Plymouth – Shiloh Athletic Department

Welcome and Introduction

Welcome to the Plymouth-Shiloh Local Schools athletic program! We are very excited that you have decided to make a commitment to represent Plymouth-Shiloh as a coach in our athletic participation. By joining our team of quality coaches, you become an integral part of that athletic program and undertake a task inherent with the scrutiny, sacrifice, dedication, selflessness and hard work. We look forward to working with you as we work together to further the Big Red tradition.

To ensure that the Plymouth-Shiloh community has a quality athletic program of which it can always be proud, the District and Athletic Department have developed rules, regulations, and guidelines to help maintain the high standards of excellence expected from students and coaches involved in athletics. It is our hope that this handbook will help provide our coaches with the information necessary to excel within the athletic program.

GO BIG RED!!

SPORTSMANSHIP IS EVERYONE'S RESPONSIBILITY!

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Plymouth – Shiloh Athletic Department

TRANSFORMATIONAL PURPOSE STATEMENT

Developing compassionate, responsible, respectful, disciplined, and competitive members of the community with moral integrity.

MISSION STATEMENT

The Mission of the Plymouth Athletic Department is to prepare our student-athletes for productive careers, active and responsible citizenship and lifelong learning. The Athletic Department of Plymouth High School emphasizes personal development, professional preparation and attainment of a high school diploma. The Athletic Department seeks to comply with the intent and letter of the Ohio High School Athletic Association and the Plymouth-Shiloh Board of Education its rules and regulations as well as field teams and individuals that are competitive yet exude sportsmanship.

PROGRAM OBJECTIVES

1. Help develop and maintain a positive attitude toward academic performances.

2. Develop in students an understanding that participation in athletics is a privilege, which carries certain responsibilities.

3. Provide a positive school/community relationship, creating for the community a program of education and entertainment through athletics.

4. Prepare athletes for life by teaching sportsmanship, the values of teamwork, sacrifice, commitment, leadership, self-discipline, and 100% effort at all times.

5. Strive for playing excellence and a desire to improve every day.

6. To ensure growth and development that will raise the number of individual participants; that will give impetus to increasing attendance at each contest and that will enable a program of continuing upkeep and improvement of facilities.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

The Ohio High School Athletic Association's mission is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of participation in interscholastic athletics as an integral part of a student's educational experience. The OHSAA represents its member schools by recognizing and promoting academics, the safety of participants, good citizenship and lifelong values as the foundation of interscholastic athletics.

When a school becomes a member of the OHSAA, it agrees to follow the regulations as approved by the membership.

COACH-ATHLETE COMMUNICATION POLICY

1. Purpose

This policy establishes guidelines for appropriate, professional, and effective communication between coaches and student-athletes. The goal is to promote transparency, respect, safety, and accountability in all interactions.

2. Communication Principles

All coach–athlete communication must be:

- **Respectful** – Free from inappropriate language, harassment, or intimidation
- **Appropriate** – Relevant to team activities, performance, or well-being
- **Professional – Maintaining clear coach–student boundaries**

3. Approved Communication Methods

Coaches may communicate with student-athletes using:

- School-issued email accounts
- Approved team communication platforms (e.g., school-sanctioned apps, teamreach, remind, etc)
- Group messaging (preferred over individual messaging)

In-person communication during school or team activities

4. Prohibited Communication Methods

Coaches must NOT:

- Use personal social media accounts to privately message student-athletes
- Use direct text messaging with student-athletes
- Communicate via disappearing or encrypted messaging apps

5. Content Guidelines

Appropriate topics include:

- Practice schedules, game logistics, and team updates
- Skill development and performance feedback
- Academic eligibility reminders
- Health, safety, and well-being (in a professional context)

Inappropriate topics include:

- Personal relationships unrelated to team participation
- Sensitive personal matters better handled by counselors or parents
- Any form of favoritism, gossip, or negative commentary about others

6. Social Media Guidelines

- Coaches should maintain professional boundaries on all platforms
- “Following” or “friending” athletes is discouraged unless using official team accounts
- Public interactions should reflect the values of the school and program

Parents,
Your Role in Interscholastic Athletics

Communicating With Your Children

- Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. Can be difficult for child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition and the hard work it takes to improve their skills and attitudes.
- Try not to relive your athletic life through your child in a way that creates pressure.
- Children need their parents at all times, so do not withdraw when they are struggling. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If children receive mixed messages from different authority figures, they may become disenchanted.
- Don't compare the skill, courage or attitude of your child with other members of the team.
- Get to know the coach. Then you can be assured that the philosophy, attitude, ethics and knowledge are such that you are happy to have your child under the coach's leadership.
- Remember that children tend to exaggerate, both when praised and criticized. Temper your reaction and investigate before overreacting.

Communicating With The Coach

Communication You Should Expect From Your Child's Coach:

- Philosophy of the coach
- Expectations of team members
- Time and Location of all practices and contests
- Team requirements (fees, equipment, off-season conditioning)
- Procedures for injuries
- Discipline that results in your child's denial to participate

Communication Coaches Expect From Parents:

- Notification of all schedule conflicts in advance.
- Issues in personal life that may affect student.

Appropriate Concerns To Discuss with Coaches

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

Issues Not Appropriate To Discuss With Coaches

- Playing Time
- Team Strategy
- Play Calling
- Other student-athletes

Appropriate Procedure For Discussing Concerns With Coaches

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

What If the Meeting With

The Coach Did Not Provide A Satisfactory Resolution

Call to set up an appointment with the athletic administrator.
Determine the appropriate next step

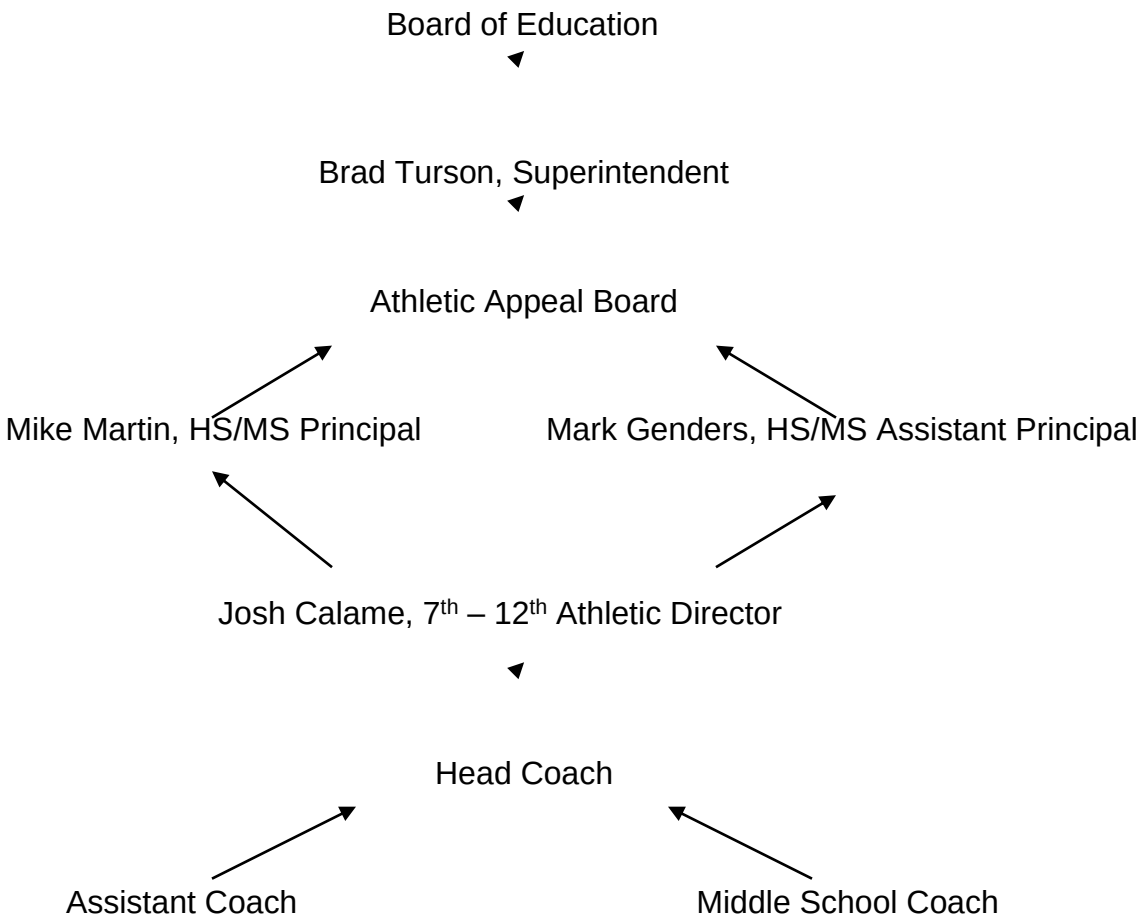
COMMUNICATION
CHAIN OF COMMAND

Communication is the key to being successful in any endeavor. Many times problems may arise where a simple discussion may solve the problem. We urge you to see the appropriate people when an issue arises concerning your child.

Meetings with coaches should be set up at an appropriate time, but not immediately before or after a game or contest. The athletic director should be involved in all meetings between coaches and parents when possible.

Four issues that will never be discussed: playing time, team strategy, play calling and other student athletes. Coaches will discuss what your son or daughter needs to do to improve themselves and help the team be more successful.

Please see the flow chart below to help you determine with whom to speak to.



ATHLETIC CONTROL BOARD

The Athletic Control Board is an advisory group that will have direct communication with Athletic Director, Principals, and Superintendent. It will make recommendations on matters relative to interscholastic athletics, its philosophy, its policies, and its awards system.

The Plymouth-Shiloh Athletic Control Board provides a consistent and coordinated direction for the interscholastic athletic program in the Plymouth-Shiloh School District. This Board works with issues related to the athletic program, philosophy and policies.

The Athletic Control Board shall be made up of the following:

Superintendent	Middle School Principal
Board of Education Member	Athletic Director
High School Principal	All Head Coaches

The Athletic Control Board will meet a minimum of 2 times a year.

The athletic programs in the Plymouth-Shiloh Schools, grades seven through twelve, are subject to the jurisdiction of the Athletic Control Board.

Middle School sponsored teams:

Football	Boys' Basketball	Boys' Track
Volleyball	Girls' Basketball	Girls' Track
Cross Country	Wrestling	Cheerleading

High School sponsored teams:

Football	Volleyball	Girl's Basketball	Baseball
Co-Ed Golf	Girls' Cross Country	Boys' Basketball	Girls' Track
Softball	Boys' Cross Country	Wrestling	Boys' Track
Cheerleading			

LEVELS OF COMPETITION

Varsity

The perfection of skill, playing the best overall athletes possible and winning is the emphasis at this level. While winning at all costs will never be a part of our philosophy, no apology shall be necessary when the varsity team does all it can within the bounds of ethics, integrity, and sportsmanship to win each and every contest. In certain sports, cutting may be used and it is extremely likely that some players may not see action in each contest.

Junior Varsity

This level of competition begins to focus on skill refinement and winning as a team. Cutting may occur at this level in certain sports. It is possible that not every player will have the opportunity to play in every contest.

Freshman

Emphasis at the freshman level is on participation, skill development and team success. If a sports program supports a freshman squad, efforts will be made not to cut players at this level, as the future ability of these students is largely uncertain. Attempts will be made to play as many students as possible during each contest while striving for victory for the entire team.

Middle School

Preferably, two teams will be created at the middle school level in each sport; at the 7th grade and the 8th grade levels. If low numbers make this impossible, combining all 7th and 8th grade students will create a single middle school team. Emphasis at this level is on individual participation along with team success. Every attempt will be made to encourage student participation including attempts to play each student in every contest while also ensuring success for the entire team.

JOB DESCRIPTIONS

TITLE: **PRINCIPAL**

REPORTS TO: Superintendent and OHSAA

DUTIES AND RESPONSIBILITIES:

The administrative head of the school shall be held ultimately responsible in all matters pertaining to interscholastic athletic activities involving the school. (O.H.S.A.A.-Constitution and Rule 3-1-1, By-Law 3, Section 1)

The principal supervises and directs the athletic program as stated by the board of education and the superintendent. The principal certifies the eligibility of all athletes in accordance with the school, district, state policies, as well as signs and validates all eligibility lists. The principal supervises the Athletic Director and coaches to ensure that they properly carry out implementation of athletic policies; supports the athletic department staff in organizing and maintaining a sound athletic program to meet the objectives and needs of the total educational program.

TITLE: **ATHLETIC DIRECTOR**

REPORTS TO: Principal and OHSAA

QUALIFICATIONS:

1) Valid Ohio Teacher Certification.
2) Previous experience as a coach.
3) Knowledge of the overall operation of an athletic program.

DUTIES AND RESPONSIBILITIES:

1) Responsible to the superintendent of schools and works under the direction of the high school principal and the overall athletic program.

2) Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Ohio High School Athletic Association.

3) Observe coaches sufficiently in order to make recommendations to the school principal as to coaches and job assignments.

4) Responsible for evaluating all new candidates for original appointments and shall be a member of the selection committee.

5) Responsible for all recommendations for the improvement of adequate facilities, which shall be directed to the superintendent of schools for consideration and referral at his direction.

6) Responsible for the development of all interscholastic game schedules, supported by a copy of the contract, except for league games scheduled by the Firelands Conference.

7) Responsible for contracting all game officials except those assigned by the Firelands Conference.

8) Interprets board policy to the extent necessary to provide guidance for the schools and coaches under his jurisdiction.

9) Resolves conflicts that may develop from time to time within the ranks of the athletic department.

10) Seeks and finds ways for supporting and financing the athletic department.

11) With the assistance of head coaches and custodial personnel, prepare and maintain the playing facilities.

12) Makes arrangements for all interscholastic events such as transportation, lodging and meals, when required.

13) Receives equipment requests from coaches and orders approved requests.

14) Attends all home athletic contests and or arranges for proper supervision of home athletic contests by administrative personnel.

15) Acts as tournament manager or appoints a substitute for all league and tournament playoff activities that are assigned to the school district.

16) Sends reminders of coming events to schools and officials.

17) Responsible, along with the principal, after consulting the head coach, for the cancellation or postponement of contracted contests because of non-playing conditions.

18) Oversee the sales of advertisements, and printing of the fall and winter sports programs.

19) Supervises all radio and television broadcasts, as well as the public address system operation at the games.

20) Maintains a current file of players, medical examinations, insurance forms, records, parent consent forms, payments, etc.

21) Along with the head coach of each sport, maintains permanent records for each sport, such as wins and losses, outstanding records, letter winners, etc.

22) Maintains a file of all athletic suspensions and expulsions from teams in regard to giving each athlete “due process.”

23) Responsible for determining scholastic eligibility of all candidates for athletic teams.

24) Coordinates with the district office the coaches' request to attend coaching clinics at athletic department expense.

25) Works in conjunction with the Athletic Board in developing the yearly budget for the athletic program as requested by the head coaches.

26) Works with the principal, cheerleading advisors and coaches involved in scheduling all athletic assemblies and pep rallies.

27) Coordinates the use of all athletic facilities in the school district with the respective building principals by groups outside the school.

28) Responsible for game management at all home interscholastic contests and, when admission is charged, is responsible for the safekeeping and deposit of gate and receipts.

29) Responsible for ordering and maintaining medical supplies.

30) Provides for the cleaning, repairing, and storing of all athletic equipment and maintaining an inventory of all equipment.

31) Arranges for medical coverage at all home varsity football games and larger athletic events.

32) Supervises the physical equipment and schedules facilities for all interscholastic athletic contests.

33) Plans, organizes and supervises all athletic awards programs.

34) Promotes publicity for all interscholastic athletic contests.

35) Coordinates with the supervisor of maintenance the repair and maintenance of varsity athletic fields, track, baseball and softball fields and gymnasiums, including physical education facilities.

36) Manages athletic facilities and controls the use of same by band, football team, track squad, etc. Hires or makes necessary arrangements to provide ushers, parking, security and other services required by the athletic operation.

37) Assumes responsibility for assignment of keys to athletic facilities and gymnasium.

38) Represents the school in all athletic business at league and staff meetings.

39) Works out a reasonable and equitable program for the utilization of the concession stands.

40) Responsible for scheduling physical examinations in accordance with the requirements of the Ohio High School Athletic Association.

41) Responsible for the operation and organization of the press boxes.

42) Attends and serves as school liaison at all athletic boosters club meetings.

43) Is the liaison person between the coaches and the athletic boosters club.

44) Assists the administration in the preparation and the distribution of complimentary passes for the school district.

45) Responsible for the sales of any athletic supplies to athletes through the athletic office.

46) Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.

47) Responsible for the annual review of the athletic policy and staff handbook.

48) Constantly evaluates the program, always seeking ways of improving interscholastic athletics.

49) Presents recommendations for changes in athletic policies from the athletic control board to the superintendent. These recommendations shall be acted upon by the Board of Education.

50) Performs all other duties as the principal and/or superintendent of schools may direct.

TITLE: **HEAD COACH**

REPORTS TO: Athletic Director

QUALIFICATIONS:

1) When possible valid Ohio Teacher certification.
2) Previous Coaching Experience – Preferably Head Coach
3) Previous playing experience in an organized program.
4) Must hold a valid Pupil Activity Permit, by completing all required courses/certifications.

DUTIES AND RESPONSIBILITIES:

1) Operates at all times within the scope of the general and specific educational philosophy of our school. His/her first responsibility is the welfare, safety, and growth of the students under her/her supervision. In expediting this responsibility, he/she shall work closely with the athletic director who has a similar responsibility.

2) Upholds all athletic policies/procedures adopted by the Board of Education and the Ohio Athletic Association.

2) Assists and cooperates with all the assigned duties and responsibilities of the Athletic Director

3) Assigns clearly the duties of the assistant coaches grades 7-12.

4) Arrange and post staff meetings and scouting assignments.

5) Supervises students at all times, in all areas, while under his/her control. This may be accomplished through delegation of authority.

6) Develops students to their highest degree of skills possible and molds them into as efficient a team as material permits.

7) Exemplifies good behavior and demands it of all players and staff members.

8) Develops a friendly and courteous relationship with the local media when reporting scores and special announcements.

9) Attends at least one-half of the athletic booster meetings and works through the Athletic Director when making requests.

10) Maintain sufficient funds in team account, by conducting a fundraiser and/or working events, to help with purchase of uniforms and equipment.

11) Responsible for payment of expenditures not approved by the athletic director.

12) 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.

13) Follows due process policies before denying the participation or removing an athlete from the team.

14) Counsels his/her athletes regarding unsatisfactory grades, drugs, tobacco, and alcohol.

15) Attends all Athletic Control Board Meetings or is responsible for having assistant coach represent program.

16) Observe his/her assistants in order to make recommendations.

17) Communicates with all athletes to make sure they have completed any necessary forms before he/she begins practicing.

18) Attends all meetings as required by state, league, district, and local athletic organizations.

19) Informs the Athletic Director and principal promptly on any problems with athletes and/or parents.

20) Continually works with qualified athletes to encourage and motivate them toward college.

21) Attend at least one coaching clinic to stay up to date with trends and innovation of the sport.

22) Works hand in hand with the Athletic Director and principal to fill staff vacancies.

23) Issue, collect, inventory, and stores uniforms and equipment.

24) Complete Beginning of Season and End of Season Report with the Athletic Director.

25) Follow player contact rules according to OHSAA.

26) Along with the Athletic Director maintain records for each sport, such as wins and losses, outstanding records, letter winners, etc.

27) Assist the Athletic Director and maintenance staff in maintaining and preparing the playing facilities.

28) Oversee and/or conduct study table activities and athlete participation in study tables when necessary.

29) Instructs staff and student athletes to help athletic program maintain pride in cleanliness and upkeep of all facilities including the field house/weight room.

30) Contribute to student athlete strength and conditioning program both in and out of season.

31) Utilize off-season days by having team camps or participating in contests/leagues to further develop team.

32) Evaluate contest officials and report games on myOHSAA in a timely manner, when applicable.

33) Cooperate with other activities and attend other extracurricular activities whenever possible.

34) Performs all other duties and responsibilities as directed by the Athletic Director and Principal.

TITLE: **ASSISTANT COACH** (Varsity Assistant, Junior Varsity, 7th, 8th, 9th)

REPORTS TO: Head Coach, Athletic Director, Building Principal

QUALIFICATIONS:

1) When possible: State of Ohio teacher certificate
2) Knowledge and experience in their sport.
3) Must hold a valid Pupil Activity Permit, by completing all required courses/certifications.

DUTIES AND RESPONSIBILITIES

1) Upholds all athletic policies/procedures adopted by the Board of Education and the Ohio Athletic Association.

2) Maintains loyalty to the Head Coach by following all instructions and plans.

3) Aids the Head Coach in evaluating player personnel.

4) Works to improve his/her knowledge by attending meetings, clinics, etc. as determined by the sport and its' budget.

5) Attends all staff meetings, practices, and games, and carries out all practice and game duties assigned by the Head Coach.

6) Assumes responsibilities for the use, care, and storage of all athletic equipment, along with the Head Coach.

7) Sets a good example of sportsmanship and exercises mature judgment.

8) When head coach is unavailable to attend, fills in at Athletic Control Board Meetings and/or Athletic Booster meetings.

9) Follows the chain of command.

10) Scouts as assigned by the Head Coach.

11) Follow player contact rules according to OHSAA.

12) Communicates with all athletes to make sure they have completed any necessary forms before he/she begins practicing.

13) Attend and assist with the planning and running of offseason and preseason strength and conditioning programs.

14) Performs all other duties and responsibilities as directed by the Head Coach.

TITLE: **CHEERLEADING ADVISOR**

REPORTS TO: Athletic Director

QUALIFICATIONS:

1) Knowledge in cheerleading activities.
2) Must hold a valid Pupil Activity Permit, by completing all required courses/certifications.

DUTIES AND RESPONSIBILITIES:

1) Coordinates the entire school cheerleader program.

2) Plans and supervises the cheerleader tryouts in the spring and fall to select the cheerleaders for the next school years fall sports and winter sports.

3) Submits budget for uniforms and awards to the athletic director.

4) Supervises and plans all fund-raising efforts through the athletic department and Principal.

5) Plans all pep-assemblies through the coach, Athletic Director, and Principal.

6) Supervises all planned practices, meetings, and is in attendance for all athletic contests or competitions where the cheerleaders are participating or has a board approved replacement.

7) Chooses summer camp for cheerleaders and attends or arranges supervision.

8) Follows all cheerleading guidelines as determined by the conference, school, and OHSAA.

9) Displays sportsmanship, courtesy to all concerned and ethical conduct, which transcends to all cheerleaders.

10) Evaluates assistant cheerleader advisor.

11) Responsible for informing the squad of all necessary regulations and responsibilities. (ex. Eligibility)

12) Make arrangements for transportation to away games.

13) Hold an updated Pupil Activity Supervisor Certificate and CPR card.

14) Performs all other duties and responsibilities as determined by the Athletic Director. (ex. Parents night during basketball)

15) Collect, inventory, and stores uniforms and equipment.

16) Must view the National Federation's video on "Concussions in Sports".

TITLE: **VOLUNTEER COACH**

QUALIFICATIONS:

1) Must hold a valid Pupil Activity Permit, by completing all required courses/certifications.
2) Any Head Coach incorporating the use of a volunteer coach must notify the Athletic Director before doing so.

GENERAL COACHING GUIDELINES

EJECTION OF COACHES FROM ATHLETIC CONTEST

As Laid Out By OHSAA Sports Regulations

Any coach ejected for unsportsmanlike conduct shall be ineligible for all contests for the **remainder of that day**. In addition the coach shall be suspended from coaching for all contests at all levels until two regular season/tournament contests are played at the same level as the ejection (1 game for football) and shall be fined $100. In addition the coach shall take the National Federation of State High School Association's *"Teaching and Modeling Behavior"* course, which must be completed within 30 days of the ejection and can be taken at nfhslearn.com.

If the ejection occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above during the following season in the next school year.

On the day of the ejection, a coach who has been disqualified shall be ejected from the vicinity of the playing area and prohibited from further contact, direct or indirect, with team managers and other coaches during the remainder of the contest The coach must return to the locker room or team bus or leave the premises. The coach shall not go to the spectator area.

The penalty for failure of the coach to comply with the rejection regulation shall result in the forfeiture of the contest.

If a coach is ejected/disqualified from a contest and no other coach or a person authorized by the Board of Education from that school is present (Bylaw 3-2-1), the contest shall be forfeited

After the initial ejection, a coach who has been suspended from coaching for the next contest(s) may attend the contest(s), but must be seated in the spectator area and may not give instructions to the players or who has been assigned to coach the team prior to or during the contest including halftime or any intermission. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the Commissioner at the OHSAA HEADQUARTERS. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with Bylaw 11. 17

PROCEDURES FOR INJURIES AND ILLNESS

It is the responsibility of the head coach to have available at all times the Emergency Medical Forms for every athlete under his/her supervision.

When an athlete is injured in athletic participation, the following steps or procedures are the responsibility of the coach or trainer.

1. Notify the family and set necessary steps to be taken.
2. Follow through on necessary steps—hospital, doctor office, home, etc.
3. Fill out and file accident report with the Athletic Director
4. Coaches are encouraged to follow-up on an injury by visiting the hospital, the athlete's home, phone calling, etc.

When an athlete has been the victim of an illness or an injury, which requires professional medical attention, the athlete shall not be permitted to return to practice or participation until a written permission from his/her doctor is received by the head coach. When the athlete has been a victim of an injury, which, in the opinion of the parents, does not require professional medical attention, that athlete will not be permitted to return to practice or participation until a written permission from his/her parents is received by the head coach.

When an injured athlete requires being transported to the hospital, clinic, or doctor's office, an adult, should (preferably the coach) accompany and remain with injured athlete until the parents have been notified and have arrived at the emergency site.

After the injured athlete has been attended to and the parents are notified, the accompany adult shall then notify the athletic director and the athletic director shall, in turn, notify the building principal.

An injured athlete shall not be left alone. A trainer, assistant coach or a responsible student manager shall be assigned to remain with the athlete for observation.

Any major injuries (ex. Head or spinal injuries, eye, fractures, injuries requiring a physician's examination or hospitalization) that occur in a practice session or a contest shall be reported by the coach immediately to both the building principal and the Athletic Director. The Injury Reported Form should be submitted to the Athletic Director within 24 hours of the injury.

MEDICAL FACILITIES AND EQUIPMENT

Every coach should have planned access to a medical facility, including procedures for quick communication and transportation. This includes away games and practice sessions. Emergency first aid equipment should be at the field or playing area.

CONCUSSION PROTOCOL

Concussions are a trauma to the brain due to forces to the head, such as a direct blow to the head, face or neck and can occur with head on head contact, or simply bumping of the head. Although trauma to the brain cannot be seen like a bruise elsewhere on the body, it must be treated with much more precaution. When an athlete gets a concussion the brain becomes bruised and therefore a multitude of signs and symptoms, if not noticed could cause severe harm and long-term effects to the athlete.

Signs/Symptoms

- dazed/confused
- loss of memory
- headache
- nausea/vomiting
- mood changes
- ringing in ears
- slurred speech
- increased fatigue
- trouble concentrating
- sensitive to light and noise

Any student, while practicing for or competing for an interscholastic contest, who exhibits signs, symptoms or behaviors consistent with having sustained a concussion or head injury shall be immediately removed from the practice or contest by either the coach or official.

Return to Play Protocol

If a student is removed from practice or competition due to a suspected concussion or head injury, the coach or referee shall not permit the student, **ON THE SAME DAY THE STUDENT IS REMOVED**, to return to that practice or competition or to participate in any other practice or competition. Thereafter, which means no earlier than the next day, the coach shall not permit the student to return to practice or competition until both of the following conditions are satisfied:

1) The student's condition is assessed by either of the following:
    a. A physician, authorized under Chapter 4731 of the Ohio Revised Code to practice medicine and surgery or osteopathic medicine of surgery (M.D. or D.O.)
    b. Any other licensed health care provider that the school district board of education authorizes to assess the student who has been removed from practice or competition.
2) The student receives **written authorization** that it is safe for the student to return to practice or competition from a physician or other licensed health care provider authorized to grant the clearance.

BUILDING AND GROUNDS SECURITY

All coaches must assume responsibility for securing the building and/or weight room.

1) If you are the last to leave the building, lock all doors and turn off all lights.
2) Do not prop open doors with any type of object. Unlock the door until all participants have arrived, or have someone at door to let team members in.
3) A head or assistant coach must remain with team members until all have departed.
4) Each coach is responsible for issued keys and at no time allow a student to borrow the key.

5) In the case of an immediate threat (weather or intruder), have a lockdown or emergency exit plan for each facility.

PLAYERS HANDBOOK

Each Head Coach shall issue a handbook to all players and their parents or guardians for the sport he/she coaches. This handbook should be the players source of knowledge for all team regulations. The Head Coach is responsible to review the handbook with all his/her athletes and their parents/guardians. If parents or guardians are unable to attend this meeting they must contact and meet with the head coach of that sport. Student athletes will be denied participation until this obligation is met. The handbook shall include the following:

- Detailed explanation of eligibility
- Team Code of Conduct
- Care of equipment and uniforms
- Expectations/Training Rules
- Policy on missing practice (definition of excused vs. unexcused)
- Athletic Awards – criteria for earning a varsity letter

STUDENT TRANSPORTATION

Students are required to ride school transportation to and from school activities that take place out of town. This requirement covers the school's liability for these students and also fulfills their obligation to the group and/or team they represent.

When an extreme inconvenience exists, parent(s)/guardian(s) may fill out and sign a Parent Transportation Request Form, which must be signed and approved by the principal or athletic director. After the form has been signed by an administrator, the head coach must receive the form, sign it, and keep it on file. A coach should never approve a student to not ride the bus without first receiving the signed form or discussing issue with an administrator.

While on a trip, the Head Coach will assume all responsibilities for conduct and discipline of student athletes. Dress must be suitable and appropriate. The Head Coach should clearly explain what is expected and how to handle themselves.

ATHLETIC BOOSTER CLUB

The Athletic Director is the liaison between the school and the Athletic Booster Club. Requests for Booster Club assistance, for any sport, will be handled through the Athletic Director.

All items given by any person or club to the Plymouth-Shiloh Local Schools' athletic program will be the property of the Plymouth Board of Education unless specified or earmarked otherwise.

ALL COACHES WILL BE MEMBERS OF THE BOOSTER CLUB

FILLING COACHING VACANCIES

When a vacancy in coaching occurs, it shall be posted in all schools of the District by the central office. All applications for the vacancy shall be received by the building Athletic Director.

After the receipt of all applications, the athletic director shall confer with the principal and/or head coach of that sport to make a decision. Final recommendation for the filling of the vacancy shall be made by the building principal to the superintendent, who may accept, reject, or modify that recommendation before referring the matter to the Board of Education.

All coaches and positions will be reviewed and evaluated at the end of each season by the athletic director or head coach. Recommendations for reassignment will be made to the building principal by the athletic director and head coach.
All coaching supplemental contracts will be non-renewed each April.

INTERSCHOLASTIC GAME LIMITATIONS

Game limitations have been established by the Ohio High School Athletic Association in all sports. The sports may have fewer contests, but no more than listed.

BASEBALL and SOFTBALL

Scrimmages	Max 4 or 3 and one preview
Regular Season	Max of 27 games (on 27 playing dates)

*Firelands Conference and tournament games will be rescheduled.

BASKETBALL (9-12)

Scrimmages	Max 5 plus 1 preview
Regular Season	22 games, not including the State tournament

BASKETBALL (7-8)

Scrimmages	Max 2 plus 1 Preview
Regular Season	Max of 16 plus 1 Post-Season Tournament

*”B” games on the Junior High Level are counted separately.

CROSS COUNTRY (9-12)

Scrimmages	None
Regular Season	Max of 16 for team and individual

CROSS COUNTRY (7-8)

Scrimmages	None
Regular Season	Max of 12 for team and individual, plus one league champ

FOOTBALL (9-12)

Scrimmages	Two scrimmages or one scrimmage and one preview. Schools may also participate in a Jamboree.
Regular Season	Max of 10

FOOTBALL (7-8)

Scrimmages	Max of 2
Regular Season	Max of 8. Seven if two scrimmages are played

GOLF

Scrimmages	Max 1, any time of season
Regular Season	20 matches (9 or 18 holes) on 20 days

TRACK (9-12)

Scrimmages	None
Regular Season	Max of 16 for team and individual

TRACK (7-8)

Scrimmages	None
Junior High	Max of 12 plus one league championship

VOLLEYBALL (9-12)

Scrimmages	Max of 5 plus 1 preview
Regular Season	Max of 22 matches on 22 Dates

VOLLEYBALL (7-8)

Scrimmages	Max of 2, or one scrimmage and one preview
Regular Season	Max of 20 matches on 16 dates plus 1 post season tourney

WRESTLING (9-12)

Scrimmages	Max of 4,or three and one preview. In a preview, an individual is limited to three one-minute periods.
Regular Season	Max of 20 Points* for team and individual

WRESTLING (7-8)

Scrimmages	2 or I scrimmage and 1 preview
Regular Season	Max of 17 total points*

*1/2 point - Dual match - 1 match maximum
*1 point - Tri-match - 2 match maximum
*2 points - Quad match – 3 match maximum
*2 points - One-day tournament - 5 match maximum
*3 points - Two-day tournament - 10 match maximum (5/day)

PREREQUISITES FOR STUDENT PARTICIPATION IN ATHLETICS

STUDENT PARTICIPATION AND PHYSICAL EXAMINATION FORMS

All parents/guardians and grade 7-12 athletes must complete and sign all athletic forms included in Final Forms prior to participation each school year. Forms must be completed by both the athlete and their parent/guardian in Final Forms before any student may participate in practice. The following must be completed in Final Forms:

1. OHSAA Preparticipation Physical Evaluation (signed by physician)
2. OHSAA Authorization Form
3. OHSAA Eligibility and Authorization Statement
4. Student and Parent Consent to Drug Test
5. Plymouth-Shiloh Schools Emergency Medical Form (House Bill 168)
    a. Each head coach is responsible for having forms present at all times.
6. Plymouth Athletic Department Agreement
7. Athletic Insurance Waiver
8. Concussion Information Sheet
9. Sudden Cardiac Arrest (Lindsay's Law)

INSURANCE

The Plymouth-Shiloh Local Schools provides a liability insurance program for all employees (classified and certificated) as required by law.

All participants on Plymouth-Shiloh Schools athletic rosters are covered by a catastrophe policy provided by the OHSAA.

Parents must have insurance on their children for any sport they participate in. Parents may purchase school insurance or carry insurance from an independent agent, provided a signed statement is on file indicating waiver of the school plan.

PARTICIPATION IN SCHOOL ACTIVITIES

If an athlete is not in school by 9:00 A.M., and does not remain in school for the entire day, they are ineligible to participate or practice in an extra-curricular activity that day. This also applies to an activity on a weekend when the absence occurs on the last

school day preceding the weekend. If the absence is excused by a doctor, the student will be allowed to participate. A student's parent or guardian may make pre-arrangements with the building principal for a student to be absent all or part of the day of a school extra-curricular activity and still participate in that activity.

REMOVAL FROM CLASS – (DAILY)

Any student who is removed from class during the day because of discipline reasons or who skips a class, will not practice or attend extra-curricular activities or events on that day in which he or she was removed or skips. Teachers are to contact the principal in such situations. The principal will make the final decision regarding such matters

STUDENT ATHLETE ACADEMIC ELIGIBILITY

Plymouth student athletes must qualify for eligibility under rules established by the Ohio High School Athletic Association and Plymouth-Shiloh Board of Education. Students that do not meet requirements will be ineligible for scrimmages and official contests.

High School

1. Pass a minimum of five one-credit courses, or the equivalent, which count towards graduation in the preceding nine weeks.

AND

2. Earn a minimum 1.5 GPA and receive fewer than two "F's" during the grading period.

A student that is ineligible, but passed 5 credits may become eligible at interims of the following nine weeks provided they:

a. Practice with the team
b. Attain at least a 1.75 GPA on the next interim report
c. Have no more than one "F" on the next interim report
d. If criteria is not met, student will remain ineligible for the entire nine weeks

Middle School

1. Must have passed 4 of their classes in the preceding grading period.
   - Any student that does pass at least 4 credits will be ineligible for the entire following nine weeks.

2. Students who receives a "F" on their interim report or an "F" on their nine weeks grade card will be placed on academic probation.
   - While on academic probation, students will not be allowed to participate in athletic games or scrimmages until:
     a. If received "F" on grade card – following interim report with no "F"

b. If received “F” on interim – when no longer showing “F” in any course.

- Students will be expected to attend and participate in all practices while on academic probation.

PLYMOUTH-SHILOH LOCAL SCHOOL DISTRICT STUDENT ATHLETE CODE OF CONDUCT

Students volunteer to participate in the interscholastic athletic program and are expected to accept the responsibilities associated with their choice. Conduct by athletes, while representing a team, traveling to or from an event, as well as in the community, is seen as a direct reflection upon the athletic program and the standards of the school. It must be remembered that participation in athletic activities is not a right, but a privilege that will be regulated.

Any student involved in the Plymouth-Shiloh athletic program shall be subject to the following code of conduct for their entire high school career, year round, both in and out of season. Failure to comply with the code of conduct may result in disciplinary action.

Prior to any of the consequences below being applied for a violation, the athlete will be given an opportunity to informally meet with the athletic director and principal to challenge the reasons for the application of consequences or to other wise explain his/her actions. Any other due process requirements required by law will be provided.

A. Alcohol, Drug and Tobacco Violation

1A. USE/POSSESSION OF ALCOHOL, DRUGS, AND TOBACCO

Any student using, possessing, or purchasing alcohol, tobacco (in any form such as cigarettes, cigars, chewing tobacco or E-Cigs), vaporizer pens, counterfeit drugs, illegal controlled substances, drug paraphernalia, or any substance represented to be an illegal substance; shall be dealt with in a manner consistent with the student athlete code of conduct.

FIRST VIOLATION

a. Denial of participation for 50% of the regular and post season. (A half of a game will always be rounded up to a complete game.)
b. Loss of leadership roles on teams (i.e. team captain) for one calendar year from the time of the infraction.
c. Denial of participation may be reduced to 30% of the season if and only if the athlete schedules an appointment with a certified chemical dependency counselor for a chemical dependency assessment within 5 days of being

notified of the denial of participation. Following the assessment, the student will carry out the chemical dependency counselor's recommendation. The parent/guardian/custodian is responsible for all expenses. The athlete must submit documentation to the Athletic Director and/or Principal of the chemical dependency assessment in order for the denial of participation to be reduced.

d. In the case that the athlete chooses not to follow through with the process for reducing the denial of participation and remains out for 50% of the season the parent/guardian will be responsible for the expense of one urine drug test, which must come back clean, prior to reinstatement. Failure to comply with the above will result in the student athlete being denied the privilege of participation in interscholastic athletics until the student is reinstated by the appeals board 25

SECOND VIOLATION – Within two calendar years of first offense:

a. Denial of participation in practices and contests for the remainder of that season plus one calendar year from the end of that season.
b. Denial of participation may be reduced to the remainder of the current season plus the following season if the athlete completes the following; 1) Submit to random Drug/Nicotine/Alcohol testing at a facility of the administrations' choosing. The parent/guardian/custodian is responsible for all expenses. 2) Testing must occur on the selected test day or the reinstatement will be disqualified. 3) If a test comes back positive, the student-athlete will be denied participation in all athletics until reinstated by the appeals board.

THIRD VIOLATION – Within two calendar years of first offense:

a. Student will be denied the privilege of participation in interscholastic athletics at Plymouth-Shiloh Local Schools until reinstated by the appeals board.

2A. SALE OR DISTRIBUTION OF ALCOHOL OR TOBACCO

FIRST VIOLATION

a. A student found guilty in first violation of the sale or distribution of alcohol or tobacco products will be treated the same as a second violation of use or possession.

SECOND VIOLATION

a. A student found guilty in second violation of the sale or distribution of alcohol or tobacco products will be treated the same as a third violation of use or possession.

3A. SALE OR DISTRIBUTION OF ILLEGAL DRUGS

FIRST VIOLATION

a. Anyone selling or distributing drugs will be denied participation in interscholastic athletics at Plymouth-Shiloh Schools until reinstated by the Appeals Board.

DEFINITIONS AND NOTES

1. SELF-REFERRAL – A student athlete or his/her parents/guardians seek help from a school official prior to knowledge of an offense involving alcohol, tobacco or drugs, or being selected for drug testing. Self-referral may occur only once during the student

athlete's Middle School career, and once during their High School career. Self referral will be negated once:

a. knowledge is reported from another source.
b. law enforcement becomes involved.
c. the start of an investigation begins.
d. a positive test or any violation of the Student Athlete Code of Conduct has been determined.

Appropriate action may include assessment, placement in an educational or counseling program and/or alcohol, drug, and tobacco testing at the expense of the parents. Prior to participation in a sport, the student athlete must be able to show that he/she is working on correcting the problem, which resulted in the self-referral. Any athlete who makes a self-referral will not be considered to have violated the student athlete code of conduct and will not be placed into the violation process.

2. ADMISSION OF GUILT - Any athlete who admits to his/her 1st violation prior to head coach or school administrator knowing and/or questioning will be denied participation in 30% of the season contests instead of 50%, in addition to the other requirements.

3. DENIED PARTIPATION - To calculate the percentages of penalty for denial of participation, the number of regular season contests scheduled will be used for each respective sport. Tournament contests will be denied when necessary.

4. CARRY OVER - Any student athlete who incurs a penalty in the second half of a season and is unable to complete the percentage penalty in that season, will be penalized the uncompleted percentage in his/her next season of participation. The athlete must complete the affected season in good standing or the denial of participation will be carried over to the next season.

STUDENT ATHLETE CODE OF CONDUCT CONTINUED:

B. Excused and Unexcused Absence from Practice

It is mandatory that each player contact the coach if he/she is going to miss a practice. Unexcused absence will not be tolerated.

C. Fifth Practice Day

The term "fifth practice day" is defined to mean the fifth day that the team, as a whole begins practice. For fall season: Middle School students - the fifth day means the fifth school day. High School students - the fifth day means the fifth practice day. Students must join the team by the fifth practice unless:

a. For the resident student - excused in advance by the head coach with administrative approval.
b. Transfer students – not released by the Board of Education of the district in which they reside.
c. Students who move into the Plymouth-Shiloh District and establish residency anytime during an athletic season are not subject to these eligibility restrictions. If a circumstance should arise an exception to this rule could be granted with the approval of the Athletic Director, Building Principal, and the Superintendent.

D. Disrespect Toward Others

Disrespect towards teammates, coaches, members of the opposition's team, or game officials will not be tolerated.

E. Removal From School

Any athlete suspended or expelled from school is also suspended from all athletic activities including practices and contests.

a. If a student is suspended twice during any athletic season, the student will be removed from the team.

F. Actions In and Out of School

As an athlete and representative of Plymouth High School your actions both in and out of school, will be carefully observed by everyone in this community, which you represent. Unacceptable behavior includes, but is not limited to:

a. Theft, vandalism or physical abuse of person or property.
b. Bullying and Hazing as defined in school policy.
c. Repeated infractions of school rules or disruption of school climate.
d. Inappropriate actions or content through all forms of digital communication.

G. Athletic Equipment

All school issued equipment and uniforms are the athlete's responsibility and are to be worn only at practices, scheduled games, or other appropriate times. Athletes are to participate only in school issued uniforms. It is highly recommended that all equipment and personal belongings be locked in a locker.

At the end of the sport season, no equipment or uniforms will be given, or sold to any player without administrative permission.

Failure to return all equipment and uniforms issued, within two weeks of the conclusion of a sport season, may cause the termination of any athlete's participation in a school sponsored activity until the equipment or uniform is returned, paid for, or otherwise arranged for.

H. Awards

The awards program for each sport is considered a commitment similar to a practice or game. Athletes must attend their respective awards assembly in order to receive any attained during that sport. Unexcused absences will result in the forfeiture of any award. Athletes may be excused from a banquet with prior permission from the athletic director and head coach.

I. Ejection from Contest

Student athletes who are ejected or disqualified for unsporting conduct will be denied participation in the remainder of that contest, plus 2 (one in football) of the regular season/tournament contests at all levels. If an incident would occur at the end of the season or involve an athlete out of season, the denial will carry into the next season that the athlete competes.

A student under suspension may not sit on the team bench, enter the locker room, or be affiliated with the team in any way, including transportation.

A second violation in a season will result in suspension for the remainder of the season in that sport. If the ejection occurs during the last game of the season the student shall be ineligible for a time to be determined by the OHSAA.

J. Dismissal from Team

Any athlete who is detrimental to the development of the squad, as determined by the coach, can be removed from the team at any time during the season.

a. Athletes removed from team, after the first contest, will be unable to participate in any sports program until the end of its regular season.

K. Quitting a Sport

Any student athlete who quits a team after the first contest will be prohibited from any sport related activity until the season ends. The season ends on the date of the last varsity contest.

L. Head Coach and Training Rules

The Head Coach in each sport will set any additional training rules for their specific sport with the Athletic Director's approval. This handbook should be the players source of knowledge for all team expectations. The Head Coach is responsible to give copies and review this book with all his/her athletes and their parents/guardians at the pre-season sport meetings. Students violating team rules and regulations may be handled by the coach.

M. Transportation

Students are required to ride school transportation to and from school activities that take place out of town. This requirement covers the school's liability for these students and also fulfills their obligation to the group and/or team they represent.

Common sense and legalities allow exceptions. When an extreme inconvenience or emergency exists, parent(s)/guardian(s) may fill out and sign a Parent Transportation Request Form, which must be signed and approved by the principal or athletic director.

Approval will only be considered when the transporting member is the parent(s) or legal guardian.

N. Social Media, Electronic Communication, and Internet Policy

While social networking can be an important aspect of one's life, chat rooms, bulletin boards, blogs, texting, and items such as Facebook, Twitter, SnapChat and others can pose a serious danger to personal health, safety, and welfare. Certain actions within these sites can also lead to serious issues at school and within athletic programs. As participation in athletics is a privilege, students and parent/guardian(s) must accept personal responsibility for any images, postings, or information appearing on the Internet.

When using electronic communication, visiting or appearing on any Internet sites, those involved in the Plymouth-Shiloh Athletic program are expected to maintain high

standards of conduct and acceptable behavior. These acceptable standards are based upon the policies and regulations described in the Plymouth-Shiloh Local Schools Student Handbook, this Athletic Participation Handbook and individual team rules, regulations and expectations.

Any electronic posting or communication that disrupts either the educational or athletic environment, which advocates the violation of any school or team policy, or attacks students, teams, coaches, or officials is unacceptable. These would include, but not limited to: the consumption of alcohol and/or the use of elicit drugs; inappropriate sexually-oriented material; activities involving bullying, hazing or intimidation; speaking ill of teammates or opponents, officials, or coaches. Violation of this policy may result in disciplinary action up to and including removal from the athletic program.

O. Bus Policy

Student-Athletes are expected to behave and adhere to all Plymouth-Shiloh School bus policies. Any misbehavior on athletic trips that violate Plymouth-Shiloh bus policies will result in punishment of the athlete that could include suspension from games/events and possible removal from team. The punishment will depend on the severity of the violation and will be at the discretion of the Athletic Director and/or Principal.

P. Conflicts in Activities

Plymouth-Shiloh students are encouraged to participate in a wide range of activities, but are warned about taking on too much for their own good. Students who choose to become active in numerous activities must recognize that the potential for numerous conflicts. Students are reminded that by joining a Plymouth-Shiloh team, they are making the commitment to the school and their classmates in regard to all practices and/or contests.

For the purpose of eliminating potential scheduling conflicts and resolving them in a positive and productive manner without the student being placed in the center of the dispute, the following guidelines are to be followed whenever a schedule conflict occurs:

a. All performance activities, competitions, trips, conventions, etc. must be placed on the District calendar as soon as they are scheduled to notify all of potential conflicts.
b. Any formal performance (game, contest, tournament, etc.) takes precedence over a practice activity.
c. Any activity that counts toward a classroom grade will have precedence.
d. Precedence will be given to the activity where the student is an active participant versus one where he/she is basically a spectator.
e. If a schedule conflict still exists, the coach(es), advisors and/or directors involved will resolve the conflict by utilizing an equal sharing of the student's time. This can be accomplished by sharing of time on a given day or alternating days of attendance at the given activities.

At no time will there be negative consequences for a student who finds him/herself in an activity conflict given that he/she has followed the directions provided by the advising authority.

Q. Dress Code

Students participating in athletic workouts, summer leagues, practices, scrimmages, contests, etc., are expected to follow the basic principles of the District's Student Dress Code at all times, including that students shall not dress or appear in a fashion deemed inappropriate. Students may not dress in a fashion that either interferes with the student's health & welfare or that of other students, or causes disruption or directly interferes with the educational process of which athletics is a part. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable.

R. Inclement Weather Policy

The Plymouth-Shiloh's Local School's policy in regard to contests and practices conducted on days when school has been canceled is delineated below. First and foremost, Plymouth-Shiloh is concerned about the safety of its students, employees and community members. Factors that contribute to the cancellation of classes are varied and require evaluation of circumstances that may change significantly between 6:00am and 2:00pm.

When school is closed due to factors other than inclement weather, such as maintenance breakdowns or other extraordinary events, all contests and practices may be conducted as usual, provided that consideration in made for participant safety. When school is closed due to weather-related conditions like snow or ice, the following policy will be employed:

a. No practices or contests at the Middle School level (7th and 8th grade) will be held.
b. High School activities may be conducted provided no punitive measures are taken against students whose parent/guardian(s) prohibit him/her from attending.
c. No athletic activity of any kind will take place prior to 2:00pm.
d. A travel advisory of "Level 2" or worse will result in the automatic postponement and/or cancellation of practice or contests.
e. Head Coaches must obtain permission to conduct practice activities from the Athletic Director, Principal, and/or Superintendent based on projected travel conditions during the activity time.
f. Decisions in regard to contests will be made as late in the day as possible in consultation with the opponent school's administration.

S. Pregnancy Policy

A pregnant student may participate in an athletic program only if a physician certifies in writing that the student is physically able to participate in specific events or activities. This statement shall serve as medical clearance and assumption of responsibility and liability for the pregnant student's participation. A pregnant student may not participate in any manner until such a physician's statement is provided to the AD.

T. Vacation Policy

Students are highly discouraged from partaking in vacations during the sports season. Those wishing to take vacations during their season of participation may wish to reassess their commitment to the team. In the event of an unavoidable vacation conflict, a student must notify their Head Coach well in advance of the vacation and be prepared to assume the consequences of their actions. Missing any portion of the season will have and adverse effect on their team status, *including playing time and award status.* No student choosing to take a vacation during the season should expect to return to the team without having to earn his or her position back.

DENIAL OF PARTICIPATION

Students violating the Student Athlete Code of Conduct may be denied the privilege of participation in athletics in accordance with the procedures outlined below.

a. All students shall, at the beginning of the sports season, receive a copy of the Plymouth-Shiloh Student Athlete Handbook and any specific rules and regulations for the sport involved.
b. The athlete will have a meeting with the Principal, Athletic Director and Head Coach and be given written notice of the intent to deny him/her participation stating the reasons.
c. Parent(s)/Guardian(s) will be notified through a phone call and letter.
d. When academically ineligible or denied participation, student athletes may practice and travel with the team at the individual coach's discretion. However, under no circumstances may the student dress for a contest, or be on the sideline.

APPEALS PROCEDURE

The student athlete may appeal the decision of the Principal/Athletic Director to the Athletic Appeal's Board. This Board shall consist of 2 district Principals, the Superintendent, a School Board Member to the Athletic Control Board, and Athletic Director. The appeal will require the following:

a. Notify the Principal in writing within 72 hours of the initial ruling.

b. The student, along with representation, shall have the opportunity to appear before the Appeal's Board.

c. After consideration of all information, the Appeals Board shall decide whether the student should be exonerated, receive a modification of punishment, or denied participation as originally defined.

d. The decision of the Appeal's Board will be communicated, in writing, by the principal within 48 hours to the student and his/her parent(s)/guardian(s).
e. The decision of the Appeals Board may be appealed to the Board of Education, for final determination, within 72 hours of receiving the decision.

The review may be scheduled by submitting a written request to the Superintendent.

f. The superintendent shall schedule the hearing with the Board of Education and determine the procedures to be followed.

GENERAL SPORTS GUIDELINES

SQUAD LIMITATION

In some sport activities offered by the Plymouth Athletic Department, squad limitation does become necessary. Maximum participation has always been the general philosophy of the Plymouth Athletic Department. The Athletic Department guarantees that every interested student will have the opportunity to compete for primary and/or supporting positions.

The determination and selection for such positions shall be the right and responsibility of the coach of that activity within the true spirit of the concept of maximum participation. The determination and selection will be based upon good evaluation and fair judgment, which must be apparent in the qualification of the selected individuals in charge.

Every student has the opportunity to participate in the competition for such positions. If after evaluation it becomes necessary to cut an athlete from a squad, that individual may have the benefit of a personal conference with the coach and will be informed as to why he/she did not make the team. A team will have three days of tryouts before cuts will be made (exception: cheerleading tryouts).

DUAL SPORT

Student athletes may participate in two sports during a given season under the following conditions:

1. The student athlete must declare their major sport within the first five (5) days of official practice.

2. The coaches of the two sports must agree to allow the athlete to dual sport.

3. An athlete may not change his/her major sport once declared.

4. Athletes and parent(s)/guardian(s) are responsible to set up a group meeting, with both head coaches present, to discuss expectations of the athlete.

5. Coaches will mutually agree when an athlete will practice and participate in contests with each team.

6. If one of the teams does not have practice or a contest on a given day, the athlete is required to attend the other teams practice or contest.

7. Only a parent/guardian may transport the student athlete to a contest if unable to ride the school bus. A transportation waiver must be signed by the parent for each contest.

8. No matter the level of competition, the athlete is eligible to earn school awards in both sports, if they finish each season in good standing.

OUT OF SEASON CONDITIONING/LIFTING/OPEN GYM REGULATIONS

All students are encouraged to participate in non-mandatory out of season conditioning/lifting/open gyms to improve their skills and abilities. When an athlete is participating on a sports team that is currently in-season they have made a commitment to that team for the entire season. Students that are on a team that is in-season are prohibited from participating in "off-season" ***team*** workouts, open gyms, shootouts, etc. of another school-sponsored team. This policy does not prohibit students from taking part in ***individual skill development*** (i.e. hitting, pitching, shooting, etc.) at open gym opportunities. In the spirit of this policy, Head Coaches involved will meet to determine what, if any, activities the student in question can participate in, with the in-season coach having preference. Coaches will make every attempt to schedule "off season" activities at times that will not interfere with in-season sports and/or athletes. All student-athletes are encouraged to lift year round when capable but are highly encouraged to refrain from lifting on a game day when participating in an in-season sport.

PLYMOUTH-SHILOH LOCAL SCHOOLS
ALCOHOL, DRUG, AND TOBACCO TESTING OF STUDENTS IN INTERSCHOLASTIC ATHLETICS

The Board recognizes the interscholastic athletic program is an integral part of the entire educational program. Through participation in interscholastic athletics, students are provided an opportunity for educational and character-building experiences. The Board also realizes that an athlete who is involved with drugs places himself/herself at a heightened risk of physical harm by participating in the district's athletic program.

The athlete assumes responsibility for regulating his/her personal life in ways that will make him/her an efficient member of a team and worthy representative of his/her school. Alcohol, Drug, and Tobacco use/abuse by student athletes is a major detriment to these goals. The Board believes a testing program will help encourage students who want to participate in interscholastic athletics remain drug free.

Interscholastic athletes must participate in the alcohol, drug, and tobacco testing program. Prior to testing of an athlete, the athlete and the parent(s) guardian must sign a form consenting to the alcohol, drug, and tobacco testing. Failure to do so will result in the student being denied participation in athletics. Each season an equal percentage of high school male and female athletes may be tested. The number of high school athletes chosen for testing will be a minimum of sixty per year. An equal percentage of middle school male and female athletes may be tested each month. The number of middle school athletes chosen for testing will not exceed ten. All tests shall be conducted outside the school day. Only in season athletes will be tested.

In addition to random selection a student athlete can be tested upon the request of a parent or legal guardian. These requests will not affect the normal random process or the determined numbers.

No student/athlete will be penalized academically for testing positive for drugs as defined in this policy. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of the drug test will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid subpoena or other legal process which the Plymouth-Shiloh Local School District Board of Education will not solicit. In the event of service of such subpoena or

legal process, the student and the student's parent/guardian/custodian will be notified at least 72 hours before the response is made by the Plymouth-Shiloh Local School District Board of Education to the extent permitted by such subpoena or legal process.

Definitions

A. STUDENT ATHLETE OR ATHLETE – any person participating in Plymouth-Shiloh Local Schools Interscholastic Athletic Program and for a calendar year after his/her participation ends, provided they are a student of the Plymouth-Shiloh Local School System.

B. RANDOM SELECTION – a mechanism for selecting athletes for alcohol, drug and tobacco testing in which each athlete shall have an equal chance of being selected from their pool each time selections are made.

C. TOBACCO – any product of tobacco used in smoking, chewing or snuff.

D. ILLEGAL DRUGS – any substance, as included in schedules I through V of 21 USC 802 (6), which an individual may not sell, offer to sell, exchange, give, possess, use, distribute, or purchase under State of Federal law.

   This definition also includes all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in prescription or by the manufacturer.

E. ALCOHOL – means intoxicating liquor, liquor, alcohol, wine, beer, mixed beverages, malt liquor, and malt beverages as defined in Ohio Revised Code Section 4301.1. The term "alcoholic beverages" also means, any liquid or substance, such as "near beer" intended for use as a beverage, 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 nonprescription drugs so long as the substance is (1) authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and directions for use or (2) an over-the-counter medicine, kept in the original container, which container shall state directions for use

F. POSITIVE – the presence of any drug defined in this section.

G. MRO – Medical Review Officer – The MRO must be certified by the Medical Review Officer Certification Council (MROCC) or (AAMRO) having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer.

H. POOL – is a group of athletes determined by sex, and building level (Building level – H.S. and M.S.). There will be 4 pools; high school males, high school females, middle school males. And middle school females.

DRUG TESTING OF ATHLETES IN INTERSCHOLASTIC ATHLETICS

A. The Athlete will complete a specimen control from which bears an assigned number.

B. The athlete will enter a private secured room where the athlete will produce a urine sample.

C. The monitor will check the sample for temperature and tampering. The specimen vials will have an assigned control number in place of the student's name. The specimen vials will be maintained under strict security so as to maintain proper chain of custody.

D. The specimen will be sent to an independent laboratory where all samples will be tested for at least five (5) substances.

E. Should the collection procedure change because of procedure requirements by the testing laboratory, the school board reserves the right to change the procedure to coincide with the guidelines established by the collection agency.

POSITIVE RESULTS AND VIOLATIONS

Whenever a student athlete's test indicates a positive result, the laboratory will confirm the result. The MRO will then notify the parent/guardian/custodian and the MRO will determine, based on the input of the parents, whether the positive results are a result of a prescription positive or the presence of illegal substances. Once the MRO has made a final determination as to whether the test is positive, the MRO will then provide the results of the positive test to the building principal.
All positive tests will be dealt with and subject to any of the violations and consequences as listed in the Student Athlete Code of Conduct.

REFUSAL TO SUBMIT TO ALCOHOL, DRUG, AND TOBACCO TESTING

A. A student athlete who misses random collection without good cause, as determined by the building Principal or designee, is ineligible to participate in the athletic program until reinstated by the appeals board for that sport as specified by the Student Athlete Code of Conduct.

B. If a student athlete refuses to submit to a drug/alcohol use test authorized under this policy, such student shall not be eligible to participate in the athletic program until reinstated by the appeals board for that sport for the rest of the season.

OTHER

A. Test results will be maintained by the School District until the athlete is no longer enrolled in the District. Results will be destroyed within one year from that time unless destruction of such records is prohibited by law or the maintenance of a record or records is necessary for the District.

B. Disclosure of positive test results will be limited to the athlete, parents/guardian/custodian, district's drug substance abuse coordinator, and building principal. Each individual who accepts responsibility for receiving notification of test results must complete a confidentiality statement what will be placed in that individual's personnel file.

C. All tests are considered confidential information and will be handled accordingly. The results of these tests are not designed to be a public record subject to the open records law of the State of Ohio, Village of Plymouth or any Federal public law.

SELECTION PROCESS

1. Athletes will be assigned a number after the signed forms are received.

2. The athlete will receive a card with his or her number

3. The names and numbers will be kept in the Principal's office.

4. Using a computer program the Superintendent's office will select the require amount of numbers to be tested.

5. The numbers will be sent to the high school office and middle school office where they will be matched to the proper name.

ATHLETIC AWARDS

In all sports, awards will be as followed:

1. First Award (Participation in any sport, including JV) – Numerals
2. Junior Varsity – Certificate
3. First Varsity – Letter*, Sport Pin, Bar, and Certificate
4. Second Varsity – Sport Medal, Bar, and Certificate
5. Third Varsity – Bar, Plaque, and Certificate
6. Fourth Varsity – Bar, Plaque, and Certificate

NOTE: Only one varsity letter will be awarded for entire high school career. Sport pins will recognize each sport lettered in and bars will recognize total varsity awards.

Plymouth High School Varsity Letter Requirements

Athletic Awards

The requirements for an athlete to receive any awards are:

1. *He or she must be in good standing at the end of the season and present at the awards ceremony, or have a valid excuse for not attending*
2. *Return all issued equipment and uniforms in clean and proper condition as stated by the coach.*
3. *Seniors, who have participated in a sport for two or more consecutive years and have not met the criteria for lettering in that sport, will receive a letter for that sport.*

Cross Country

- Score as one of the top seven runners within the team in at least half of the varsity meets

Cheerleading

- Determined during tryouts as to which squad the individual is assigned, varsity or JV
- Big Red Mascot – must try out each season – letter awarded for every two seasons completed

Football

- Compete in half of the season's total amount of quarters physically able to compete in, a quarter is defined as two consecutive plays or five individual plays within a quarter.

Volleyball

- Compete in half of the varsity season's total of games (not matches) or half of the amount physically able to compete in

Golf

- Compete in half of the varsity matches scheduled, including invitational's and special tournaments

Boys/Girls Basketball

- Compete in half of the season's total amount of quarters physically able to compete in

Wrestling

- Place in a wrestling tournament and/or wrestle in 20 matches

Track and Field

- An athlete must score 40 points in meets during the season or 35 point if you are solely in field events. To earn points the participant can; (1) Place in one half the number of meets (the athlete will earn the same number of points scored for the place that they finish at a meet), (2) earn participant points, (the athlete will earn one point for each meet they participate in), or (3) PR points (the athlete can earn one point for each time they improve their personal best).

Baseball/Softball

- A player must compete in one-half the games played at the varsity level.
- A player that is a pitcher for the team may be eligible for a letter if he/she pitches in one fourth of the number of varsity games.

Managers/ Mat Maids must complete the following duties for 2 consecutive years to earn a letter.

- Managers must attend all practices and contests for the sport.
- Managers must keep accurate records during the events.
- Managers must perform all pregame and post-game duties as assigned by the coach.

SPECIAL AWARDS

THE BIG RED AWARD

The Big Red Award will be given to any senior who accumulates a total of 20 participation points or 6 varsity letters in his/her high school career.

Participation points are earned for each sport participated in:
1 point - freshman, 2 points - sophomore, 3 points - junior, 4 points - senior

SCHOLAR-ATHLETE AWARD

Given to any student-athlete that participates in at least one sport, and earns a minimum 3.5 accumulative GPA for the school year.

THREE SPORT AWARD

Given to any student-athlete that earns three varsity letters in one school year.

**The recipients of these specials awards will be recognized at the Spring Sports awards night.

TEAM AWARDS

BASEBALL
- Coaches Award
- Most Improved
- MVP
- Sportsmanship

BASKETBALL (BOYS)
- Coaches Award
- Most Improved
- JV Coaches Award
- Sportsmanship

BASKETBALL (GIRLS)
- Offensive POY
- Most Improved
- JV Coaches Award
- Sportsmanship

CHEERLEADING
- Coaches Award – Fall Season
- Coaches Award – Winter Season
- Sportsmanship

FOOTBALL
- Ideal Viking
- Most Improved
- Scout Team Award
- Sportsmanship

GOLF
- Coaches Award
- Most Improved
- Sportsmanship

SOFTBALL
- Coaches Award
- Most Improved
- MVP
- Sportsmanship

VOLLEYBALL
- Believe it Award
- Outstanding Viking
- JV Coaches Award
- Sportsmanship

CROSS COUNTY
- Coaches Award
- Most Improved
- Sportsmanship

WRESTLING
- MVW
- Coaches Award
- Most Improved
- Sportsmanship

TRACK (BOYS)
- Coaches Award
- Most Improved
- Ruckman Award

TRACK (GIRLS)
- Coaches Award
- Most Improved
- Sportsmanship

**These awards are the only ones paid for by the Athletic Department.

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