

**2016-2017  
NORTH CENTRAL  
ATHLETIC DEPARTMENT**

**COACH'S HANDBOOK**



REVISED SUMMER OF 2016

**North Central Local School  
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Pioneer, Ohio 43554  
419.737.2366**

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[www.ncschool.k12.oh.us](http://www.ncschool.k12.oh.us)

Superintendent	Kenneth Boyer
Principal	Tim Rettig
Athletic Director	Brian Hughes

### **Fall Sports**

Boys/Girls Cross Country	Brady Ruffer
Boys/Girls Golf	Eric Smeltzer
Volleyball	Stacy Roth

### **Winter Sports**

Boys Basketball	Chris Fidler
Girls Basketball	Eric Stantz
Cheerleading	Melinda Fugate

### **Spring Sports**

Baseball	Eric Smeltzer
Softball	Joe Fidler
Boys/Girls Track	Jared Stewart/Melinda Fugate

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

[www.ncschool.k12.oh.us](http://www.ncschool.k12.oh.us)   <http://schedules.myohsaa.org>   [www.ohsaa.org](http://www.ohsaa.org)

## **Philosophy**

It shall be the purpose of North Central Local Schools to provide a well-planned and well-balanced program of interscholastic athletics for our students. Competitive sports are an important part of the total education program for students in our school. Student/Athletes develop physically, mentally, socially, and emotionally, while participating in athletics. The Athletic Department will offer athletic programs that will instill pride and reinforce a sound value structure that helps promote an individual's self-image, as well as the image of the school district and the community. Athletic activities will provide educational experiences not otherwise provided in the curriculum. Emphasis will be upon teaching through activities in addition to teaching the skills of activities. Every attempt will be made to provide numerous opportunities for students to participate in activities which promote growth and development, teach social and recreational skills, and develop leadership qualities. It is the mission of the North Central Local Schools Athletic Department to offer as many of these educational opportunities as possible so students can compete in a manner that will help them develop personally, foster teamwork, and teaches important life skills necessary for becoming a valued member of society. The interscholastic athletic program will operate and be managed under the policies and guidelines set forth by the North Central Local Schools Board of Education, the Ohio High School Athletic Association, and the Buckeye Border Conference. ***Participation is a Privilege not a Right.***

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

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

### **Athletic Policies**

1. The athletic program are extracurricular activities and must fit into the overall school educational program.
2. During the school year, no athletic contests or practices shall be held on Wednesdays after 6:30 pm for high school and 6 pm for junior high without the consent of the Superintendent or Principal.
3. No athletic contests or practices shall be held on Sundays, without the consent of the Superintendent or Principal.
4. In the event that school is closed because of weather or other factors, the Superintendent, Principal, and Athletic Director, shall determine whether athletic contests will be scheduled or cancelled.

- a. Junior High School practices may be held on days when school is closed (at the discretion of the Superintendent, Principal, and AD), but should not begin prior to 12:00 PM.
  - b. High School practices may be held on days when school is closed (at the discretion of the Superintendent, Principal, and AD), but should not begin prior to 12:00 PM. Also, athletes should not be required to attend if they have problems (road conditions, etc.)
  - c. Practice sessions on inclement weather days should not be announced over the radio. The head coach should already have a prearranged schedule or a telephone calling or texting system developed in case of no school.
5. When a contest is cancelled, the AD will notify the transportation director to cancel transportation. Also, the AD and/or the head coach will notify the radio and media.
  6. Athletic practices will be held before or after regular school hours. Gym practice schedules will be made up through the combined efforts of the athletic director and all of the coaches involved.
  7. Early dismissal of athletic teams/individuals (tournament contests) need to be approved by the principal.

#### **Administrative Duties**

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

#### **Junior High/High School Athletic Teams**

##### **Fall**

Boys Cross Country (Var, JH)	Girls Volleyball (JH, JV, Var)
Girls Cross Country (Var, JH)	Boys/Girls Golf (JH, JV, Var)

##### **Winter**

Boys Basketball (JH, 9, JV, Var)  
Girls Basketball (JH, JV, Var)

##### **Spring**

Boys Baseball (JV, Var)  
Girls Softball (JV, Var)

### **Levels of Competition**

#### **Junior High**

The emphasis at the junior high level is on participation, development of fundamentals of the sport, skill development, understanding the rules of the game, increasing knowledge of the game, sportsmanship and teamwork. At this level attempts will be made to play as many students as possible during each contest while striving for victory for the entire team

#### **Freshman**

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

#### **Junior Varsity**

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

#### **Varsity**

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

### **Athletic Director-Duties**

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

- Formulate and recommend policies to the Principal and Superintendent
- Serve as manager of the athletic fund-receiving and disbursing all such monies.
- Promote good conduct and sportsmanship on the part of all coaches, athletes, and student body, parents, and other spectators.
- Prepare student OHSAA eligibility lists for certification by the Principal.

- Supervise the athletic department budget and expenditures.
- Approve and issue all requisitions for funds of athletic equipment, uniforms, and supplies.
- Schedule all athletic contests and prepare contracts for all contests and officials as necessary.
- Serve as or arrange for a faculty manager to be present at all contests where required by OHSAA rules.
- Supervise the athletic facilities and coordinate their preparation for contests.
- Arrange for the athletic awards in cooperation with the respective coaches.
- Call and conduct athletic meetings with athletic staff as necessary.
- Obtain workers for contests for fall and winter seasons.
- Supervise along with respective coaches for transportation of teams to events.
- Arrange for athletic staff to meet all sports medicine requirements established by the state (keep records for all coaches on file).
- Supervise coaches in the conduct of their athletic programs and their maintenance of equipment and inventories.
- Recommend to the Superintendent qualified personnel for implementing the interscholastic program.
- Arrange for and collect student/athlete physicals, OHSAA Forms, and North Central Waiver Forms.
- Serve as liaison between athletic department and the North Central Athletic Boosters.
- Arrange for team pictures for programs (fall, winter, and spring).
- Evaluate all head coaches and provide assistance to head coaches to evaluate their staff.
- Represent the district at the BBC and OHSAA meetings.
- Verify eligibility of all new students prior to their participation.
- Develop and carry out a ticket sales policy and oversee pre-game ticket sales.
- Perform other duties as assigned by Principal or the Superintendent.

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

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

- Do not make any purchase using school funds without prior consent of the athletic director.
- Maintain sports medicine and CPR certification as required by the state, and any certification deemed necessary by the OHSAA.
- Be personally responsible for the coaching and conditioning of athletes out for the sport.

- Be personally responsible for and insist upon close adherence to the North Central Athletic Handbook by your athletes.
- Establish and provide athletes with any additional training rules for your squad (coaches may have more stringent expectations than the handbook requires, but may not have less stringent requirements. Any additional training rules must receive prior approval from the Athletic Director.
- Be responsible for your team's appearance, actions, and behavior during games and on bus trips and on all occasions where teams are representing the school.
- Be responsible for athletic site and equipment. Take pride in our facilities and equipment and assist athletic director/maintenance department in their upkeep. This may include maintaining fields, sweeping floors, etc.)
- Be responsible for athletic site/locker room supervision before and after practice sessions and games, both home and away. **(A coach should not leave the building/athletic site until all team members have left).**
- Be responsible for maintaining supervision of school facilities. No student/athlete is to be allowed in the building after school hours to practice/lift weights without the presence of a sanctioned faculty member. **At no time should a coach give out their school keys to students/athletes or parents.**
- Complete and provide to the athletic director an end of season inventory of equipment, supplies/equipment needed for the next year, and a list of all award winners and special awards. (Also, the head coach is to organize team awards ceremony at conclusion of season.)
- Work with the athletic director and other staff in arranging both game and practice schedules along with regular agendas for both, this includes off-season workouts.
- Provide and check that all athletes out for a sport have the following:
  - (a) physical examination (before any practice begins) on file.
  - (b) emergency medical form on file. (take a copy for each athlete to each game)
  - (c) a signed North Central Athletic Handbook Acknowledgement slip on file.
  - (d) a North Central waiver on file.
  - (e) an OHSAA waiver of liability on file.
- Issue equipment to squad, keep records of equipment, and make sure each athlete returns all equipment in proper condition at conclusion of season.
- Assign duties of all assistant coaches.
- Provide transportation times/schedules to AD.
- Provide publicity materials to area media, preseason, during season, and after-game coverage (stats, other info).

- Work with athletic trainer/medical staff involving injury to athletes-Make sure you have emergency medical forms with you at all contests.
- Be interested and supportive of the entire athletic department and other school programs.
- Attend all athletic staff meetings.
- Keep abreast of current trends of his/her respective sport by reading, attending clinics when possible and interacting with other coaches.
- Use of good judgment both on and off of the court/field at all times.
- Call/email in all sports scores and see that such scores are available for the media after each contest. (See Appendix A for a complete list of Media Contacts).
- Demonstrate the highest level of sportsmanship at all times and not harass or otherwise show disrespect to game officials, coaches, spectators or athletes from other teams.
- Provide for proper organizational habits:  
Examples:
  - (1) Providing parents/players with team schedules practice/game plans well in advance of the events.
  - (2) Not allowing an athlete to practice until the required physical exam is on file in the athletic director's office.
  - (3) Plan and conduct all practice sessions, which include having a practice plan or documented outlines of what structured time with student-athletes will provide.
  - (4) Regular means of communication with student-athletes or parents.
- Call to the athletic director's attention any matter relating to the athletic department in general or his/her program in particular. Coaches should feel free to offer any suggestion he/she feels will serve the best interest of the program.
- Keep accurate statistics, which might help students or teams receive special recognition and maintain records of games played, quarters, etc. for the purposes of lettering and eligibility.
- Follow the board established chain of command.
- Attend all athletic banquets which involve his/her team members.
- Respect all other school programs, coaches and student-athletes participating in such activities.
- Present a positive image of the entire school community at all times to the public.
- Be consistent in the application of all school and athletic policies and rules for the student-athletes.
- Strive to make every squad member feel like an important part of the team.
- Be prompt for games and practices.
- Make certain that the goals for the team are clearly articulated to student-athletes and parents.
- Give clear and concise statements as to expectations for the team and individual team members.



- Provide out of season athletes with an off-season workout. Including times/schedules.
- Be a positive role model with regard to speech and action at all times-both on and off the court/field.
- Promote all endeavors of the total athletic program.
- Be personally responsible for all equipment in his/her sport. In the event any equipment is not accounted for in the end-of-the year report, the head coach will be held financially responsible.
- Display prudent judgments when making all decisions relating to the student-athletes, the athletic programs and in representing North Central Local Schools.

### **Assistant Coach-Duties**

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

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

The duties of the assistant are assigned by the head coach of that sport. The assistant shall support the head coach and be loyal to the program. All assistant coaches shall:

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

### **Athletic Trainer-Duties**

The Athletic Trainer directs and oversees the sports medicine/injury/treatment/rehabilitation program. The Athletic Trainer reports directly to the Athletic Director.

The duties of the Athletic Trainer are assigned by Athletic Director. The Athletic Trainer shall:

1. Be present at home athletic practices and contests, and other events as directed by the Athletic Director.
2. Provide 1st aid and injury assessment/treatment/rehabilitation for student-athletes. The athletic trainer will also be responsible for making appropriate physician referral.

3. Maintain sports medicine and CPR certification as required by state, and any certification deemed necessary by the OHSAA and/or NATA.
4. Oversee the ordering of supplies and equipment pertaining to the athletic training room as well as medical kits and maintain an up to date inventory. Provide the Athletic Director with an annual list of supplies and equipment needed.
5. Make any necessary purchases with the consent of the AD.
6. Coordinate the annual required athletic physicals and supervise the clearance of injured athletes prior to and during the sport seasons.
7. Maintain a line of communication with the team physician(s) regarding athletic health care and recommended treatment/rehabilitation for all athletic injuries.
8. Assist coaching staff in evaluating and implementing sport specific conditioning programs and methods.
9. Evaluate athletes' readiness to play, and provide participation clearances when necessary and warranted.
10. Maintain communication with coaching staff on the care, treatment, and return to play of their student-athletes.
11. Maintain communication with parents on the care & treatment of their student-athlete.
12. File all necessary reports associated with athletic injuries and/or incidents.
13. Maintain a daily treatment log.
14. Equip each team with appropriate medical equipment.
15. Accompany, and when necessary transport, injured athletes to hospitals/medical care facilities.
16. Assist in the selection and fitting of protective equipment, including special taping, pads or braces.
17. Create a safe playing environment by monitoring and controlling environmental risks
18. Share professional literature relative to athletic training with the school's coaching staff.
19. Attend all athletic staff meetings when required.
20. Perform any additional duties assigned by Athletic Director.

### **Evaluation of Coaches**

The evaluation procedure for North Central Athletic personnel is as follows:

- A. The athletic director will be the evaluator of each head coach of a sport, and will make one evaluation on a head coach each year.
- B. The head coach will be the evaluator of his or her assistants in his or her sport, and will make one evaluation on a coach each year.
- C. The High School principal will be the evaluator of the athletic director, and will make at least one evaluation per school year.

## **Coaches Disciplinary Procedures**

It is always the desire of the athletic director to work through any potential problems with coaches before they arise through an open line of communication with each coach. However, if a coach fails to abide by the rules entrusted upon them by the athletic director, the following disciplinary procedures will be followed:

1. Verbal warning- may be done through email, phone, or personal meeting with the athletic director.
2. Handwritten warning- Coaches may not receive more than 2 write-ups in their tenure while at North Central. Upon the 3<sup>rd</sup> write-up the coach will not be recommended by the athletic director for future coaching positions.
3. Dismissal- If the athletic director determines a consequence is subject to immediate dismissal, the athletic director may dismiss a coach at any time.

**\* Coaches disciplinary action may or may not follow the steps outlined.**

## **Coaches Certifications**

Coaches are required to have the following certifications in order to coach at North Central:

- Pupil Activity Supervisory Certification
  - CPR & AED
  - NFHS Fundamentals of Coaching Course
  - OHSAA required and approved Concussion Course
  - Other certifications/courses deemed required by the Athletic Director
1. Certifications **Covered** by the athletic department
    - a. Pupil Activity Supervisory Certification
    - b. CPR & AED
    - c. FBI / BCI background checks (If obtained through Bd. of Ed. Office)
  2. Certifications **NOT Covered** by the athletic department
    - a. NFHS Fundamentals of Coaches Course
    - b. FBI / BCI background checks (If not obtained through Bd. of Ed. Office)

## **Guidelines To Acquire A Paid Assistant Coach**

### Assistant Varsity Basketball Coach

If there are 31 or more total athletes for three teams or 23 or more total athletes for two teams.

### Assistant Varsity Baseball/Softball Coach

If there are 26 or more total athletes.

### **Senior Athlete Voting Privileges**

Coaches are provided a vote, at the completion of the sports calendar year, to nominate the following senior athlete awards:

1. Top Male Athlete
2. Top Female Athlete
3. Gamboe Sportsmanship Award

\*Head Coaches are only permitted to vote once on behalf of the senior athlete awards. Voting is conducted as a Council of Head Coaches. Therefore, head coaches are entitled to one vote as a member within the council. Coaches may not cast votes based upon the number of programs in which they coach.

**\*The athletic director will create a senior voting ballot where all head coaches will be expected to cast a silent (confidential) vote. Each coach will cast a vote either on paper, via phone, or via email. The athletic director and principal will tally all the votes. All results will be kept by the athletic director. Athletes with the most votes will be declared the winner. A tie breaker will go no further than 3 rounds. If there is still a tie after 3 rounds, multiple awards will be awarded to each recipient.**

### **Sportsmanship Guidelines**

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

Players/Staff/Team Personnel are governed by the sportsmanship policy established by the Ohio High School Athletic Association.

Any coach ejected or disqualified from an interscholastic contest for unsporting conduct shall be suspended from coaching in all contests for the remainder of that day. In addition, the coach shall be suspended from coaching for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection or disqualification and shall be fined \$100.00. 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 [www.nfhslearn.com](http://www.nfhslearn.com). The fine and the cost of the coaching class will be paid by the coach.

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

A coach who has been suspended from coaching may attend the contest, but must be seated in the spectator area and may not give instructions to the players or to the individual who has been assigned to coach the team any time 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 or disqualified for unsporting 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. It is the responsibility of the local school authorities to ensure this regulation is enforced.

When a suspended coach is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA tournament regulations. In accordance with Bylaw 8-3-1, the decisions of contest officials are final.

Any player ejected or disqualified for unsporting conduct or flagrant foul shall be ineligible for all contests for the remainder of that day. In addition, the player shall be ineligible for all contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection or disqualification. When ejection or disqualification of a player results from illegal substitution in baseball, softball or basketball, the two contest suspension does not apply.

If the ejection or disqualification occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student who is ejected or disqualified a second time shall be suspended for the remainder of the season in that sport. A student who has been ejected or disqualified for unsporting conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

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

### **Official School Colors**

The official colors for North Central athletic teams are black and white. Red will be used as the accent color. No equipment or uniforms shall be ordered that do not conform to these colors unless the athletic director has approved it.

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

Each Head Coach shall set up and conduct a pre-season meeting with the parents of his/her team. This meeting should inform the parents the coaching staff's expectations for their children as well as to go over school/team policy. Items to discuss are (but not limited to): coaching philosophy, code of conduct policy, eligibility requirements, attendance policy, doubling policy (if applicable), lettering requirements, and training rules of the coach.

## **Training Rules**

Basic training rules are included North Central Student/Parent Handbook. However, all head coaches may establish additional training rules for his/her sport. (i.e. curfew hours, dress, school conduct, etc.). Any additional rules will be subject to approval of the AD and principal. These rules shall be placed in writing and given to athletes and parents for signatures as to the knowledge of their existence.

Any athlete under a disciplinary suspension from school is not eligible for participation in either practice or competition during the suspension.

## **Injuries**

The supervising coach shall notify the athletic trainer as soon as possible following a student-athlete's injury (In the absence of an athletic trainer, the coach must contact the athletic director). The athletic trainer (in absence of an athletic trainer the coach) will contact the parents requiring the services of a physician. If the coach cannot reach the trainer, then it is their responsibility to contact the parents. The athletic trainer or supervising coach shall notify the athletic director of the details of the injury so that insurance claims may be properly processed. The proper form (Injury Form) must be completed for an injury requiring professional medical attention or any injury which will cause the participant to miss a practice or a game. This form must be turned in to the athletic director as soon as possible following the injury.

## **Practice Sessions**

Practices in each sport should follow a definite pattern. When there is to be a deviation, the participants should be notified as soon as possible so that parents can be informed.

It is recommended that practice sessions be limited to a maximum of two hours in length, excluding conditioning and/or weightlifting. Consideration should be given to age and physical maturity of participants.

Practices should be organized and the day's procedure written and placed in the possession of all those who are concerned.

Athletes should be actively involved in practice. If student-athletes are not actively involved, they should be attentive to the instructing taking place.

Athletes shall not use electronic devices such as cell phones, Ipods, etc., during practices and contests unless granted permission by the head coach. This also includes while other levels are participating (Ex: Varsity players using an electronic device during the JV game.) Each coach/team may have more specific rules and consequences regarding electronic devices.

All practices held when school is not normally in session (examples- weekend or vacation) must be cleared through the athletic director.

When school is cancelled due to inclement weather or other factors the following will take place:

1. Junior High may practice provided approval has been granted from the athletic director. Practice should not begin before 12:00 pm
2. High School may practice provided approval has been granted from the athletic director. Practice should not begin before 12:00 pm
3. JH and High School contests may still be held if it is determined by the administration from all schools involved that conditions are sufficient to proceed with the game/contest as scheduled.
4. Athletes should not be required to attend if they have problems which do not enable them to attend (road conditions, etc.)
5. Practice sessions on inclement weather days should not be announced over the radio. The head coach should already have a prearranged schedule or a telephone calling or texting system developed in case of no school or practice due to weather or other circumstances.

### **Gym Practice Facility Schedule**

Gym Practice Schedules will be assigned according to the following:

1. Academic and/or school related functions (Ex. Choir / Band)
2. H.S. sports in season
3. J.H. sports in season
4. H.S. sports out of season
5. J.H. sports out of season
6. K-6 sports / Non-Sanctioned Sports teams
7. Pioneer community

**\*Gym times are reserved through the Athletic Director. If by chance gym times must be adjusted, each program will be notified by the athletic director. The changes will also be made on the school webpage online calendar. Please check the calendar daily for updates.**

### **Participation/Doubling**

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

Permitting an athlete to participate in more than one sport in a season is based on the philosophy that we need to allow the athlete to fully develop his/her interests and talents. Coaches must place the good of the individual and the total athletic program ahead of any felt need "to win" a single contest. The intent and purpose of this policy is to inform coaches that they are expected not to discourage students from broadening their athletic interests and abilities by participating in more than one sport.

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

1. The participant must declare, to the coaches of the involved sports, his/her intention to participate in two sports and must declare which sport is to be their primary sport.
2. The primary sport must be made known to the AD within the first two weeks of practice.

3. The participant must attend practices in both sports.
4. The coaches of the two sports must work together to make the process of doubling go as smoothly as possible for all involved.

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

### **Eligibility**

The OHSAA bylaws and guidelines will be used to determine student eligibility. In order for a student to be eligible to participate in athletics, a student must be currently enrolled and must have been enrolled the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation (5 credit rule) in grades 9-12. Students in grades 7-8 must pass five classes. All coaches must remind athletes to be taking at least 6 credits each grading period.

Also, any student receiving a GPA below 1.25 or 2 F's in a grading period will be ineligible to participate the following grading period. (2 F Rule)

The eligibility of incoming freshman (1st grading period) is contingent on the student passing in a minimum of five of those subjects in which the student received grades.

Athletes who become ineligible may or may not practice at coach's discretion.

### **Awards**

An athlete must complete the season as a squad member in good standing without any drug, alcohol, or tobacco violations and meet the requirements listed below of his/her sport (s) to win a varsity letter. Any athlete not meeting the requirements for his/her varsity sport will receive a certificate of participation.

#### Cross Country (meet one of the following)

Be in the top 7 finishers from North Central in 40% of all varsity meets.  
Have an average finish position of 14th or better in at least 40% of all dual meets.

#### Golf

Be one of the top 6 North Central players in at least 40% of all matches.

#### Volleyball

Play in at least 40% of the games played in all varsity matches.

#### Basketball (boys and girls)

Play in at least 40% of the quarters in all varsity games.

#### Baseball

Play in at least 40% of all innings played in all varsity games.



### Softball

Play in at least 40% of all innings played in all varsity games.

### Track (meet one of the following)

Score at least one point in 40% of the meets the team enters.

Be one of the top 2 North Central competitors in an average of 2 events in 40% of all meets.

Be the best North Central competitor (including members of the best relay team) in one event in 80% of the meets.

### **Special Considerations:**

Coaches who feel special circumstances should be considered may request a hearing before the Athletic Director and Principal for the purpose of requesting an award when the above requirements are not met. These circumstances should relate only to the athlete.

Each respective sport will have its own awards ceremony, planned by the athletic department, and made to honor its athletes at the conclusion of their season. *(10-14 days notice for athletic awards will be provided by the A.D.)*

1. All athletes who complete a sport season in freshman, reserve, or Varsity competition will receive a certificate of participation. Awards will be made at the end of each sport season as determined by the head coach of each sport. There will be no individual or team awards for reserve or freshman teams.
2. List of Awards

#### Varsity

1. Participation – Certificate noting participation if requirements are not met for a varsity letter but the athlete competed at the varsity level
2. First Year – Letter and Insert (only one chenille letter will be awarded per athlete per high school athletic career)
3. Second Year – Medal and Service Bar
4. Third Year – Trophy and Service Bar
5. Fourth Year – Plaque and Service Bar

#### Junior Varsity

1. Certificates for each year they participate.

#### Freshmen (or first year participants)

1. Numerals to all freshmen (or first year participants) the first sport they participate in during their freshmen year (first year of participation) (in addition to any other award they earn) and participation certificates or letters.

#### 8<sup>th</sup> Grade

1. Patches and certificates to all participants

## 7th Grade

### 1. Certificates to all participants

\*An athlete who is picked on the AP/Coaches poll (HM or higher) or is one of the top six state finalists in an individual sport, will have their names placed on the North Central Athletic Wall-of- Fame.

\*\*State championship or runner up teams will have a team picture placed in the Wall of Fame and a banner placed in the gym.

### **Transportation of Teams**

1. Bus transportation will be provided to transport all participating school personnel to contests. Coaches need to turn in transportation sheets to the Transportation Supervisor/ AD for each away contest prior to the start of their season.
2. Coaches are to remind athletes that they will travel on the bus both to and from contests. The only exception is when the parent/guardian gives the coach written permission releasing the athlete to their custody. This written permission should be done by the parent signing a permission sheet provided by the coach and/or designee or a note to the coach. This should be taken care of prior to the beginning of the contest. The coach may deny this request due to team considerations. The athlete may not travel home with anyone other than the parent/guardian or grandparent unless prior approval has been granted by the principal or athletic director.
3. Only team members, managers, statisticians, coaches and cheerleaders may ride a team bus. All others must have permission by the Athletic Director or the Principal.
4. Coaches are encouraged to obtain their CDL to drive bus for themselves or other squads. Coaches will be compensated for their driving time as provided by Board policy.
5. Coaches that drive their respective teams will develop and enforce a seating chart. This will tell who is on the bus and where they are seated.
6. Coaches are responsible for the conduct of their players while on the bus. Conduct must be in a manner befitting a representative of North Central Local School.
7. Coaches are strongly encouraged to obtain their van certification to transport their teams if applicable.

### **Financial Policies**

1. Requisitions for the ordering of all equipment and supplies as well as any request for the expenditure of athletic department funds shall be approved by the AD.
2. Any spending not approved by the AD is subject to non-payment from athletic funds and becomes a responsibility of the coach making the order.
3. Purchase requests are to be made in writing or submitted to the AD. Requests should contain all needed information to make the order.
4. The head coach shall be responsible for the receiving and storage of equipment and materials ordered for his/her sport. After verification of receiving the order, the invoice/packing slips are to be given to the AD.
5. The head coach is to provide the AD with a year end inventory of equipment. The coach should also submit a list of all anticipated needs for purchasing for the next year.
6. No funds shall be raised/donated by a particular group/individual, in or out of school, for the purpose of paying for any items that will become personal property of the athlete without prior approval of the principal and athletic director.
7. Funds will be provided for coaches to belong to district/state coach's associations. Coaches need to fill out proper application forms and turn into the AD.
8. Funds shall be provided for coaching equipment and attire necessary as approved by the AD
9. Coaches should not accept any donations to their respective sports without prior approval of the AD.

### **Coaches Clinic Attendance**

Coaching clinics can be a valuable tool in improving coaching skills. Registration fees for all clinics will be paid in advance.

The varsity head coach of each sport shall be granted the opportunity to attend one clinic for that sport with the board of education providing for the following:

- Substitute teacher (one-day maximum, if applicable)
- Transportation School van usage only. No mileage reimbursement.
- Meals \$15.00/meal, \$45.00/day maximum (change to match NCEA Master Agreement)
- Lodging \$125.00 per day maximum (up to 4 persons per/room)
- Registration Maximum amount allowed determined by principal and athletic director.

Approval for this professional day(s) must be granted by the board of education at least 2 weeks prior to attending the clinic. Requests are to be made by the varsity head coach to the athletic director who will receive approval from the principal and superintendent.

The varsity assistant coach(s) will be granted one day per year to attend an athletic clinic of their choice with the board of education providing for the following:

- Substitute teacher (one-day maximum, if applicable)
- Transportation (to be with head coach)
- Meals \$15.00/meal, \$45.00/day maximum (change to match NCEA Master Agreement)
- Lodging (to be with head coach)
- Registration Maximum allowed amount determined by principal and athletic director.

Meals, lodging, and registration will be at the same rates as the head coach with the athletic department providing for these expenses.

The principal shall grant approval for this professional day of absence for approved clinics based upon the number of required days for a particular day i.e., it is expected that groups will refrain from attendance on the same day. The principal will determine the number of persons that can use the professional day for an approved clinic on a particular day.

Coaches at the 9<sup>th</sup>, 8<sup>th</sup>, and 7<sup>th</sup> grade levels will be granted one day per year to attend an athletic clinic with the board of education providing the following: substitute teacher.

All other expenses will be reimbursed by the athletic department with the approval of the athletic director.

Additional clinics attended on the coaches' personal time may be reimbursed by the athletic department with the approval of the athletic director when the proper requisition has been presented prior to the clinic and the expense is allocated in the athletic budget. These clinics may include assistant coaches.

**\*\*The athletic department will not reimburse expenses that do not have detailed receipts.**

### **Absence from School**

1. Student/Athletes must attend school regularly to demonstrate the responsibility and dedication that are rewarded by the privilege of interscholastic competition. Regular attendance is also important in maintaining scholastic eligibility.
2. An athlete must be in the school by 8:00 a.m. and remain the full day in order to participate in practice or an interscholastic contest unless they have the prior approval of the building principal. (Exceptions include absences for medical appointments, college visits, funerals, etc.). If a student/athlete is not in school on the last day of the school week he/she must receive approval from the coach, AD and/or principal to attend or participate in a weekend event.
3. Vacations during an athlete's season are discouraged. However, if a vacation is unavoidable, the athlete must contact the head coach at least

one week prior to the vacation. Any school approved vacation date will be considered excused. However, coaches may require athletes to make-up lost practice/game time. Each occurrence will be handled per coach's team rules.

### **Student Athlete Dress, Grooming, and Appearance**

- A. All athletes should take pride in their dress, grooming, and appearance. Appropriate dress such as uniforms or dress clothes shall be worn to and from contests. The coach shall notify players as to what is appropriate dress for a particular game, etc.
- B. Athletes represent the school, parents, and community; do so with pride, sportsmanship, and maturity at all times.
- C. Athletes are required to abide by any grooming policy, deemed appropriate, by the Administration and/or Athletic Director.

### **Squad Selections**

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

### **Physical Examinations**

All athletes and cheerleaders grades 7-12 must pass a physical examination yearly. The physical examination form must be signed by the parent or guardian. It is the responsibility of the coaching staff to see that no athlete or cheerleader participates until the proper proof of the physical examination is on file.

### **Emergency Medical Forms**

All students must have these on file in the office. At the beginning of the fall sports season each coach must have their student-athletes complete Emergency Medical Forms prior to the first practice. Thereafter, each coach will be given copies of the forms of his/her athletes. These forms must be with the teams at all times.

### **Emergency Medical Attention**

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

### **Summer Camps**

In order to avoid conflict with other sports activities and events, all sports camps coordinated by a Head Coach will be scheduled in cooperation with the

Athletic Director and other Head Coaches. Summer camps and programs can cause some student/athletes to be pressured to be involved in as many as three different sports activities at once. With the coach's cooperation, along with the Athletic Director, we will be able to minimize any conflicts between programs. Any coach planning a summer camp or summer program will submit a schedule of this to the Athletic Director prior to the end of the school year.

### **Dress Code**

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

### **Uniforms**

North Central athletes will be issued uniforms that are the property of the athletic department. Uniforms are to be worn only in athletic contests in which the athlete is a participant. Jackets issued by the athletic department may be worn during the season at the discretion of the athletic department.

Athletes who fail to turn in any uniform or equipment at the end of the season will be billed accordingly. Additionally, athletes are held financially responsible for replacing damaged uniforms and/or equipment that would exceed normal wear and tear. Coaches should encourage athletes to keep uniforms at home where they are safe and keep them locked when they are brought to school.

### **Hazing**

Students shall not threaten, act or participate in any act that injures, degrades, disgraces or tends to injure, degrade or disgrace any student or school employee. Nor shall a student harass any other person. (See Student Handbook for further information)

The North Central Local School District forbids hazing and all other activities that interfere with the personal liberty of an individual. Hazing is defined as any action taken or situation created, whether on or off North Central Local School District premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in, a group, team, club, or other organization. Any instance of hazing should be reported to the Director of Athletics or High School Principal.

Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC 2307.44

### **Relationship Among Coaches**

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

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

### **State Tournament**

If North Central athletes are not competing, the following guidelines will apply: The head coach at the varsity level shall be granted the opportunity to attend the state tournament in his/her respective sport with the board of education providing for the following:

- Substitute teacher (maximum of 1 day, if applicable)
- Tickets Will cover one set of tickets for coach's sport.
- Transportation School van usage only. No mileage reimbursement.
- Meals Will NOT be provided.
- Lodging For Head Coach Only

The varsity assistant coach(s) shall be granted the opportunity to attend the state tournament in his/her respective sport with the board of education providing for the following:

- Substitute teacher (maximum of 1 day)
- Tickets Issued via head coach.
- Transportation (To be with head coach) No mileage reimbursement.
- Meals Will NOT be provided.
- Lodging Will NOT be provided, unless staying with Head Coach.

Transportation, meals, and lodging and any other additional expenses will be provided by the athletic department upon approval of the athletic director.

Coaches at the 9<sup>th</sup>, 8<sup>th</sup>, and 7<sup>th</sup> grade level and cheerleader advisors may attend the basketball state tournament at their personal expense or of the athletic department. The board of education will provide for the following: substitute teacher (maximum of one day)

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

The North Central Athletic Boosters serve a valuable function to the North Central Athletic Department by giving generous financial and moral support to the programs. Coaches should make an effort to join the Athletic Boosters and attend Booster meetings and functions and also assist in Booster fund raising activities. Varsity head coaches are also encouraged to attend a Boosters meeting prior to their sports season to discuss their upcoming season. When the Boosters wish to do something supportive of our athletes, coaches should cooperate and be appreciative.

If a coach objects to some activity or idea of the Boosters, the coach

should communicate his/her concern to the AD.

No coach should approach the Boosters or any other individual directly for money or equipment. All such requests shall go through the AD. All head coaches will be given an opportunity to submit a "Wish List" to the Boosters. The head coach should solicit the input of the entire coaching staff when developing this list. The list will be signed by the head coach and forwarded to the Athletic Director. The Athletic Director will decide which requests will be forwarded to the Boosters for consideration.

### **Scrimmages**

All scrimmages will be in compliance with the rules of the OHSAA. They will be scheduled, including officials and arranged by the head coach. Transportation will be provided to away scrimmages, similar to a regular season contest. The athletic department will pay all officials for scrimmages.

### **Passes**

All BBC passes will be distributed by the AD. All coaches not receiving a league pass will receive a North Central Staff Pass, which is good for the coach and spouse/friend. Courtesy passes will be presented to local physicians and volunteer workers by the athletic director. Due to a limited number of league passes available, all coaches may not receive a league pass or may be asked to turn theirs back to the Athletic Director at the conclusion of their season.

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

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

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

Revision Date: 7/10/2014

Adopted: 11/03/200



## NORTH CENTRAL HIGH SCHOOL HEAD COACH EVALUATION FORM

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

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

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

### **I.     Professional and Personal Relationships**

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

### **II.    Coaching Performance**

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

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

**III. Related Coaching Responsibilities**

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

**IV. OTHER COMMENTS/RECOMMENDATIONS.**

**V. COACH'S COMMENTS TO EVALUATION**

\_\_\_\_\_ **It is the recommendation, of the Athletic Director, that the above coach be rehired for the \_\_\_\_\_ season.**

\_\_\_\_\_ **It is the recommendation, of the Athletic Director, that the above coach NOT be rehired for the \_\_\_\_\_ season.**

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

\_\_\_\_\_  
Coach Date

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

\_\_\_\_\_  
Principal Date

**NORTH CENTRAL HIGH SCHOOL  
ASSISTANT COACH EVALUATION FORM**

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

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

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

**I.      Professional and Personal Relationships**

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

**II.     Coaching Performance**

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

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

**III. Related Coaching Responsibilities**

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

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

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

\_\_\_\_\_ D. Is cooperative in assisting with preparation and upkeep of athletic facilities pertaining to their sport.

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

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

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

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

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

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

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

**IV. OTHER COMMENTS/RECOMMENDATIONS.**

**V. COACH'S COMMENTS TO EVALUATION**

\_\_\_\_\_ It is the recommendation, of the Varsity Coach, that the above coach be rehired for the \_\_\_\_\_ season.

\_\_\_\_\_ It is the recommendation, of the Varsity Coach, that the above coach NOT be rehired for the \_\_\_\_\_ season.

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

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

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

\_\_\_\_\_  
Principal Date

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

**NORTH CENTRAL LOCAL SCHOOLS  
ATHLETIC DEPARTMENT**

**PRE-SEASON COACH'S REPORT**

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

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

Sport \_\_\_\_\_

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

- B. Expectation for each level

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

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

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

\*JV:

\*VAR:

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

**NORTH CENTRAL LOCAL SCHOOLS  
ATHLETIC DEPARTMENT**

**END OF THE YEAR COACH'S REPORT**

- |    |            |  |
|----|------------|--|
| I. | Cover Page | North Central High School<br>(Sport) Report<br>(Name) Head Coach<br>Year                 |
| 2. | Page 1     | Roster of players with awards won<br>(letters, numerals, etc)                            |
| 3. | Page 2     | Schedule of results of entire program  |
| 4. | Page 3     | New team and individual records and special<br>honors won by individuals                 |
| 5. | Page 4     | Appropriate accumulative statistics sheets of<br>each individual and team for your sport |
| 6. | Page 5     | Recommendations for the coming year  |
| 7. | Page 6     | Proposed new purchases for coming year   |
| 8. | Page 7     | Inventory of all equipment   |

This report is to be typewritten and submitted to the athletic director according to the following deadlines:

Fall Sports	November 15
Winter Sports	April 1
Spring Sports	June 1

**Coaching salaries will be paid at the next regular pay period following submission and approval of the report as well as successful completion of all coaching duties including the collection and inventorying of all equipment, and the completion of all coaching evaluations. Head coaches must complete and go over the evaluations with the assistant coaches and obtain their signatures prior to their year end meeting with the Athletic Director.**

## Year End Coaches Checklist

- Post-Season (End-of-Year) Coaches Report  
-Program Evaluation Page (pg. 25 from Coach's Handbook)
- Inventory Pages  
Equipment, Cloth, Supplies Page  
Cloth, Equipment, Supplies Request Form  
Wish List Form
- Med-Kit returned to athletic director
- Water Coolers / Bottle holders (if Applicable)
- Video Equipment (if Applicable)
- Uniforms collected and accounted for. (Must notify AD of any uniforms damaged, needing attention or replacement.)
- Keys Returned to A.D. (Assistants and J.H. coaches only)
- Coaches Cabinet Storage Keys Returned to A.D. (2 per program in season.)
- Return Head Coaching Evaluation
- Complete Self Evaluation
- Assistant Coach/Volunteer evaluations completed (Head Coach Only)
- Stat book / Scorebook received by A.D.
- Season record summary (including w/l)
- Summary quote of about 1 paragraph over the season (for the Yearbook).  
Emailed to Mrs. Hopper and to AD.
- Request for reimbursement form (Gold form)
- Storage Tub (Blood Jersey's)
- List of game help with dates (Book keeper, clock operator, line judges, video recorder, etc.
- Certifications

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

### Purchase Orders for Next Season

Fall sports purchase order deadline: January 31

Winter sports purchase order deadline: May 31

Spring sports purchase order deadline: July 1

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

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

### Media Contacts

	<u>FAX</u>	<u>Email</u>	<u>Deadline</u>	<u>PHONE</u>	<u>Other</u>	<u>VAR</u>	<u>JV</u>	<u>JH</u>
Bryan Times	419.636.8937	sports@bryantimes.com	10:30 p.m.	419.636.1111		X	X	X
The Village Reporter	877.7789425	sports@thevillagereporter.com		419.485.4851		X	X	X
Leader Enterprise	419.485.3114	leaderenterprise@frontier.com Rinck2001@gmail.com		419.485.3113		X	X	X
BBC Website		dhasch@defnet.com				X		
Defiance Crescent	419.782.2944	cnsports@crescent-news.com	11:00 p.m.	419.784.5441	# 226	X	X	
WBNO	419.636.4570	andy@wbno-wqct.com		419.636.3175		X		
WLZZ-Mont.	419.485.5539	news@wlki.com / psa@wlki.com		419.485.5530		X		
WMTR-Arch.	419.445.3531	wmtr@rteceexpress.net		419.445.9050		X		
WTOL Sports CBS 11	419.244.7104	dcummins@wtol.com		419.248.1197		X		
WNWO Sports NBC 24	419.535.8936	wkunkel@wnwo.com		419.535.0664		X		
WTVG Sports 13 ABC	419.534.3898	dave.holmes@13abc.com		419.534.3868	1.800.589.8824	X		
MyOHSAA		personal account				X		
Mr. Hughes		<a href="mailto:bhughes@northcentralschool.org">bhughes@northcentralschool.org</a>	anytime	419.737.3419	419.494.3400	X	X	X
Mr. Rettig		trrettig@northcentralschool.org		419.737.3414	419.553.6563	X	X	X
Mrs. Smeltzer		ksmeltzer@northcentralschool.org		419.737.2366		X	X	X

**\*\*Sports scores and stats are required to be reported after all games.**

**It is best to send them in whether home or away just to be sure our student athletes receive the coverage they deserve. It also keeps the parents happy!**

\*\*Also make sure you are sending an email to Kendra Smeltzer after each contest with a short summary of the game to be placed on announcements.

It is very important that the students and parents are seeing and hearing the information on announcements and on the school webpage. Let's continue to work to improve relations with the public. This is a simple way to do that.