

*ARCHBOLD  
ATHLETICS*

*COACHES HANDBOOK  
2023-2024*



**Archbold High School  
600 Lafayette Street  
Archbold, Ohio 43502  
419-445-5579**

Athletic Office  
419-445-2583  
419-445-2583 FAX  
www.archbold.k12.oh.us

Superintendent	Jayson Selgo
Principal	Royal Short
Athletic Director	Allan Gladieux

### **Fall Sports**

Boys/Girls Cross Country  
Cheerleading  
Football  
Girls Golf  
Boys Golf  
Girls Soccer  
Boys Soccer  
Girls Tennis  
Volleyball

### **Winter Sports**

Boys Basketball  
Girls Basketball  
Cheerleading  
Wrestling

### **Spring Sports**

Baseball  
Softball  
Boys Tennis  
Boys/Girls Track

Individual Sports Schedules and directions to schools can be found by using the following websites. Schedules are subject to change.

[www.archbold.k12.oh.us](http://www.archbold.k12.oh.us)   [www.arbiterlive.com](http://www.arbiterlive.com)   [www.ohsaa.org](http://www.ohsaa.org)

## **Philosophy**

It shall be the purpose of Archbold High School to provide a well-planned and well-balanced program of interscholastic athletics for our students. Competitive sports are an important part of the total education program for students in our school. Student/Athletes develop physically, mentally, socially, and emotionally, while participating in athletics. The Athletic Department will offer athletic programs that will instill pride and reinforce a sound value structure that helps promote an individual's self-image, as well as the image of the school district and the community.

Athletic activities will provide educational experiences not otherwise provided in the curriculum. Emphasis will be upon teaching through activities in addition to teaching the skills of activities. Every attempt will be made to provide numerous opportunities for students to participate in activities, which promote growth and development, teach social and recreational skills, and develop leadership qualities. It is the mission of the Archbold High School Athletic Department to offer as many of these educational opportunities as possible so students can compete in a manner that will help them develop personally, foster teamwork, and teaches important life skills necessary for becoming a valued member of society.

The interscholastic athletic program will operate and be managed under the policies and guidelines set forth by the Archbold Board of Education, the Ohio High School Athletic Association, and the Northwest Ohio Athletic League.

***Participation is a Privilege not a Right.***

**The athletic program shall be based on the following premises:**

1. Interscholastic athletics are an integral part of the overall educational program.
2. The total development of the student is our main concern.
3. The fundamental functions of the school lie in the work within the classrooms and that extracurricular work should supplement, not interfere with the basic functions for which schools are established and maintained.
4. Contest rules, regulations and supervision of the programs should ensure the maximum protection of the health and safety of the participants.

## **Athletic Policies**

1. The athletic program is an extracurricular activity and must fit into the overall school educational program.
2. No athletic contests shall be held on Sundays, without the consent of the Superintendent or Principal.
3. In the event that school is closed because of weather or other factors, the Superintendent and Principal, along with the Athletic Director, shall determine whether athletic contests will be played as scheduled or canceled. Practices may be held on days when school is closed, but should not begin prior to 2:00 PM. Also, athletes should not be required to attend if roads are hazardous or safety is a concern.
4. Athletic practices will be held before or after regular school hours. Gym practice schedules will be made up by the Athletic Director and with the cooperation of all coaches involved.
5. Early dismissal of athletic teams/individuals (tournament contests), need to be approved by the principal.

## **Administrative Organization**

One of the most important considerations for a coach, athlete, or parent is where to go to ask questions about any matter that may be of concern. The following Chain of Command should be used by everyone so that proper steps are followed to resolve problems, answer questions, or clear up concerns about athletic matters. The following Chain of Command should be followed:

1. Athlete/Parent or Guardian
2. Head Coach/Assistant Coach
3. Athletic Director
4. Building Principal
5. Superintendent of Schools
6. Archbold Board of Education

### Superintendent

The Superintendent should be considered the chief executive officer of the Archbold Board of Education. All individuals employed by the Archbold Area School District are responsible directly to the Superintendent of the Schools.

### Building Principal

The building Principal answers to the superintendent. The building Principal is in charge of the functions and activities of the high school. The building Principal is designated by the Ohio High School Athletic Association (OHSAA) as being responsible for the administration of the athletic program. Any evaluation of our

interscholastic athletic program must be done in terms of style in management, cost effectiveness, and value to the educational process of our student-athletes. The building Principal delegates the duties and authority for the operation of the Archbold Athletic Department to the athletic director.

### Athletic Director

The Athletic Director is responsible for the organization of all interscholastic teams approved by the Archbold Board of Education. The Athletic Director shall prepare and operate within the Board of Education approved budget. The athletic director shall strive to promote all public relation endeavors and be the school's liaison with the Archbold Board of Education. The Athletic Director shall be responsible to ensure that all rules and regulations of the OHSAA and the Northwest Ohio Athletic League (NWOAL) are followed.

### Head Coaches

Head coaches are to take charge of all levels of teams in their sport. The head coach shall assign duties and give direction to assistant high school and junior high coaches. The head coach shall know and enforce the policies and procedures of the Archbold Board of Education Policy Manual, the Archbold High School Handbook, Archbold Athletic Department Handbook, the OHSAA Constitution and Bylaws, and the NWOAL Constitution. The Athletic Director will evaluate head coaches and the head coach will evaluate all assistant coaches in conjunction with the A.D.

## **Administrative Duties**

1. Rules of the OHSAA will be observed in all athletic events, practices, scrimmages, and off-season.
2. The Principal shall be held ultimately responsible in all matters in the school which concern interscholastic athletics or contests. The principal may delegate to school representatives the responsibility for the conduct of all interscholastic athletics.
3. The Principal, along with the Athletic Director, will determine when and who shall use the school's athletic fields, gymnasiums, and other facilities.
4. The Principal shall be the final judge in determining the eligibility of local athletes.
5. The Principal, Athletic Director or a faculty member authorized by the principal, in addition to the coaches, shall be present throughout all varsity football and basketball games. In all other sports, the coach or a person authorized by the Archbold Board of Education shall be present throughout the contest.

## High School Athletic Teams

### Fall

Boys Cross Country  
Boys Soccer (JV, Var)  
Girls Tennis  
Girls Volleyball (9, JV, Var)  
Cheerleading (JV, Var)

Girls Soccer (JV, Var)  
Girls Cross Country  
Football (9, JV, Var)  
Boys Golf  
Girls Golf

### Winter

Boys Basketball (9, JV, Var)  
Girls Basketball (9, JV, Var)  
Wrestling (JV, Var)  
Cheerleading (JV, Var)

### Spring

Boys Baseball (9, JV, Var)  
Girls Softball (JV, Var)  
Boys Tennis  
Boys Track  
Girls Track

## Levels of Competition

### **Freshman**

The emphasis at the freshman level is on participation, success and further development of their skill development. If the program supports a freshman squad, squad limitation may occur at this level and attempts will be made to play as many students as possible during each contest while striving for victory for the entire team

### **Junior Varsity**

The emphasis at this level of competition begins to focus on skill refinement. Squad limitation may occur at this level and it is possible that not every player will play in every game.

### **Varsity**

The perfection of skill, putting the best players in the game, and winning is the emphasis at this level. While winning at all costs is not a part of the athletic department's philosophy, no apology should be necessary if the varsity team does all it can to win each contest within the bounds of ethics, integrity and sportsmanship. In certain sports, squad limitation may be used at this level and it is extremely likely that not every player will play in every contest.

### **Athletic Director-Duties**

The Athletic Director shall be responsible for coordinating the interscholastic athletic program in the Archbold Area Schools. The program shall be administered within the policies set by the Archbold Board of Education, and the By-laws of the OHSAA. In the performance of his/her duties, the Athletic Director will be responsible to the Principal. The Athletic Director shall:

- Formulate and recommend policies to the Principal and Superintendent.
- Serve as manager of the athletic fund-receiving and disbursing all such monies.
- Promote good conduct and sportsmanship on the part of all coaches, athletes, and student body.
- Prepare student OHSAA eligibility lists for certification by the Principal.
- Supervise the athletic department budget and expenditures.
- Approve and issue all requisitions for funds of athletic equipment, uniforms, and supplies.
- Schedule all athletic contests and prepare contracts for all contests and officials as necessary.
- Serve as or arrange for a faculty manager to be present at all contests where required by OHSAA rules.
- Supervise the athletic facilities and coordinate their preparation for contests.
- Arrange for athletic awards in cooperation with the respective coaches.
- Call and conduct athletic meetings with athletic staff as necessary.
- Obtain workers for contests for fall and winter seasons.
- Supervise and assist coaches in arranging transportation to events.
- Arrange for athletic staff to meet all sports medicine requirements established by the state (keep records for all coaches on file).
- Supervise coaches in the conduct of their athletic programs and their maintenance of equipment and inventories.
- Recommend to the Superintendent qualified personnel for implementing the interscholastic program.
- Arrange for student/athlete physicals, insurance, waiver of liability, code of conduct, OHSAA forms, concussion forms, and drug testing.
- Serve as liaison between athletic department and Archbold Athletic Boosters.
- Arrange for team pictures for programs (fall and winter).
- Evaluate all head coaches and provide assistance to head coaches to evaluate their staff.
- Represent the district at the NWOAL and OHSAA meetings.
- Verify eligibility of all new students prior to their participation.
- Develop and carry out a ticket sales policy and oversee pre-game ticket sales.
- Prepare and supervise preparation of fields and courts for home contests.
- Distribute league passes and reserved seats.
- Handle all office work.

- Supervise police/security for home contests.
- Provide accommodations for press, radio, and other guests at home contests.
- Attend drawings for tournaments when necessary.
- Create a harmonious feeling among the high school coaching staff, in case of disputes, settle it consistently in the best manner possible.
- Provide all safety precautions possible to players, students and others.
- Perform other duties as assigned by Principal or the Superintendent.

### **Head Coach-Qualifications/Expectations**

The Head Coach shall be responsible for all areas of his/her program. Accepting a head coaching duty automatically involves the acceptance of all responsibilities that accompany the position. These duties include, but are not limited to those listed below:

- Do not make any purchase using school funds without prior consent of the Athletic Director.
- Maintain sports medicine and CPR certification as required by the state.
- Be personally responsible for the coaching and conditioning of athletes out for the sport.
- Be personally responsible for and insist upon close adherence to the Archbold Code of Conduct by your athletes.
- Establish and provide athletes with any additional training rules for your squad (coaches may have more stringent expectations than the handbook requires, but may not have less stringent requirements).
- When a violation of the Code of Conduct occurs, the coach is expected to inform the Athletic Director or Principal of such incident immediately or as soon as practical.
- Be responsible for your team's appearance, actions, and behavior during games and on bus trips and on all occasions where teams are representing the school.
- Be responsible for locker room supervision before and after practice sessions and games, both home and away. (A coach should not leave the building until all team members have left).
- Be responsible for maintaining supervision of school facilities. No student/athlete is to be allowed in the building after school hours to practice/lift weights without the presence of a sanctioned faculty member. At no time should a coach give out their school keys to students/athletes.
- Complete and provide to the Athletic Director an end of season inventory of equipment, supplies/equipment needed for the next year, and a list of all award winners and special awards. (Also, the head coach is to organize team awards ceremony at conclusion of season.)



- Work with the Athletic Director and other staff in arranging both game and practice schedules along with regular agendas for both, this includes off-season workouts.
- Provide and check that all athletes out for a sport have the following:
  - (a) physical examination (before any practice begins) on file.
  - (b) emergency medical form on file (take a copy for each athlete to each game).
  - (c) a signed code of conduct form on file.
  - (d) athletic insurance or a waiver on file.
  - (e) waiver of liability
  - (f) drug testing consent
  - (g) OHSAA forms
  - (h) concussion form
- Issue equipment to squad, keep records of equipment, and make sure each athlete returns all equipment in proper condition at conclusion of season.
- Assign duties of all assistant coaches.
- Provide transportation times/schedules to AD.
- Provide publicity materials to area media, preseason, during season, and after-game coverage (stats, other info).
- Work with the trainer involving injury to athletes-Make sure you have emergency medical forms with you at all contests.
- Be interested and supportive of the entire athletic department and other school programs.
- Attend all athletic staff meetings, including OHSAA meetings.
- Keep abreast of current trends of his/her respective sport by reading, attending clinics when possible and interacting with other coaches.
- Use of good judgment both on and off of the court/field at all times.
- Call in all sports scores and see that such scores are available for the media after each contest.
- Report scores to Athletic Department after each contest.
- Demonstrate the highest level of sportsmanship at all times and not harass or otherwise show disrespect to game officials, coaches, spectators or athletes from other teams.
- Provide for proper organizational habits:
 

Examples:

  - (1) Providing parents/players with team schedules practice/game plans well in advance of the events.
  - (2) Not allowing an athlete to practice until the required physical exam, parental permission, and proof of insurance forms are on file in the Athletic Director's office.
  - (3) Plan and conduct all practice sessions, which include having a practice plan or documented outlines of what structured time with

student-athletes will provide.

(4) Regular means of communication with student-athletes or parents.

- Call to the Athletic Directors attention any matter relating to the athletic department in general or his/her program in particular. Coaches should feel free to offer any suggestion he/she feels will serve the best interest of the program.
- Keep accurate statistics, which might help students or teams receive special recognition and maintain records of games played, quarters, etc. for the purposes of lettering and eligibility. Coaches are responsible for updated OHSAA records. Give records/stats to athletic director for submission.
- Follow the board established chain of command.
- Attend all athletic banquets which involve his/her team members.
- Respect all other school programs, coaches and student-athletes participating in such activities.
- Present a positive image of the entire school community at all times to the public.
- Always support administrative decisions.
- Never argue with other coaches or administrators in front of athletes or the general public.
- Cooperate with administration and other faculty members.
- Encourage athletes to play other sports.
- Discuss players only with their own parents.
- Be consistent in the application of all school and athletic policies and rules for the student-athletes.
- Strive to make every squad member feel like an important part of the team.
- Be prompt for games and practices.
- Make certain that the goals for the team are clearly articulated to student-athletes and parents.
- Give clear and concise statements as to expectations for the team and individual team members.
- Keep a player-coach relationship
- Provide out of season athletes with an off-season workout. Including times/schedules.
- Be a positive role model with regard to speech and action at all times-both on and off the court/field.
- Promote all endeavors of the total athletic program.
- Display prudent judgments when making all decisions relating to the student-athletes, the athletic programs and in representing the Archbold Area Schools.

### **Assistant Coach-Duties**

The Head Coach directs and oversees the coaching staff and the program in his/her sport. The assistant serves as an aide to the Head Coach. The assistant coach will be appointed by the head coach within the following criteria:

- a. current certificated faculty
- b. other certificated applicants
- c. non-certified applicants

The duties of the assistant are assigned by the Head Coach of that sport. The assistant shall support the head coach and be loyal to the program (**you** work for him/her).

All Assistant Coaches shall:

1. Maintain sports medicine and CPR certification as required by state.
2. Not make any purchase without the consent of the AD.
3. Perform all duties assigned by head coach (you work for him/her).
  
4. Be responsible for and insist upon adherence of the Code of Conduct. The coach is expected to report any violations to the AD or Principal.
5. Be interested and supportive of the entire athletic department and other school programs.
6. Attend all athletic staff meetings when required.

### **Evaluation of Coaches**

The evaluation procedure for Archbold Athletic personnel is as follows:

- A. The Athletic Director will be the evaluator of each Head Coach of a sport, and will make one evaluation on a head coach each year.
- B. The Head Coach will be the evaluator of his or her assistants in his or her sport, and will make one evaluation on each year.

### **Sportsmanship Guidelines**

The Archbold Local School District believes that interscholastic competition involving member schools should be governed by the basic principles of good sportsmanship.

Players/Staff/Team Personnel are governed by the sportsmanship policy established by the Ohio High School Athletic Association. Any team member or staff member ejected for unsportsmanlike conduct or a flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection. When a coach is ejected a \$100.00 fine will be issued by the OHSAA and a mandatory coaching class must be taken. The fine and the cost of the coaching class will be paid by the coach. If the ejection occurs in that last contest of the season, the student or staff member shall be ineligible for the same period of time in the next sport in which the

member participates. A student or staff member under suspension may not sit on the bench, enter the locker room or be affiliated with the team in any way traveling to or from a contest.

A student who is ejected a second time will be denied participation for the remainder of the season in that sport. A staff member who is ejected for a second time will be suspended indefinitely and be required to attend a mandatory conference with the OHSAA.

Archbold High School is committed to upholding the ideals of good sportsmanship, ethics and integrity. It is important that the actions of the participants, coaches, and spectators be a positive reflection on the school community.

### **Pre-Season Parent's Meeting**

Each Head Coach shall set up and conduct a pre-season meeting with the parent(s) of his/her team. Parent(s) will be required to sign-in. If a parent(s) does not attend this meeting, they will be required to set up a time to meet with the coach before their child will be able to participate in practices, scrimmages, and contests. This meeting should inform the parent(s) the coaching staff's expectations for their children as well as to go over school/team policy. Items to discuss are (but not limited to): coaching philosophy, code of conduct policy, eligibility requirements, attendance policy, doubling policy (if applicable), lettering requirements, concussion protocol, and training rules of the coach. Items not appropriate to discuss includes (but not limited to): playing time, other athletes, and other sports.

# **ARCHBOLD ATHLETIC DEPARTMENT**

**Allan Gladieux, Athletic Director**

## **ARCHBOLD HIGH SCHOOL**

600 Lafayette Street

Phone (419) 445-2583

FAX (419) 445-8536

## **SENIOR PICTURE DISPLAYS**

There has been an interest in posting pictures of our senior athletes at our sporting events. The Athletic Department is completely on board with this idea and is more than willing to have our athletes be recognized in this manner. With that said, there is a need to establish some guidelines to provide some consistency throughout our program. Listed below is the protocol that is expected to be followed when displaying the senior athlete photos.

1. Pictures will be ordered and paid for by the teams and/or parents of the athletes. Funding will NOT be provided by the Athletic Department or the Athletic Boosters.
2. The Athletic Department will allow the pictures to be displayed and will have the final say on the location of the pictures.
3. Either individual shots of each athlete or a group shot will be displayed, not both.
4. Partial teams (groups) will NOT be displayed (in other words – either EVERY senior or none)
5. The content of the pictures needs to be similar to something you might see posted at a college. If these pictures are going to be on display, they need to be appropriate. The Athletic Department reserves the right to refuse to post an inappropriate picture.
6. Send proof for approval to the Athletic Department.
7. Pictures that will be posted indoors must be no larger than 20” x 30”.
8. The Athletic Department will assist with getting the pictures displayed and maintaining them while they are up, but the primary responsibility falls on the parents.
9. Pictures posted outdoors may be larger than 20” x 30”.
10. Facilities/Teams:
  1. Spengler Field: Boys and Girls Soccer
  2. High School Football Field: Football and Cheerleaders
  3. High School Gym: Boys Basketball, Girls Basketball, Volleyball, Cheerleaders and Wrestling
  4. Baseball, Softball, Cross Country, Golf: To display their pictures at their home venue.

## **ARCHBOLD AREA SCHOOL DISTRICT PARENTAL/SPECTATOR GUIDELINES**

**The following applies to a parent/spectator physically present at an athletic event, or through the use of electronic mediums (ie internet/e-mail, social media, etc.,).**

### **DO NOT:**

- Ridicule or berate players, coaches, officials, or other spectators.
- Engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing, taunting, using profane language or gestures.
- Encourage nor condone any behavior or practice, which would endanger the health or well being of any participant.
- Boo, taunt, or in any way, try to humiliate any participant or attendee.
- Ridicule any participant for making a mistake.
- Coach from the sidelines or grandstand.
- Confront coaches in an inappropriate/antagonistic manner before, during, or after games/practices. Instead, make arrangements to speak with coaches at an appropriate time and place. (The use of impersonal, electronic, handwritten means of expressing concerns is not an acceptable substitute for effective, cooperative, face-to-face communications.)

### **DO:**

- Understand that your attendance provides you with the opportunity and privilege to observe an athletic event, not to berate players, coaches or officials.
- Remember that interscholastic athletics is a part of the educational process. It is for the students, not adults.
- Cheer for your team.
- Be a positive role model and encourage sportsmanship by giving support to, and showing respect for all players, coaches, officials and spectators.
- Demand that others treat players, coaches, officials and spectators with respect regardless of race, religion, color, gender or ability.
- Support the decisions of coaches and officials.
- Teach our youth that doing their best is of the utmost importance.
- Emphasize that a healthy work ethic, a high level of effort, and cooperation with coaches are imperative for doing one's best.
- Learn and understand the rules of the game.
- Appreciate the efforts of the players, coaches and officials.
- Be generous when you win, gracious when you lose.

## **PARENTS:**

- Be a “team fan,” not a “my child” fan.
- Encourage your child to discuss any problems with the coach, while emphasizing how to improve their status on the team.
- Encourage the attainment of team goals, rather than individual goals.
- Understand that criticism and disrespect not only undermine the purpose of interscholastic sports, but the very behavior, which you’re trying to teach your child.

**Behavior that degrades a player, coach, referee, school official or another parent or fan is subject to disciplinary action by school personnel.**

**Anyone who engages in misconduct as described above, or who is removed from an interscholastic contest at the request of a game official or school administrator will be subject to the following:**

**1<sup>st</sup> Offense:** Offender(s) will be prohibited from attending the team’s next home contest.

**2<sup>nd</sup> Offense:** Offender(s) will be prohibited from attending ANY home school district athletic events for the remainder of the season in question (fall, winter, spring) or for a period of 3 months commencing from the date of the second offense, whichever is longer.

**3<sup>rd</sup> Offense:** Offender(s) will be prohibited from attending ANY home school district athletic events for one full calendar year, commencing from the date of the 3<sup>rd</sup> offense.

**REMEMBER, WE ARE ALL ON THE SAME TEAM.  
WE ALL REPRESENT OUR COMMUNITY, SCHOOL AND FAMILIES.**

### **Training Rules**

All athletes and parents must complete an Athletic Packet on Final Forms, which includes an Emergency Medical form, Waiver of Liability form, Insurance Waiver, Concussion form, OHSAA Authorization form, OHSAA eligibility statement, Code of Conduct form, and Drug Testing Consent form. These must be completed online before an athlete will be allowed to participate. Athletes will need to complete these at the start of every school year. Athletic forms can be found on the Athletic Web-Site under the Final Forms link.

All head coaches may establish additional training rules for his/her sport (i.e. curfew hours, dress, school conduct, etc.). Any additional rules will be subject to approval of the AD and principal. These rules shall be placed in writing and given to athletes and parents for signatures as to the knowledge of their existence. The Code of Conduct and Drug Testing Policy are included in this packet. **Any athlete under a disciplinary suspension from school is not eligible for participation in either practice or competition during the suspension.**

## **Drug Testing**

The Archbold Area Schools Board of Education Drug Testing Policy was formed to prevent and/or deter the use of alcohol and illicit drugs by Archbold Area School's students. The Archbold Area Schools Board of Education desires to implement a policy, which will attempt to provide this district with a safe and healthful student program. This Policy reflects the Archbold Area Schools Board of Education and the community's strong commitment to establish a drug and alcohol free school program. Because of the potential of drug use in our high school, Archbold Area Schools have selected student athletes, students who participate in extra-curricular activities and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This Policy applies to all athletes, volunteers and participants in competitive extra-curricular activities from grades 9-12.

### **PURPOSE OF THIS DRUG POLICY SHALL BE:**

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular programs.
2. To discourage all students from using drugs and alcohol.
  - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of this Policy.
6. To encourage those students who participate in athletic and extracurricular programs to remain drug free and alcohol free.

The Policy does not affect any existing policies, practices, or rights of the District regarding the suspension or expulsion of students from school for drug and/or alcohol possession or use in violation of the Code of Conduct. This Policy is only applicable to athletes, volunteers and participants in competitive extra-curricular activities and is academically non-punitive.

Students involved in athletics or other extra-curricular activities need to be exemplary in the eyes of the community and other students. This Policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in athletics and extra-curricular activities, no student shall be suspended or expelled from school or penalized academically for testing positive for banned substances under this Policy. The results of drug tests conducted



under this Policy will not be documented in any student's academic/discipline file unless the incident took place at school or school event.

## DEFINITIONS

1. **STUDENT ATHLETE**  
Any person participating in the Archbold Area Schools High School athletic program and/or contests under the control and jurisdiction of the Archbold Area Schools and/or the Ohio High School Athletic Association (OHSAA). This Policy also includes cheerleaders.
2. **EXTRACURRICULAR**  
Any activity of a competitive nature that does not involve a grade. This also includes activities outside of the sporting realm that are voluntary in nature and take place outside of the regular school day. In addition to all competitive sports this also includes, but is not limited to the Company, Quiz Team, Pep Band, Art Club, mat maids, student trainers, NHS, FCCLA, and Student Council. If other extra-curriculars are added to our school program, they will be added to the testing schedule.
3. **ATHLETIC SEASON**  
In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for the Archbold Area Schools. There are three athletic seasons: Fall, Winter, Spring. Due to the nature of our athletic code, students are under the jurisdiction of the athletic code year-round.
4. **RANDOM SELECTION**  
A system of selecting students for drug and alcohol testing in which each student shall have a fair and equitable chance of being selected each time selections are required.
5. **DRUGS**  
Any "controlled substance" as defined in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This includes (but is not limited to) LSD, Marijuana, Amphetamines, Methadone, Methaqualone, Barbiturates, Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon) and also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or

by the manufacturer. This definition shall also include nicotine (tobacco) and anabolic steroids.

6. ALCOHOL

Any intoxicating liquor, alcohol, beer, wine, mixed beverage, spirituous liquor, or cider, as such terms are defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverage” includes any liquid or substance, such as “near beer” which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and directions for use; or an over-the-counter medicine.

1. RANDOM TESTING

In-season random testing shall be conducted on Student Athletes throughout the Athletic Season and students participating in an extracurricular activity throughout the extracurricular season. A student may be tested more than once per Athletic Season or extracurricular season. In addition, students may be randomly tested when they are out of season under the guidelines of the year round athletic code of conduct.

a. Random selection:

The testing company will provide the Athletic Director/Principal with the random selection at the Principal’s request.

b. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the Athletic Director and confirmed with the building administrator. Random testing may be done weekly.

2. SUBSTANCES FOR WHICH ATHLETES MAY BE TESTED:

Students will be tested under this Policy for Drugs and Alcohol (as such terms are defined above).

### 3. COLLECTION PROCESS (Urine Screens)

Upon random selection, a student will be notified to report to the collection site within the school building. A urine specimen from the student will be collected as follows and all students must follow this same process:

1. All students must be identified by the Athletic Director or Principal. No exceptions will be allowed.
2. The testing area must be secured during the testing. Only lab technicians and students will be witnesses to the test
3. The Athletic Director is responsible for ensuring that all necessary forms are completed and signed by both parent/guardian/custodian and student. No student is allowed to participate until all forms are turned in to the athletic office.
4. Students will be asked to hold out their hands and a sanitizer will be put on their hands, or they shall wash their hands with soap and water in the presence of the lab technician. The testing staff will add a dye to the toilet.
5. Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the bathroom stall and listen for normal sounds of urination.
6. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician immediately after producing a sample.
7. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

When students arrive and cannot produce a sample, they will be required to start drinking water or other beverage in order to produce a sample. After 36 oz. the human body will need to urinate. Students who cannot produce a sample will be kept in a secured area to wait until they can test.

Any student who leaves the secured testing area will not be allowed to test. A student who leaves the testing area will be treated under this Policy as if he or she has tested positive for a banned substance.

No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Students are not to have contact with anyone other than the lab technician until after the sample is given. Any infringement of the rules in this paragraph will result in the student being required to produce another sample. If the student cannot produce another sample this will be regarded as a positive test.

Adulterations: Adulteration of a urine sample and intentionally diluted samples shall be treated as a positive test and shall have the same consequences of a positive test as described below. Students may also be punished under the athletic policy prohibiting lying in the code of conduct.

Any and all adulteration of the specimen will be detected. The lab checks every sample for adulteration, such as additives that can be drank or added to urine to change the sample.

Any suspicion of tampering with the sample will be brought to the lab technician's attention. The sample will be sent to the lab for immediate confirmation of tampering.

A positive test shall be declared if a student refuses or cannot produce a sample after drinking 36 oz of water or other beverage in the presence of the lab technician.

In the event of a positive result, the urine specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

Any student that tests positive or is considered under this Policy to have tested positive will be added to the next three random screenings.

4. RESULTS OF A POSITIVE TEST

Any positive urine drug test that is verified by a Certified Medical Review Officer or any student who is otherwise considered under this Policy to have tested positive will be made known to the building administrator. The testing company contacts the principal and parent of the failed test, once confirmed.

5. IF A POSITIVE TEST OCCURS:

**First violation**

The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Department with documentation that the student completed all recommendations of the counselor. The student will be denied participation for 20% of the season. For example, if there are 10 games in a season, a student would be denied participation for 2 games in the event of a first violation. Such denial of participation may carry over into any playoff or tournament games or to the next season. The student will be required to submit to the next three tests.

**Second violation**

The student is denied participation for 40% of the season. The parent/guardian/custodian and student will meet with the Athletic Director and a building administrator to determine reinstatement. The student will be required to submit to the next three tests.

For example, if there are 10 games in a season, a student would be denied participation for 4 more games in the event of a second violation. Such denial of participation may carry over into any playoff or tournament games or to the next season.

**Third violation**

The student is denied participation for one calendar year.

### **Fourth violation**

The student is permanently denied participation in athletics in the Archbold Area Schools.

Violations are accumulative throughout the student's secondary school career.  
(Grades 9-12)

### **6. SELF REFERRALS**

A student may give a self-referral one time in their high school career. A self-referral can only happen before a student is chosen for testing. Counseling and additional testing are required under the terms of this Policy and no other punitive action will be taken.

**Archbold Area Schools INFORMED CONSENT AGREEMENT DRUG TESTING**

We hereby consent to allow the student named below to undergo urinalysis testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the Archbold Area Schools District.

We understand that testing will be administered in accordance with the guidelines of the Archbold Area Schools District Drug Testing Policy for student athletes and participants in extracurricular activities.

We understand that any urine sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the Archbold Area Schools School Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform urinalysis testing for the detection of drugs.

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

**AS A STUDENT:**

- I understand and agree that participation in athletic or extracurricular activities is a privilege that may be withdrawn for violations of the Archbold Area Schools Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that when I participate in any athletic program or extracurricular activity I will be subject to initial and random urine drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any athletic activities or extracurricular activities. I have read the informed consent agreement and agree to its terms.
- I understand this agreement is binding while I am a student in the Archbold Area Schools system.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**AS A PARENT/GUARDIAN/CUSTODIAN:**

- I have read the Archbold Area Schools district drug testing policy and understand the responsibilities of my son/daughter/ward as a participant in athletic or extracurricular activities in the Archbold Area Schools district.
- I pledge to promote healthy lifestyles for all students in the Archbold Area Schools system.
- I understand that my son/daughter/ward, when participating in any athletic program or extracurricular activity, will be subject to initial and random urine drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in any athletic or extracurricular activities. I have read the informed Consent Agreement and agree to its terms.
- I understand this agreement is binding while my son/daughter/ward is a participant in athletics in the Archbold Area Schools district.

\_\_\_\_\_  
PARENT/GUARDIAN/CUSTODIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT GUARDIAN/CUSTODIAN PRINTED NAME

\_\_\_\_\_  
WORK PHONE

### **Emergency Medical Forms**

All students must have these forms filled out on Final Forms. Each coach will be given copies of the forms of his/her athletes. These forms must be with the teams at all times.

### **Code of Conduct Violation Procedure**

When a code of conduct violation is reported, the following procedure will be followed. The athlete will be interviewed as soon as possible by the coach/AD/Principal (2 adults). Two (2) adults should always be involved in the meeting. The athlete may have his/her parent(s) present during any discussion. The athlete will fill out the questionnaire regarding the situation and then respond to questioning.

All coaches will follow the guidelines regarding code of conduct denial of participation issues and may not add any additional game suspensions for that same violation

### **Participation/Doubling**

All high school students at Archbold High School who qualify under OHSAA rules and the policies of the Archbold Board of Education will be given the opportunity to participate in the athletic program.

Permitting an athlete to participate in more than one sport in a season is based on the philosophy that we need to allow the athlete to fully develop his/her interests and talents. Coaches must place the good of the individual and the total athletic program ahead of their desire "to win" a single contest. Coaches may not discourage students from broadening their athletic interests and abilities by participating in more than one sport.

A student will be permitted to participate in two sports in one season provided that:

1. The participant must declare to the Athletic Director and coaches of the involved sports his/her intention to participate in two sports and must declare which sport is to be their major sport. The Dual participation form will need to be turned in to the Athletic Office.
2. The participant must attend practices in both sports.

In all cases of schedule conflicts, the participant will be expected to participate in his/her declared major sport. The only exception to this will be if a major sport non-league or non-tournament contest conflicts with a secondary sport's league contest (in sports where each contest counts toward league title) or an OHSAA tourney contest. The participant will be expected to miss a practice of his/her major sport to compete in a contest in the secondary sport.



Failure to abide by this policy will result in the student/athlete being ineligible in either sport. If you choose to quit the secondary sport you may still participate in the primary sport.

Any conflict will be settled by the Athletic Director.

**Archbold High School Athletic Department**  
**Dual Participation Form**

Any athlete wishing to participate in two sports (Archbold Sponsored sports) in the same season needs to have permission by the Athletic Department and the two participating sports head coaches in order to compete in both. This permission needs to be approved before the start of the season. The athlete needs to determine which sport is primary and which is secondary at the start of the season. Failure to abide by this policy will result in the student/athlete being ineligible in either sport. If you choose to quit the secondary sport you may still participate in the primary sport.

**Athlete's Name (Print):** \_\_\_\_\_

**Major Sport:** \_\_\_\_\_ **2<sup>nd</sup> Sport:** \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Eligibility

In order for a student to be eligible to participate in athletics, a student must be currently enrolled and must have been enrolled the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation (5 credit rule). **All coaches should remind athletes to be taking at least 6 credits each grading period.**

Also, any student receiving 2 F's in a grading period will be ineligible to participate the following grading period.(2 F Rule)

The eligibility of incoming freshman (1st grading period) is contingent on the student having passed a minimum of five (5) subjects in the preceding grading period.

For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

Archbold High School also monitors student/athletes grades on a weekly basis. Any student receiving 2 F's in one week will be ineligible to participate the following week (This runs Tuesday to Tuesday). The 5 credit rule is also in effect each week-if a student/athlete is not passing 5 credits in a given week, he/she will be ineligible to participate the following week.

**Athletes becoming ineligible due to weekly eligibility lists may practice or not practice at coach's discretion.**

## Awards

Each respective sport will have its own awards ceremony, planned by the coaching staff, to honor its athletes at the conclusion of their season.

*(7-10 days notice for athletic awards needed)*

1. All athletes who complete a sport season in freshman, reserve, or Varsity competition will receive a certificate of participation. Awards will be made at the end of each sport season as determined by the Head Coach of each sport. Freshman and reserve teams will receive certificates of participation.
2. Additional awards beyond the above certificates are:
  - a. A Varsity Letter "A" will be awarded only once in an individual's career. **Letter winners will be determined in each sport by the head coach.**
  - b. First-time letter winners will receive a pin for their letter denoting that sport along with a bar for each year that the athlete lettered in a sport.

- c. 2nd and/or 3rd year awards will be the bar only.
- d. A 4-year letter winner will receive the 4-year award.
- e. A senior award winner will receive a Senior plaque with a certificate and team picture.
- f. An athlete who is picked on the AP/Coaches poll (HM or higher) or is one of the top eight state finalists in an individual sport, will have their names placed on the Archbold Athletic Honor Roll.
- g. State championship or runner up teams will have a team picture placed in the Wall of Fame and a banner placed in the gym.

### **Recognition for State Athletic Competition**

It is the intent of community and school officials to recognize outstanding athletic achievement in a meaningful and respectful manner. Realizing the fans of the Archbold Blue Streaks are willing to show their appreciation for state athletic teams/individuals, the following procedure will be followed:

1. For teams and individuals recognized for OHSAA state competition, only the team/athlete will be honored to a TBD event during the next winter season, sponsored by the athletic boosters.

### **Cancellation of Athletic Contests**

In the event that school should be canceled due to inclement weather, the decision to cancel any scheduled contest will be determined by the AD, principal, and superintendent. The decision to cancel will be made as early as possible so that all concerned can be given notice. It is usually the visiting or traveling team that will make the final decision on whether or not the contest will be held.

Practices on inclement weather days will be held at the coach's discretion in consultation with the Athletic Director. The safety of the athlete is to be given prime consideration in making the decision to hold practice. At no time will an athlete be required to attend a practice, if in the mind of the student/parent, the safety of the student (due to road conditions) is in question.

Practice sessions on inclement weather days will not be announced over the radio. The head coach will already have a prearranged schedule or a telephone calling system developed in case of no school.

When a contest is canceled, the AD will notify the Transportation Coordinator to cancel transportation. Also, the AD and/or the Head Coach will notify the radio and media.

### **Transportation of Teams**

1. Bus transportation will be provided to transport all participating school personnel to contests. Coaches need to submit transportation requests to the Transportation Coordinator for each away contest prior to the start of their season.
2. Coaches are to remind athletes that they will travel on the bus both to and from contests. The only exception is when the parent/guardian gives the coach written permission releasing the athlete to their custody. The coach may deny this request due to team considerations. The athlete may not travel home with anyone other than the parent/guardian.
3. Coaches are encouraged to obtain their CDL to drive bus for themselves or other squads. Coaches will be compensated for their driving time as provided by Board policy.
4. Coaches that drive their respective teams will develop and enforce a seating chart. This will tell who is on the bus and where they are seated.
5. Coaches who need to transport athletes in their own vehicles may do so only if the AD has been notified and no other means of transportation is available. Coaches should be reminded that their own insurance company is the primary carrier in case of an accident.
6. Coaches are responsible for the conduct of their players while on the bus. Conduct must be in a manner befitting a representative of Archbold High School.

### **Financial Policies**

1. Requisitions for the ordering of all equipment and supplies as well as any request for the expenditure of athletic department funds shall be approved by the AD.
2. Any spending not approved by the AD is subject to non-payment from athletic funds and becomes a responsibility of the coach making the order.
3. Purchase requests are to be made in writing or submitted to the AD. Requests should contain all needed information to make the order.
4. The head coach shall be responsible for the receiving and storage of equipment and materials ordered for his/her sport. After verification of receiving the order, the invoice/packing slips are to be given to the AD.
5. The head coach is to provide the AD with a year end inventory of equipment. The coach should also submit a list of all anticipated needs for purchasing for the next year.
6. No funds shall be raised/donated by a particular group/individual, in or out of school, for the purpose of paying for any items that will become personal property of the athlete.
7. Meal expenses for coaches, players, and team managers will be provided when away from home for OHSAA tournament contests.(2nd level of tourney) Payment will be at the current per/diem rate as established by the AD. Detailed receipts need to be turned in after trip. Coaches will be responsible if detailed receipts are not turned in.

8. Funds will be provided for coaches to belong to district/state coach's associations. Coaches need to fill out proper application forms and turn into the AD.
9. Coaches should not accept any donations to their respective sports without prior approval of the AD.

### **Clinic Attendance**

Coaching clinics can be a valuable tool in improving coaching skills. Registration fees for all clinics will be paid in advance. Hotel and meal expenses will be reimbursed by the athletic department for an entire staff attending one clinic. Coaches shall turn in detailed receipts to be reimbursed. The meal allotment is \$10.00 per meal with a maximum of three meals per day. Mileage will be paid only when school transportation is not available. **The athletic department will not reimburse expenses that do not have detailed receipts.**

### **Absence from School**

1. Student/Athletes must attend school regularly to demonstrate the responsibility and dedication that are rewarded by the privilege of interscholastic competition. Regular attendance is also important in maintaining scholastic eligibility.
2. If students are gone for any part of periods 5 - 8, they are not to attend or participate in school functions after 3:00 PM unless prior arrangements are made. (Exceptions include absences for medical appointments, funerals, etc.) . If a student/athlete is not in school on the last day of the school week he/she must receive approval from the coach, AD and/or principal to attend or participate in a weekend event.

### **Squad Selections**

It is the philosophy of Archbold High School that athletic participation be open to as many students as possible. However, due to limitations of space, equipment, and numbers of players needed, it is sometimes necessary to limit the number of athletes on a particular squad. The criteria and date for squad selections will be established by the head coach and explained to all candidates.

### **Emergency Medical Attention**

Injuries that appear to be serious will be handled by the trainer (coach if no trainer available) who will stay with the athlete until the parent/guardian arrives. If there is danger due to loss of blood, unconsciousness, severe pain, or other dangerous symptoms, the rescue squad will be called. In all cases, the parent/guardian will be called as soon as possible. Coaches should have copies of emergency medical forms of all players with them at all contests/practices.

### **Summer Camps**

In order to avoid conflict with other sports activities and events, all sports camps coordinated by a Head Coach will be scheduled in cooperation with the Athletic Director. Summer camps and programs can cause some student/athletes to be pressured to be involved in as many as three different sports activities at once.

With the coaches cooperation with the Athletic Director we will be able to prevent any conflicts between programs. Any coach planning a summer camp or summer program will submit a schedule of this to the Athletic Director prior to the end of the school year.

### **Dress Code**

School wide dress code policies apply to all athletic contests. Coaches may require guidelines that exceed this policy. Exceptions or deviations to this policy may be permitted by teams that dress at home or do not appear publicly; only with the express permission of the Athletic Director.

### **Uniforms**

Archbold athletes will be issued uniforms that are the property of the athletic department. Uniforms are to be worn only in athletic contests in which the athlete is a participant.

Athletes who fail to turn in any uniform or equipment at the end of the season will be billed accordingly. Coaches should encourage athletes to keep uniforms at home where they are safe and keep them locked when they are brought to school. Uniforms will be purchased on an as needed basis. The Athletic Director will make the final decision.

### **Weight Room**

The Archbold weight room is to be used by Archbold coaches and athletes. A coach must supervise the weight room whenever student/athletes are working out. Proper lifting and spotting techniques are to be employed. Do not permit athletes to misuse weights or behave in a dangerous manner. Return all weights and bars to their proper location when done after each session. Coaches need to communicate with each other the use of the weight room. Coaches are directed to ask unsupervised students to leave the premises.

### **Insurance**

The parent/guardian should provide evidence of health or accident insurance coverage. If the parent/guardian do not have health or accident insurance for the student athlete, the parent can ask the Athletic Director to inform them of the availability of coverage through a carrier approved by the Board of Education.

### **Hazing/Bullying**

It is the position of the Archbold High School Athletic Department and the Archbold Local Board of Education that bullying/hazing activities of any type are inconsistent with the educational process and shall be prohibited. Under no circumstances will bullying/hazing be tolerated.

### **Social Media**

Participation on athletic teams is a privilege at Archbold Schools. The use of social media by a student considered to be “unbecoming of an Blue Streak” may result in discipline including suspension or removal from the team.

### **Relationship Among Coaches**

It is important for all coaches on the Archbold Athletic Staff to be supportive of other coaches and their programs. The following principles should apply:

1. Coaches give public support and encouragement to other sports and participants.
2. Coaches help create a climate within the school that is favorable to the entire sports program.
3. Coaches encourage athletes in their sports to participate in other sports.
4. Coaches are encouraged to communicate with each other in case of problems or conflicts.

### **State Tournament**

If Archbold athletes are not competing, the following guidelines will apply:

1. Head coaches and assistant coaches from within our system may be excused a maximum of two board paid professional days to attend the state tournament in his/her sport.
2. The athletic department will pay for:
  - a. Tickets
  - b. Mileage for one vehicle at BOE approved rate, if no school vehicle is available.

### **Coach-Athletic Booster Relationship**

The Archbold Athletic Boosters serve a valuable function to the Archbold Athletic Department by giving generous financial and moral support to the programs. Coaches should make an effort to attend Booster meetings and functions and also assist in Booster fund raising activities. When the Boosters wish to do something supportive of our athletes, coaches should cooperate and be appreciative.

If a coach objects to some activity or idea of the Boosters, the coach should communicate his/her concern to the AD.

No coach should approach the Boosters or any other individual directly for money or equipment. All such requests shall go through the AD.

### **Scrimmages**

All scrimmages will be in compliance with the rules of the OHSAA. Head



Coaches will schedule scrimmages and arrange for officials. Transportation will be provided to away scrimmages, similar to a regular season contest. The athletic department will pay all officials for scrimmages.

### **Passes**

All NWOAL passes will be distributed by the AD. All coaches not receiving a league pass, will receive an Archbold Staff Pass, good for the coach and spouse/friend. Spouses of football and basketball coaches will be given reserved seats at home varsity contests in their sport.

### **Locker Rooms and Practice Areas-Keys**

The athletic program will benefit from locker rooms and practice areas that are kept clean, orderly, and secure. Coaches are responsible for locking all doors (and turning off lights), and gates at the end of practices and when returning home from contests. Coaches are expected to lock any door at any time that they find it open. Coaches should secure all equipment at the end of practices.

Coaches' keys are their responsibility-a coach should never give a student-athlete a key to the building without proper supervision. (i.e. weight room-if you want to open up the weight room for anyone, you should be there!)

Revision Date: 11/1/06  
Adopted by BOE: 6/18/2007  
Revised April, 2008  
Revised June, 2009  
Revised June 2010  
Revised June, 2012  
Revised June, 2013  
Revised June, 2014  
Revised: April, 2015  
Revised: May 2017  
Revised: May 2019  
Revised: July 2021

# ARCHBOLD AREA ATHLETIC CODE OF



# SCHOOLS CONDUCT

## Introduction

Participating in athletics at Archbold Area School is a privilege, not a right. All students are expected to behave appropriately at all times, year round. Their behavior is a reflection on themselves, their families, their activity, their school and their community. If students engage in conduct on or off school property that is felt to be demeaning to their role as participants in the athletic program, they may be denied the right to participate in the activity. This policy is an effort to promote a healthy athletic program.

1. No selling, supplying or transmitting of intoxicants, illegal drugs, look-alike drugs, or tobacco in any form.
2. No possession or use of any intoxicants, illegal drugs, look a-like drugs, or tobacco in any form.
3. A violation of federal, state or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses may result in penalty as provided in the penalties section. Conviction of said act is not necessary to establish a violation of the policy, but will be determined through an independent investigation.
4. These rules are in effect year round. Consequences are cumulative over a student's four years in high school. Offenses will be calculated one calendar year from the date of the discovery.
5. Athletes will have the opportunity to voice their version of the violation with the Athletic Director, and if necessary, with the principal.

## Definitions and Explanations

**Self-Referral---Any police/law enforcement involvement, social media, matter of public record, or report in a situation negates the self-referral option.**

1. Athlete or Parent of athlete turns self in to school administration (AD, Principal). Before any school employee is made aware of a violation.
2. The self-referral option is only available to athletes on the first (1<sup>st</sup>) violation.
3. If the self-referral is related to a drug/alcohol issue the student/athlete will be added to the next three random drug tests.

## **Assessment**

- For any first (1<sup>st</sup>) violation, the athlete will meet with the local support coordinator for assessment/education sessions. On any subsequent violation, the athlete will contact a licensed/certified assessment group for treatment.
- An athlete has 2 weeks from the date of discovery to contact the assessment group to set up sessions.
- The assessment group/school support coordinator must notify the athletic director that the athlete has satisfactory completed all sessions.
- All costs associated with the assessment/education will be the responsibility of the athlete/family.

## **Special Circumstances**

- An athlete who doubles will be denied participation in the % amount of scheduled contests (1<sup>st</sup> or 2<sup>nd</sup> offense) in both sports.
- An athlete who floats from the Varsity to JV will be denied the % amount of scheduled varsity contests (1<sup>st</sup> or 2<sup>nd</sup> offense).

## **Practices**

- An athlete must practice in all scheduled practices during the time of the denied contests and also will travel with the team.

## **Denied Participation**

- Denied participation may carry over into another sport's season. If the # of contests remaining in the season is less than the % of contests to be denied, the penalty is carried over into the athlete's next season.

*Example: Offense occurs after game 9 of the football season – 20% of scheduled contests in football game is 2 games. The athlete would sit out maximum of 2 football games if in the playoffs, or if not in the playoffs – 1 football game. The athlete would then sit out 10% of his next sport season-basketball (2 games) or wrestling (2 points – using 20 possible points per wrestler). If the athlete plays no winter sport, he would sit out 10% of his spring schedule-baseball, track or tennis.*

- The athlete can't go out for a new sport to avoid the penalty being assessed in the athlete's previous sport. It must be a sport in which the athlete has participated in within the past 12 months prior to the offense.
- Due to the nature of wrestling and spring sports, with inclement weather and cancellations, denied participation will be based on an average of games/contests played. [Baseball/Softball -25 games, Track-10 meets, Tennis-20 matches, Wrestling- 20 points per wrestler]. The athlete will sit

out the % number of contests actually played, not scheduled, and must be in attendance at the contests.

*Example: Offense occurs during winter – 1<sup>st</sup> offense-non self referral-20% of contests played. Baseball is based on 25 games -20% of this is 5 games. The athlete will sit out the first 5 (five) games actually played by the team-not just the first 5 (five) scheduled games.*

- In computing denied participation-fractions will be rounded to the nearest whole number.

*Example: Offense occurs before basketball season...basketball is scheduled for 22 games – 1<sup>st</sup> offense-non self referral – 20% = 4.4 games – the athlete would sit 4 games.*

## **Penalties**

### **Lying:**

1. An athlete will be denied an additional 10% of scheduled contests if caught lying about their own code of conduct violation or if caught lying when confronted about another athlete's code of conduct violation.

### **First Offense:**

1. Self-Referral (1<sup>st</sup> Offense only)
  - a) The athlete will be denied participation in 10% of scheduled contests/points if the athlete agrees to:
    1. Attend local school support sessions (length to be determined by school support group.)
2. Non-Self Referral
  - a) Denied participation for one calendar year and forfeiture of all awards, effective the date of discovery or the athlete will be denied participation in 20% of scheduled contests/points if the athlete agrees to:
    1. Attend local school support sessions (length to be determined by school support group.)
3. First offense goes on record kept in the athletic office.

### **Second Offense:**

1. Denied participation for one calendar year and forfeiture of all awards, effective the date of discovery or the athlete will be denied participation in 40% of scheduled contests/points if the athlete agrees to:
  1. Attend local school support sessions (length to be determined by school support group.)
  2. Second offense goes on record kept in athletic office.

**Third Offense:**

1. Denial of participation for one (1) calendar year from date of discovery.
2. Attend local school support sessions (length to be determined by school support group.)
3. Third offense goes on the record and kept in athletic office.

**Fourth Offense:**

1. Denial of participation for remainder of high school career.
2. Fourth offense goes on the record and kept in athletic office.

**Additional Training Rules:**

All coaches/teams will follow the above guidelines regarding code of conduct issues and administer them accordingly. Additional training rules (other than for code of conduct issues) may be listed by each individual coach for his/her sport (i.e. curfew violations, dress, school conduct, etc.). All additional rules will be subject to the approval of the athletic director and high school principal. These rules will be placed in writing and given to the athlete/cheerleader and parent for signature as to the knowledge of their existence.

**Violations procedures:**

When a violation is reported/known, the athlete(s) will be interviewed as soon as possible by the AD/Principal and/or the head coach (2 staff members shall be involved in the meeting). Also, parents will be notified regarding the situation. The athlete (s) will fill out the code of conduct questionnaire regarding the situation and then respond to questioning. If denial of participation is placed in force, the student-athlete may appeal the decision to the next level (AD, Principal, Superintendent). Notice of appeal must be filed, in writing with the Athletic Director within seven (7) calendar days after the date of notice to deny participation. During any appeal process the student-athlete has the right to representation of their choice to attend/represent them.

**Citizenship**

The Archbold Athletic Department expects correct conduct by the participating athlete at all times in all the following situations:

1. Daily school activities and functions
2. Special school activities and functions
3. Practice
4. Athletic trips
5. Athletic contests

Improper conduct in any phase may lead to direct disciplinary action by either the Principal, Athletic Director, and/or Coach and reported to the Athletic Director.

1. First Violation = Denied participation determined by head coach.
2. Second Violation = Denied participation for one week (minimum 1 game)
3. Third Violation = Denied participation for remainder of season (loss of any potential awards)

**SOCIAL MEDIA** - Participation on athletic teams is a privilege at Archbold Schools. The use of social media by a student considered to be “unbecoming of a Blue Streak” may result in discipline including suspension or removal from the team.

The following are examples but is not an all-inclusive list:

- Negative or derogatory comments towards players, coaches, officials, and school personnel.
- Cyber-bullying
- Cell phone usage that violates school policies and/or local laws.

**Archbold High  
Athletic Code of**



**School  
Conduct**

**Informed Consent Form**

**Student Name:** \_\_\_\_\_  
**Grade** \_\_\_\_\_

**As a Student:**

- I understand and agree that participation in athletic activities is a privilege that may be withdrawn for violations of the Athletic Code of Conduct.
- I have read the Code of Conduct and thoroughly understand the consequences that I will face if I do not honor my commitment to the Code of Conduct.
- I agree to assume full responsibility for all equipment issued to me, and to confine the use of that equipment to practice, games or meets.
- I further agree to pay for any and all equipment that I may lose, misplace or damage through carelessness or intent.

**Signature of Student** \_\_\_\_\_  
**Date** \_\_\_\_\_

**As a Parent/Guardian:**

- I have read the Code of Conduct and understand the responsibilities of my son/daughter as a participant in athletic activities in Archbold Local Schools.
- I understand and realize that there is a risk of injury to my student in participating in athletic activities.
- I grant permission to the Juvenile Court Judge to release any alcohol/drug related offense to school officials.

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

\* This agreement must be signed and on file in the Archbold High School Athletic Office before a student may participate in athletic events for the Archbold Area Schools.

**ARCHBOLD HIGH SCHOOL  
HEAD COACH EVALUATION FORM**

Name of Coach \_\_\_\_\_ Sport \_\_\_\_\_

Date \_\_\_\_\_ Record \_\_\_\_\_

**Mark Each Category:    AB (Above Average),    A (Average),    U (Unsatisfactory),  
   NA (Not Applicable),    NI (Needs Improvement)**

**I.        Professional and Personal Relationships**

- \_\_\_\_\_ A.        Submits all necessary lists, physical cards, and parent permission code of conduct paperwork, as directed by the Athletic Director to the Athletic Department by set deadlines.
- \_\_\_\_\_ B.        Develops a good rapport with other coaching staffs.
- \_\_\_\_\_ C.        Attends all meetings required by state, league, district and local athletic organizations as well as off-season clinics.
- \_\_\_\_\_ D.        Develops a friendly and courteous relationship with the media, community, booster clubs, and parents.
- \_\_\_\_\_ E.        Understands and cooperates with the rules and regulations as set forth by Archbold Board of Education, the NWOAL, and the Ohio High School Athletic Association.
- \_\_\_\_\_ F.        Encourages students to enter sports and the benefits that can be obtained from participation.
- \_\_\_\_\_ G.        Works cooperatively with the Athletic Director.
- \_\_\_\_\_ H.        Follows policy in the Athletic Handbook and meets all criteria as outlined in the job description.

**II.       Coaching Performance**

- \_\_\_\_\_ A.        Develops respect by example in appearance, manners, behavior, language and conduct during a contest.
- \_\_\_\_\_ B.        Supervises students at all times while in areas under his/her control. This may be accomplished through delegation of authority to assistant coaches.
- \_\_\_\_\_ C.        Is well versed and knowledgeable in matters pertaining to his/her sport.
- \_\_\_\_\_ D.        Has individual and team discipline and control.
- \_\_\_\_\_ E.        Prepares for daily practices with staff so maximum instruction is presented, utilizing all opportunities for instruction and plans for contests.
- \_\_\_\_\_ F.        Determines the fundamentals of the sport to be taught in the middle school and communicates this philosophy with the middle school coaches through



meetings, clinics, etc.

- \_\_\_\_\_ G. Assigns clearly the duties of the assistant coaches. He/she will establish staff meeting times and scouting assignments early in the training sessions.
- \_\_\_\_\_ H. Helps assistant coaches become better coaches by counseling with the coach and encouraging them to attend clinics, etc.
- \_\_\_\_\_ I. Is innovative, using new coaching techniques and ideas in addition to using sound, already proven methods of coaching.
- \_\_\_\_\_ J. Is prompt in meeting the team for practices and games.
- \_\_\_\_\_ K. Shows an interest in athletics in off-season activities.
- \_\_\_\_\_ L. Provides training rules to team members in writing and follows due process procedures.

**III. Related Coaching Responsibilities**

- \_\_\_\_\_ A. Demonstrates care of equipment, including issue of inventory and storage.
- \_\_\_\_\_ B. Is cooperative in preparation of non-league scheduling.
- \_\_\_\_\_ C. Is cooperative in sharing the use of facilities and equipment.
- \_\_\_\_\_ D. Understands his/her place in the line of authority in relation to: 1. Head Coach to Athletic Director; 2. Head Coach to Assistant Coach.
- \_\_\_\_\_ E. Displays enthusiasm and vitality in assignment as a coach.
- \_\_\_\_\_ F. Keeps Athletic Director informed about unusual events within the sport.
- \_\_\_\_\_ G. Follows due process before denying participation or removing an athlete from the team.
- \_\_\_\_\_ H. Counsels his/her athletes regarding unsatisfactory grades and/or behavior.
- \_\_\_\_\_ I. Attends sports medicine and CPR certification programs.

**IV. OTHER COMMENTS/RECOMMENDATIONS.**

Signatures indicate only that all phases of the appraisal have been conducted with the full knowledge of the coach.

\_\_\_\_\_  
Coach

Athletic Director \_\_\_\_\_

\_\_\_\_\_  
Principal

**ARCHBOLD HIGH SCHOOL  
ASSISTANT COACH EVALUATION FORM**

Name of Coach \_\_\_\_\_ Sport \_\_\_\_\_

Date \_\_\_\_\_ Record \_\_\_\_\_

Mark Each Category: AB (Above Average), A (Average), U (Unsatisfactory),  
NA (Not Applicable), NI (Needs Improvement)

II. Professional and Personal Relationships

- \_\_\_\_\_ A. Loyalty to head coach and system.
- \_\_\_\_\_ B. Develops a good rapport with other coaching staffs.
- \_\_\_\_\_ C. Attends all meetings required by state, and local athletic organizations as well as off-season clinics.
- \_\_\_\_\_ D. Develops a friendly and courteous relationship with the media, community, booster clubs, and parents.
- \_\_\_\_\_ E. Understands and cooperates with the rules and regulations as set forth by Archbold Board of Education, the NWOAL, and the Ohio High School Athletic Association.
- \_\_\_\_\_ F. Encourages students to enter sports and the benefits that can be obtained from participation.
- \_\_\_\_\_ G. Follows policy in the Athletic Handbook and meets all criteria as outlined in the job description.

V. Coaching Performance

- \_\_\_\_\_ A. Develops respect by example in appearance, manners, behavior, language and conduct during a contest.
- \_\_\_\_\_ B. Supervises students at all times while in areas under his/her control.
- \_\_\_\_\_ C. Is well versed and knowledgeable in matters pertaining to his/her sport.
- \_\_\_\_\_ D. Has individual and team discipline and control.
- \_\_\_\_\_ E. Prepares for daily practices with staff so maximum instruction is presented, utilizing all opportunities for instruction and plans for contests.
- \_\_\_\_\_ F. He/she will attend staff meetings and participate in scouting assignments as directed by the head coach.
- \_\_\_\_\_ G. Attend clinics.
- \_\_\_\_\_ H. Is innovative, using new coaching techniques and ideas in addition to using sound, already proven methods of coaching.
- \_\_\_\_\_ J. Is prompt in meeting the team for practices and games.

\_\_\_\_\_ K. Shows an interest in athletics in off-season activities.

VI. Related Coaching Responsibilities

\_\_\_\_\_ A. Demonstrates care of equipment, including issue of inventory and storage.

\_\_\_\_\_ B. Is cooperative in preparation of non-league scheduling.

\_\_\_\_\_ C. Is cooperative in sharing the use of facilities and equipment.

\_\_\_\_\_ D. Understands his/her place in the line of authority in relation to: Head Coach to Assistant Coach.

\_\_\_\_\_ E. Displays enthusiasm and vitality in assignment as a coach.

\_\_\_\_\_ F. Keeps Head Coach informed about unusual events within the sport.

\_\_\_\_\_ G. Follows due process before denying participation or removing an athlete from the team..

\_\_\_\_\_ H. Attends sports medicine and CPR certification programs.

\_\_\_\_\_ I. If a non-certificated staff member, return keys and passes to the athletic director.

\_\_\_\_\_ J. Recognizes the place of athletics in the total educational program.

VII. OTHER COMMENTS/RECOMMENDATIONS.

Signatures indicate only that all phases of the appraisal have been conducted with the full knowledge of the coach.

\_\_\_\_\_  
Asst. Coach

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Head Coach

ARCHOLD HIGH SCHOOL  
ATHLETIC DEPARTMENT

## PRE-SEASON COACHES REPORT

Head Coach \_\_\_\_\_

School Year \_\_\_\_\_

Sport \_\_\_\_\_

- A. Expectations for upcoming season (goals, outlook) (include possible strengths/weaknesses)

- B. Expectation for each level

\*7<sup>th</sup>:

\*8<sup>th</sup>:

\*9<sup>th</sup>:

\*JV:

\*VAR:

- C. List members of coaching staff and duties (Junior High through High School)

ARCHBOLD HIGH SCHOOL  
ATHLETIC DEPARTMENT

END OF THE YEAR COACHES REPORT

Head Coach \_\_\_\_\_

School Year \_\_\_\_\_

Sport \_\_\_\_\_

- A. Summary of entire program (provide strengths/weaknesses)
  
- B. Specific summary of each level
  - \*7<sup>th</sup>:
  
  - \*8<sup>th</sup>:
  
  - \*9<sup>th</sup>:
  
  - \*JV:
  
  - \*VAR:
  
- C. Coaching evaluations (see attachments for each coach, bring to individual evaluations)
  
- D. Equipment Requests (athletic department maintains line-item veto):
  - 1.
  - 2.
  - 3.
  - 4.
  
- E. Varsity Schedule Change Request (schedules are completed \_\_\_\_years in advance, include suggested opponents)
  
- F. Record board update (provide all relevant information) (Doesn't apply to all sports)

<u>Name</u>	<u>Category</u>	<u>Stat</u>	<u>Year</u>
-------------	-----------------	-------------	-------------

### **Head Coaches Post-Season Checklist**

\_\_\_\_\_ Post-Season Coaches Report  
Program Evaluation Page

\_\_\_\_\_ Inventory Pages  
Equipment, Cloth, Supplies Page  
Cloth, Equipment, Supplies Request Form  
Wish List Form

\_\_\_\_\_ Training and first aid kits returned to Athletic Trainer

\_\_\_\_\_ EMF forms turned into Athletic Office

\_\_\_\_\_ Return Head Coaching Evaluation

\_\_\_\_\_ Assistant Coach/Volunteer evaluations completed

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Purchase Orders For Next Season

Fall sports purchase order deadline: January 31

Winter sports purchase order deadline: May 31

Spring sports purchase order deadline: July 1

\*\*\*Reminder that all cloth or equipment that is in need of repair/reconditioning, and/or sanitization should be identified and centrally located. The service provider should be notified after the Athletic Director has approved of this service request and the proper purchase order procedures have been followed.

\*\*\*No athletic department equipment or cloth may be disposed of without notifying the Athletic Director prior to doing so.