

ROSS LOCAL SCHOOL DISTRICT **POLICIES AND PROCEDURES**

INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value of interscholastic athletics for boys and girls as an integral part of the total school experience. The Board believes that to prepare Ross students to attain maximum self-fulfillment in our society a carefully planned and coordinated program of athletics should be developed for participating schools in the district. Just as the Board recognizes individual differences among pupils in academic abilities and strives to develop programs to meet these varying needs, programs must be developed to meet these varying needs and interests in athletics.

PHILOSOPHY

The Board considers athletics to be an integral part of the district's educational program. As such, the Board believes that the fields of competition are an extension of the classroom and are subject to the same professional expectations and considerations associated with the classroom.

The purpose of the athletic program is to provide a learning environment that will help students develop physically, mentally, socially, and emotionally. While success on the field of competition characterizes a quality athletic program, the teaching of sportsmanship, self-discipline, teamwork, and mutual respect are goals of equal or greater importance.

The Board believes a quality athletic program serves to instill pride, build character, reinforce a sound system of values, enhance the self-concept of the student athlete, and promote an image of excellence, class, sportsmanship, and character.

ROSS ATHLETIC DEPARTMENT MISSION STATEMENT

The Ross Athletic Department recognizes its role in helping student athletes to develop physically, mentally, socially, and emotionally. We are committed to providing a quality athletic program which serves to instill pride, build character, reinforce a sound system of values, enhance the self-concept of the student athlete, and promote an image of excellence, integrity, sportsmanship, and character.

Athletic Program Objectives

The objectives for the athletic program include the following:

1. To provide healthy outlets for students desiring to participate on teams in competition with other schools.
2. To offer a program of interscholastic athletics that enables each team to compete successfully among schools in the league and state.
3. To assist in the development of student, school, district, and community spirit.
4. To develop pride in self, team, and school.
5. To teach and practice good sportsmanship.
6. To teach the value of self-discipline, mutual respect, teamwork, and self-sacrifice.
7. To provide an opportunity to further develop physical skills and to experience the rewards of competition.
8. To provide opportunities for physical enrichment and assist in developing life-long interest in health and physical fitness.
9. To aid in developing skills and attitudes which will carry-over into the pursuit of worthy life-long activities.
10. To operate an athletic program of the highest quality ensuring a safe and healthy learning environment.

Rapport:

All coaches must be able to develop and maintain good rapport with numerous individuals and community groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.) the community as a whole, spectators, officials, conference coaches/personnel, media representatives, and the parents of his/her players. Good rapport and demonstrated competency are invaluable for the coach.

Cooperation:

The district expects the highest level of cooperation by all coaches and athletic staff members in the execution of their duties. Coaches must work cooperatively with their school athletic administrators, other building administrators, other staff, team, parents, and the media.

Leadership and Public Relations:

Diligence, enthusiasm, integrity, honesty, and an appreciation for the game are all part of the professional pride that should be exhibited by any coach. On top of these characteristics, the personal appearance, dress, and physical condition should all be exemplary as well. Public demeanor and decorum should always reflect positively on the school, school district, and athletic department as a whole.

Discipline:

Every Ross High School athletic team requires a high level of discipline among coaches, players and support staff. In this regard, the implementation of discipline and the attitude with which it is implemented is the coach's responsibility. Individually, the coach becomes the model of all that the program represents; observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season and especially where the student body is concerned. Desire to do well, win gracefully, to lose with integrity and a positive attitude should all be emphasized.

Improvement:

All coaches must constantly take advantage of opportunities presented for self-improvement. Regular attendance of district meetings, rules clinics, special workshops and training opportunities in specific fields is imperative. Coaches should maintain membership within professional organizations in his/her specific field. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance both on and off the field.

INTERSCHOLASTIC ATHLETICS

Facilities used in the athletic program must meet state, conference, and local health and safety standards. The interscholastic athletic program must be governed by the rules and regulations established by the Ohio High School Athletic Association, the Southwest Ohio Conference, and by local rules and regulations concerning participation, awards, scholastic eligibility, attendance eligibility, general eligibility, and other disciplinary rules.

The Superintendent shall cause to be developed the necessary rules, regulations, or guidelines for the interscholastic athletic program.

GUIDELINES FOR INTERSCHOLASTIC ATHLETIC PROGRAMS

1. The field of competition is an extension of the classroom and is subject to the same professional expectations and considerations associated with the classroom.
2. The athletic director shall be employed to implement, evaluate, and coordinate the athletic program, to supervise and evaluate members of the coaching staff, and to ensure appropriate professional development for the coaching staff and other support personnel associated with the athletic program.
3. Job descriptions shall be developed for all staff involved in the athletic program.
4. Budgets will be prepared annually and submitted to the Treasurer for approval by the Board of Education.
5. Admission to all athletic events shall be systematized to ensure proper accounting and maximize fiscal responsibility.
6. Where feasible, high school and middle school schedules should be coordinated to avoid conflicts with home athletic events.
7. When students participating in athletic events encounter unforeseen conflicts, the athletic director should attempt to resolve these conflicts with the best interest of the student in mind. When conflicts involve both athletic and non-athletic athletics, resolution of the conflict shall rest with the building principal.
8. Athletic awards and awards programs shall be initiated as part of the school's athletic program.
9. Handbooks for the athletic programs shall be developed under the supervision of the athletic director and the building principals. Handbooks should be consistent with the philosophy of the Board of Education, District policies, and procedures, and sound coaching and teaching practices. Handbooks should be reviewed on a regular basis and revised to ensure accurate information concerning objectives, student participation and eligibility, operational provisions, and other pertinent data.
10. Transportation shall be provided to and from all athletic events. Student athletes are required to travel to and from all athletic events using the transportation provided by the school district. Exceptions to this rule must be approved in accordance with the transportation policies and procedures developed by the building principal and athletic director.
11. A written set of rules governing the conduct of athletes shall be developed, reviewed with all student athletes, and communicated with the parents of all student athletes.

SPORTSMANSHIP

One of our goals at Ross Local Schools is to develop athletes and cheerleaders who demonstrate good sportsmanship. We believe the basic rules of good sportsmanship consist of the following:

1. Showing respect for the opponents at all times
2. Showing respect for game officials and their decisions
3. Maintaining self-control at all times
4. Recognizing and appreciating skill in performances regardless of team affiliation

We also believe these traits can be best instilled in our student athletes through a positive example set by the members of the coaching staff, parents of the student athletes, and the fans of Ross. ***It is our expectation and our obligation to hold all spectators accountable for good sportsmanship.***

ADMINISTRATIVE ORGANIZATION

Board of Education

The Board of Education, responsible to the people, is the ruling body for the Ross Local School District. It is responsible for interpreting the needs of the community and establishing policies for the operation of the district's athletic program.

Superintendent

The Superintendent is responsible to oversee the district athletic program according to the adopted policies of the Board of Education, rules and regulations of the State Department of Education, the Ohio High School Athletic Association, and the Southwest Ohio Conference.

Building Principals

The Principals are the official representative of the school to the Ohio High School Athletic Association and are directly responsible for the overall conduct of the athletic program and the supervision of the athletic director and coaches.

Athletic Directors

The primary responsibility of the district athletic director is the administration and supervision of the interscholastic athletic programs grades 7-12 and has primary responsibility for all athletic programs at Ross High School. The middle school athletic director has primary responsibility for the programs at Ross Middle School and will work in close cooperation with the district athletic director.

Head Coaches

All head coaches are responsible to their respective athletic director for the total operation of their respective sports programs. Head coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities.

Athletic Department Activities

High School Boys' Activities

Baseball Soccer
Basketball Swimming
Bowling Tennis
Cross Country Track and Field
Football Wrestling
Golf

High School Girls' Activities

Basketball Softball
Bowling Swimming
Cheerleading Tennis
Cross Country Track and Field
Golf Volleyball
Soccer

Middle School Boys' Activities

Basketball
Cross Country
Football
Wrestling
Track and Field

Middle School Girls' Activities

Basketball
Cheerleading
Cross Country
Track and Field
Volleyball

COMMUNICATION GUIDE

The Ross Local School District is committed to maintaining open lines of communication between parents, athletes, coaches, and administration. We recognize that an effective program of interscholastic athletics can only

be achieved if we all work together in a partnership directed toward the development of a program that will maximize benefits of our student athletes.

To help facilitate communications we ask parents to observe the following line of communication. Working through this communication chain will help ensure that the appropriate individuals are aware of a specific problem or concern and the solution to that problem or concern is addressed at the appropriate level. Parents who have any concern should communicate with the district staff according to the following communication chain of command. The flow of information promotes effective management, accountability, and department operation.

Level 1 – Varsity Assistant Coach, JV Coach, Freshman Coach, Middle School Coach

Level 2 – Varsity Head Coach

Level 3 – Athletic Director

Level 4 – Principal

Level 5 – Superintendent

Level 6 – Board of Education

We also strongly recommend that before the parent becomes involved, the student athlete should meet with the coach to discuss the area of concern. In registering a concern, it is important that both parties have a clear understanding of the other person's position. All parties should enter the discussion with an open mind and be willing to listen and discuss all sides of the issue.

Important: Please do not confront a coach immediately before or after a contest. This can be an emotional time for the parent, athlete, and coach. Confrontations, when emotional, usually do not promote resolutions. Allow some time to pass before addressing an issue. This usually results in more effective communication.

The district and the coaching staff are ready to meet with parents to discuss any concerns regarding the athletic program. It is important to understand that decisions based on the following will not be addressed such as:

1. Playing time
2. Position assignment
3. Team strategy
4. Play calling
5. Matters concerning other student athletes

Communication You Should Expect From Your Coach

1. Sound coaching philosophy
2. Expectations the coach may have for your student-athlete and the team
3. Times and locations of all practices and contests
4. Team requirements, i.e., team rules, participation fees, eligibility, attendance, etc.

Communication the Coach Expects From Parents and Athletes

1. Concerns expressed directly to the coach first by the student-athlete and then by the parent in line with communication guidelines.
2. Notifications of schedule conflicts well in advance.
3. Encouraging your child to discuss concerns with coach first and promptly.
4. Scheduling appointments and other functions around practice/game schedule whenever possible.

COACHING DUTIES

o Rules Meeting

The Head Coach shall attend and/or complete on-line the Ohio High School Athletic Association's rules meeting for eligibility in post season tournaments.

- **Team Rules**

The Head Coach shall establish team rules for their program. The coach should send home two copies of the team rules with each athlete in the program. One copy of the team rules for the athlete/parent to keep and one copy to be signed and returned. The Head Coach should provide a copy of their team rules to the Athletic Department.

- **Final Forms / Physicals**

The Head Coach shall be responsible for turning in all completed OHSAA Physical forms to the Athletic Department and making sure that each athlete in their program completes/inputs information on FinalForms. No athlete shall be to participate in any official practices or contests until physicals and all required information is complete on FinalForms.

- **Team List**

The Head Coach will turn in to the Athletic Department the team list form with all OHSAA physicals of prospective team members no later than the first official day of practice. The team list will also verify eligibility of prospective members.

- **Coaches Meetings**

All coaches are required to attend coaches meetings as announced by the Athletic Director. There will be a minimum of three meetings; the last Wednesday in July, October, and January. Practices should not be scheduled during the designated meeting time. The Athletic Director may call other meetings of the coaching staff if deemed necessary.

- **Pre-Season OHSAA/Parent Meeting**

The Athletic Department will conduct three mandatory pre-season OHSAA meetings with the coaches, athletes, and parents of respective team members. At the conclusion of the meeting each coach will conduct a pre-season meeting with the parents of the athletes in their program. Topics covered should include program goals, expectations, rules, and communication procedures. This meeting should be held after the final rosters have been made.

- **Athletic Booster Meetings**

The Head Coach shall attend the Athletic Booster meetings during their season. The meetings are held on the second Monday of each month at 7:00 pm in the high school cafeteria. Each coach will be asked to give an update on the progress of their program and also promote booster membership to each family and/or family member of their respective teams. All requests for money from the Athletic Boosters should be done through the Athletic Director.

- **Awards Night**

All coaches are required to attend awards night. This is an excellent opportunity to extend their appreciation to those who helped during the season. Coaches should keep comments about their season positive and also about individual players brief and remarks limited to positive comments.

- **All League Meeting**

The Head Coach, of their respective sport, shall attend the SWOC (Southwest Ohio Conference) All-League meeting at the conclusion of the conference season.

ROSS COACHING GUIDELINES

The function of a coach is to educate students through participation in interscholastic competition. These points of emphasis are to be considered guidelines in teaching interscholastic sports within the Ross Local School District. Student-athlete learning and teaching should be the focal point of all interscholastic athletics. Accordingly, the following are the Ross Local School District guidelines for coaches.

1. Ross coaches shall be aware of their tremendous influence on the education of the student-athlete. The coach should never place winning above the values of instilling the highest ideals of character and maintaining the mental, physical, and emotional well-being of each student-athlete.
2. Uphold the honor and dignity of the profession. In all personal contacts with student-athletes, officials, athletic directors, school administrators, OHSAA, media, and the public the coach shall strive to set an example of the highest ethical and moral conduct.
3. Ross coaches are expected to be proactive in their communication with parents of their student-athletes.
4. Ross coaches are expected to hold pre-season meetings to communicate team policies, coach's philosophy, and all other logistical information specific to the program.
5. Stress the importance of avoiding drugs, alcohol, and tobacco.
6. Promote the entire interscholastic program of the school, and direct their program in conjunction with the total school program.
7. Never place pressure on faculty members to give student-athletes special consideration.
8. Respect and support contest officials, never promoting or displaying conduct which would incite players or spectators against the officials. Public criticism of officials, players, or opponents is inappropriate and unethical.
9. Never scout opponents by any other means than those adopted by the conference and/or Ohio High School Athletic Association.
10. Profanity is not tolerated by our student-athletes; therefore, it should not be modeled by our coaches.
11. Ross coaches are expected to be consistent with discipline practices and procedures for all student-athletes.
12. Ross coaches are expected to be prepared and punctual for meetings, practices, and contests.
13. Dress accordingly for practices and contests. Professional dress of a coach promotes the values of their team and the values of interscholastic athletics.
14. Be a positive role model for student-athletes both on and off the field/court, by fostering honest and sincere relationships with others.
15. Understand the importance of sportsmanship and demand appropriate actions from their student-athletes.
16. Ross coaches are expected to be familiar with District Policies on fundraising and general monetary accountability procedures.
17. Encourage all participants, regardless of skill level, to be included as members of the team and to remain involved in sports.
18. Be responsible for achieving and maintaining a high level of professional development through appropriate training.
19. When teams are selected by try-outs; Ross coaches must meet with athletes who have been cut and are given the opportunity to understand their deficiencies and what they can do to improve their skills.
20. Ross coaches should be familiar with the Ohio High School Athletic Association bylaws regarding eligibility contest restrictions, and non-contact rules. If there is a question regarding rules and regulations, coaches should contact the District Athletic Director.
21. Refuse to tolerate all forms of harassment, including sexual harassment.
22. Be aware that participation in athletics has a significant impact on the life of a student-athlete and creates memories for a lifetime. The lessons learned from a coach, good or bad, are often the most long-lasting acquired during the student-athlete's school years.

COACHING EXPECTATIONS

○ **Communication**

As a coach you must maintain good communication with a wide variety of individuals and groups; team personnel, student body, professional staff (administration, faculty, and maintenance, etc.), parents of your athletes, athletic boosters, community members, spectators, officials, and media representatives. Effective communication, competence and professionalism are valuable assets.

- **Cooperation**

The district expects total professionalism among all individuals associated with the comprehensive educational program. You must work with the athletic director, principal, booster groups, and other members of the staff of our programs are to be truly effective.

- **Leadership**

Diligence, enthusiasm, honesty, pride, respect for the game, and a commitment to the athletes, are all part of the professional standard that should be exhibited by every coach. Personal appearance, dressing appropriately for practices, conducting practices and meetings according to an established schedule, exhibiting and developing positive attitudes are all critical leadership characteristics that should be characterized by every member of the coaching staff.

- **Discipline**

The coach is responsible for every facet of discipline. Throughout the school year you must serve as a model of all that the program represents by following the district and high school code of conduct, training rules, team rules, rules of the game, sportsmanship, respect, and character of your athletes.

When major discipline decisions have to be made, the coach should consult with the athletic director before assigning disciplinary actions. As partners in the discipline process, parents and/or guardians should be informed of disciplinary decisions where they understand and can support the actions of the coach.

The desire to succeed, master the game, win and lose with class, and represent the district in a professional manner should be a constant goal for your program. How we interact with players and staff should consistently reflect the goals of the program.

- **Improvement**

As a coach you must constantly take advantage of opportunities for self-improvement and professional development. Attendance at league, district, and rules meetings are mandatory. Attending clinics, sport-related literature, evaluating game film, and talking with other coaches also provide excellent opportunities for professional development.

- **Techniques**

1. Coaching is an extension of the classroom it should reflect appropriate language, sound teaching practices, and professional behavior.
2. Maintain high expectations regarding attitude, character, performance, and sportsmanship.
3. Maintain effective communication skills with all members of the athletic community, including players, coaches, administration, faculty, parents and boosters.
4. Prepare and implement well-organized practices and game plans.
5. Complete pre-season planning prior to the starting date of the respective sport.
6. Always insure the safety and welfare of the athletes. The well-being of the athlete takes priority over all other considerations.
7. Keep team members well informed as to major decisions, goals, and objectives for the program.
8. Keep assistant coaches, managers, and statisticians informed of their responsibilities and expectations.
9. Cooperate fully with all faculty, maintenance, and transportation personnel associated with the program.

CODE OF CONDUCT

Student participation in athletic programs provided by Ross Local Schools is a privilege extended to students who meet the necessary qualifications for the respective athletic teams. The conduct expectations for students are identified in the Student Discipline Code of Regulations, which is printed in the student handbook and the Ross Athletic Handbook under Code of Conduct and Athletic Rules. Any pupil engaging in conduct, either specifically or generally like those identified, is subject to expulsion, suspension, emergency suspension, or removal from

extracurricular activities pursuant to 3313.66 of the Ohio Revised Code. In addition, each coach will have a written set of rules for their respective team.

CODE OF ETHICS

It is the duty of all concerned with school athletics to adhere to the following:

- Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play
- Eliminate all possibilities which tend to diminish the best values of the game
- Stress the values that comes from playing the game fairly
- Show courtesy at all times to visiting teams and contest officials
- Respect the integrity and judgment of sports officials
- Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility
- Encourage leadership and good judgment by players on the team
- Recognize the purpose of athletics is to promote physical, mental, moral, social, and emotional well-being of the individual athletes
- Remember that an athletic contest is only a game for the player, coach, school, official, fan, or community
- School and learning comes first

ROSS ATHLETIC RULES

I. Scholastic Eligibility

- A. In order for Ross High School student athletes to be eligible to participate in a sport during a nine week grading period a student must pass classes and earn a minimum of five (5) academic credits with a grade point average of 1.0 or better during the preceding nine week grading period. In order to be eligible for the first grading period upon entrance into grade 9, you must have received passing grades in a minimum of five (5) of the classes for which you received grades in the immediately preceding grading period. In order to maintain eligibility for grades 9-12, you must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period.

For Ross Middle School student athletes to be eligible they must receive passing grades in a minimum of five (5) of their classes to participate in a sport.

In addition, the Athletic Department will run quarterly eligibility reports of all participating athletes in their respective sport. Students reported as failing two or more classes and a grade point average less than 1.0 will be declared ineligible and may not play in any athletic contests. The Athletic Department will check interim grades for each quarter and monitor those athletes who would be determined as an academic risk.

II. Attendance Eligibility

- A. An athlete may not participate in any sport on the day that athlete is absent from school. A minimum of ½ day in attendance is required. Excused extenuating circumstances may be approved by the Athletic Director.
- B. Each coach of their respective team will develop and submit to the parents a written policy governing absences or tardiness from practices, games, and events.

III. General Eligibility

- A. Any athlete quitting a team after the first regular season athletic contest may not participate in any other school sponsored athletic team activity until the team that he or she quit completes its season.
- B. Athletic participation fees must be paid in full prior to an athlete participating in the first regularly scheduled athletic contest for their respective sport.

IV. Conduct

- A. Possession, and/or distribution, and/or use of any illegal drugs, drug paraphernalia, drug look-alikes, substitutes, and/or placebos carrying an explicit or implied representation as a drug and/or alcoholic beverage on or off school property will result in a ten day suspension from team activities with a possible recommendation for denial of participation (expulsion from athletics). **The student must submit evidence of participation in a plan of counseling which the principal approves before he/she can be reinstated to athletics.**
- B. Smoking or other use of tobacco on or off school property will result in a five day suspension from the team with a possible denial of participation in athletics.
- C. All athletes must follow the written rules of conduct established by the coach of their respective sport.
- D. All team members are expected to travel to and from athletic events in the manner of transportation provided by the school district. Special consideration will only be given in cases of injury, illness, and/or other emergencies as deemed necessary by the high school principal or athletic director. Such requests should be made one day prior to the scheduled athletic event.

FAN CODE OF CONDUCT

Ross Local Schools, in association with the Ohio High School Athletic Association (OHSAA), promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials, and fans. As a fan/spectator of Ross Local Schools, positive encouragement is expected while supporting our athletes, coaches, and officials.

The following conduct will not be tolerated and will jeopardize attendance at games:

- 1. Using profanity and vulgarity
- 2. Name calling
- 3. Arguing in the stands with other spectators
- 4. Fighting
- 5. Disruption and shouting excessively of any kind to the referee's ability to oversee the game
- 6. Yelling at the coaches or players in criticism
- 7. Communication with the coach that is:
 - A. Argumentative, harassing, bullying, threatening communication of any kind (face-to-face, written, electronic, telephone) as well as discussions regarding playing time, team strategy, and play calling

The administrator/AD has the authority to have any spectator who the administrator deems disruptive, to immediately be removed from the game. The administration/AD also has the authority to determine any additional sanctions for the spectator including denial of admissions to future home game(s).

An athletic official, athletic director, principal, or superintendent may uphold enforcement of an ejection. Any actions detrimental to the safety of players, coaches, spectators or officials may result in removal from all school sporting events for a calendar year as well as possible referral to the police.

There will be no appeal process for the enforcement of this Fan Code of Conduct beyond the High School Principal of Ross Local Schools

HEAD COACH JOB DESCRIPTION

Performance Responsibilities:

- 1. Shall organize programs in the sport for which they are responsible serving.
- 2. Shall be familiar with and adhere to the guidelines set forth by the Board of Education and the Ohio High School Association.
- 3. Shall make recommendations on filling the assistant coaching positions.
- 4. Shall be responsible for all equipment and facilities used in their respective sport.
- 5. Shall consult with the Athletic Director on non-league contests.

6. Contest Duties:
 - A. Shall be responsible for coaching the team
 - B. Shall work with the Athletic Director and Event Managers for desired game preparations
 - C. Shall be courteous to visiting teams, coaches, and officials
7. Practice Duties:
 - A. Shall only use Board of Education approved coaches in supervising and coaching team members
8. Preseason Duties:
 - A. Shall attend clinics related to their respective sport to maintain efficiency and obey the rules of the Ohio High School Athletic Association
 - B. Shall supervise proper conditioning programs following the rules set forth by the OHSAA
 - C. Shall monitor and maintain eligibility of student athletes as per District, SWOC, and OHSAA policy
9. Shall see that conditions are such that students will be handled in sports as they would in any educational endeavor and that methods employed are in line with good teaching/coaching standards.
10. Shall be responsible for disciplining team members for misconduct according to team rules.
11. Shall report all violators of the Athletic Code of Conduct and Student Code of Conduct to the principal.
12. Shall assist in maintaining good public relations within the district, conference, and community.
13. Shall have complete control of operating their own programs within the policies of the Ross Local Schools Board of Education, Southwest Ohio Conference, and the Ohio High School Athletic Association.
14. Shall be responsible for issuing awards at the end of the season following school, conference, and state policies.
15. Shall uphold and instill the ideals of good sportsmanship.
16. Shall keep all sports-related facilities (locker rooms and storage rooms) clean and neat at all times.
17. Shall be responsible for reporting all contest results to the media, season stats to the league Sports Information Director, and results to the high school office for school announcements.
18. Shall supervise, instruct, and coordinate with their seventh and eighth grade coaches.
19. Shall within thirty days of completion of the season to the Athletic Director:
 - A. Season results submitted to the conference and Athletic Director
 - B. Submit budget requests for the entire program to the Athletic Director
 - C. Inventory of all uniforms and equipment
 - D. Evaluations of Assistant Coaches
20. Shall assume all other responsibilities as assigned by the Athletic Director and/or Principal.

ASSISTANT COACH JOB DESCRIPTION

Performance Responsibilities:

1. Shall be responsible to, cooperate with, and be loyal to the program and head coach.
2. Shall implement the head coach's philosophy and procedures in their coaching techniques.
3. Shall report all violators of the Athletic Code of Conduct and Student Code of Conduct to the principal.
4. Shall be available for use by the head coach in all areas such as scouting, game operations, pre-season and post-season activities, etc.
5. Shall attend all staff meetings when called by the head coach.

6. Shall assume any duties assigned by the head coach pertaining to the overall athletic program of the particular sport.
7. Shall in the absence of the head coach assume all responsibilities herein designated as those of the head coach.
8. Shall within one week of completion of the season submit an inventory of all new and used equipment to the head coach.
9. Shall within one week of completion of the season submit an inventory of all new and used uniforms to the head coach.
10. Shall assume all other responsibilities as assigned by the Head Coach, Athletic Director, and/or Principal.

VOLUNTEER COACH JOB DESCRIPTION

Performance Responsibilities:

1. Shall be responsible to, cooperate with, and be loyal to the head coach and respective sport coaching.
2. Shall implement the head coach's philosophy and procedures in their coaching techniques.
3. Shall follow the guidelines as set forth by the head coach when they apply.
4. Shall report all violators of the Athletic Code of Conduct and Student Code of Conduct to the principal.
5. Shall be available for use by the head coach in all areas such as scouting, game operations, pre-season, post season activities, etc.
6. Shall attend staff meetings when called by the head coach.
7. Shall assume any duties assigned by the head coach pertaining to the overall athletic program of the particular sport.
8. Shall, in the absence of the head coach, assume all responsibilities herein designated as those of the head coach.
9. Shall not supervise athletes or conduct practices unless the head and/or assistant coach are present.
10. Shall not conduct the first aid evaluation of an injured athlete or arrange for necessary first aid as this is the responsibility of a Board of Education approved employed coach.
11. Shall assume all other responsibilities as assigned by the Head Coach, Athletic Director, and/or Principal.
12. Shall be Board of Education (District) approved; complete and secure all coaching courses, certifications as deemed necessary by the Ohio High School Athletic Association, Ohio Department of Education, and School District requirements.

ATHLETIC DIRECTOR JOB DESCRIPTION

Reports To: Superintendent

General Responsibilities: Administers the high school athletic program, exercises policies governing athletics, and coordinates sports activities in accordance with the rules and policies set forth by the Ross Board of Education, the SWOC, and the Ohio High School Athletic Association.

Specific Responsibilities:

1. Organizes the high school athletic program

2. Establishes an eligibility list for all sports
3. Observes and/or becomes familiar with coaches' practice and program organization
4. Assumes responsibility for assuring that policies governing athletics are observed
5. Cooperatively prepares budgets with coaches, making sure that all athletic activity is part of the budget: i.e., officials, security, maintenance of playing fields; revises and approves all budgets for Board approval
6. Assumes responsibility for collecting, accounting and depositing receipts from athletic ticket sales
7. Prepares a report of ticket sales when admission is charged which includes itemized totals from the sale of tickets
8. Processes all purchases through the district's requisition/purchase order system
9. Obtains and secures emergency personnel and security for home football and basketball games
10. Coordinates crowd control procedures with administration and athletic event managers
11. Assigns gate helpers and ticket takers
12. Maintains and prepares OHSAA records
13. Schedules athletic events and makes the necessary confirmations
14. Schedules officials and provides necessary accommodations
15. Encourages interests and support in Ross athletics through monthly scheduled athletic booster meetings
16. Assist in arranging for awards banquets and approves and provides appropriate awards for each sport
17. Attends regularly scheduled monthly league meetings
18. Keeps inventory records of all athletic equipment and uniforms
19. Assists in the selection, assignment and evaluation of athletic program personnel
20. Prepares master calendar of scheduled athletic events
21. Updates record boards two times per year; December and June
22. Maintains records of participation and award winners
23. Performs other duties associated with the athletic programs designated by the principal and/or superintendent

ATHLETIC EVENT MANAGER JOB DESCRIPTION

Performance Responsibilities:

The Athletic Event Manager will help to provide a safe, well organized event for student athletes and event attendees; to provide support at athletic events as directed by the Athletic Director. This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the event manager may perform all or a combination of several of the following duties and other duties as assigned by the Athletic Director and/or Principal.

1. Check on gym/field set-up and assure that the game area is ready for play
2. Assist with set-up of athletic fields/game areas per the direction of the athletic administrator.
3. Welcome the officials and if necessary show them where they can change or what room they can use during half time.

4. Greet the visiting coaches and administrators.
5. Monitor and assist in the management of fans. Assure that fans are in appropriate areas and that they are respectful to the facilities and others at the event.
6. Be visible to event participants.
7. During half time, escort the opposing team to and from their locker room/designated changing area. Make sure area is locked when not in use.
8. Keep aisles and exits clear and unblocked.
9. Enforce district regulations and guidelines for the contest being played.
10. In the event of emergency and in the absence of the building administrator, do what is necessary to ensure the safety of all participants and spectators.
11. Provide first aid and make sound judgment regarding calling emergency personnel in the event of injury.
12. Assist with tear-down of athletic fields/game areas per the direction of the athletic director.
13. Assure that all equipment related to the event is put away and secured.
14. Assure that all offices, locker rooms; and other areas not necessary to the event are locked. Only restrooms should be unlocked during the contest.
15. Return all borrowed keys, radios, or cell phones to the office and make sure the office is locked.
16. Assure that ticket sellers and ticket takers are in place.
17. If directed, assist sales staff with ticket/gate reconciliation.
18. If directed, be responsible for gate and concessions deposits.

ATHLETIC DEPARTMENT AWARDS

Numerals:

All athletes will receive 3" numerals representing the year of graduation the first time they participate in a sport.

Freshman Awards:

All athletes participating on a freshman team will receive a freshman patch for that particular sport.

Junior Varsity Awards:

All athletes participating on a junior varsity team will receive a 6" maroon **R** with a sport insert. If they participate a second year in the same sport at the junior varsity level, they will receive a certificate and a sport pin.

Varsity Awards:

Athletes on a varsity team earning a varsity letter will receive an 8" maroon **R** with a sport insert. Each athlete participating in the same sport after the first year will receive a plaque and sport pin. The varsity coach, in conjunction with the Athletic Director, will determine who receives a varsity award.

Senior Three Sport Letter:

Any senior lettering in a fall, winter, and spring sport will receive an 8" gold **R**, with sport inserts, representing sports of participation during their senior year.

SWOC Athletic Awards:

Any athlete achieving 1st Team All-League recognition will receive a plaque. Any athlete achieving 2nd Team All-League recognition will receive a SWOC certificate.

SWOC Academic Awards:

Any athlete who maintains at least a 3.50 grade point average for the quarter will receive a SWOC certificate. Fall sports will be based on fourth quarter grades; winter sports awards will be based on second quarter grades; spring sports awards will be based on third quarter grades. Junior Varsity and freshman athletes will utilize the same criteria.

Special Awards:

Varsity sports will also have the option of giving special awards. Each team will be allowed four special awards; the awards will be determined for each sport by the varsity coach in conjunction with the Athletic Director.

Presentation:

Awards will be presented at the fall, winter, and spring sport awards program as scheduled on the athletic calendar. The Senior Gold **R** award will be presented at the school awards assembly in the spring.

Athletic Department:

The Athletic Department will contribute four (4) award plaques presented to each respective sport's student-athletes. If more than four awards are given out, the extra cost will be incurred from the respective sport's athletic budget or fundraising account.