

I agree to return all equipment issued to me at the conclusion of each sports season or immediately when I am no longer a member of the team or squad.

I further agree to pay for any and all equipment which I do not return at the appropriate time.

I agree to abide by all the rules and regulations set forth in the Claymont High/Middle School Rules and this Code of Conduct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athlete's Signature

**HANDBOOK FOR ATHLETES ACKNOWLEDGEMENT**

I have received a copy of the *Handbook for Athletes* and have reviewed and understand its contents.

\_\_\_\_\_  
Signature of Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

I, as parent/guardian of the above athlete, have read and understand the policies and rules as set forth in this Code of Conduct for athletic participation at Claymont High/Middle School. I further understand that my son/daughter will not be eligible to participate in any sport until this agreement is signed and on file with the Athletic Director.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature