



ATHLETIC HANDBOOK 2014-2015

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Dear Coach:

Welcome to Dayton Public Schools Athletic Department. I am very excited about your role in developing our young people in their athletic endeavors. To help you understand what is expected, I have established a Dayton Public Schools Coaching Handbook. This Handbook provides guidelines for DPS coaches regarding the schools philosophy about the athletic programs, the role of the coach, the duties and responsibilities of the coach, and the policies and practices affecting students and parents.

I appreciate your willingness to be a part of the athletic program, to advance the mission of Dayton Public Schools, and to develop worthwhile and responsible citizens.

Yours in Sports,

Jonas L. Smith, CAA
Director of Athletics

Athletic Department Mission

The mission of the athletic department is to advance the Dayton Public Schools mission by providing an opportunity for student-athletes to develop athletic skills, interact with peers in a team environment, experience leadership opportunities, and learn the true art of sportsmanship.

Core Values

- We believe in the development of our students, which includes intellectual development. Athletics provide a real-life experience for students to demonstrate intellect.
- We believe in good sportsmanship and good conduct – both on and off the field and in and out of the classroom.
- We believe in playing the game the way it was intended.
- We believe in demanding the best from our athletes to help them achieve their potential.

Sportsmanship Promise

Our goal is not only to be successful in our sporting endeavors, but also to act according to the ideals of good sportsmanship and good conduct both on and off the field.

Our athletic program will operate with:

- Integrity,
- Honor,
- Respect, and
- Accountability

As a member of the Ohio High School Athletic Association (OHSAA), our athletic programs will operate according to the spirit, as well as the letter, of the OHSAA constitution.

Equal Opportunity

We believe in the ability of the individual to participate in our athletic programs. Therefore, our policy is to provide our athletes and coaches with the opportunity to participate in our programs without regard to race, color, religion, sex, age, disability, or national origin. Should you encounter a problem or have a question regarding the department's non-discrimination policy, see the Athletic Director.

Non-Harassment

The Athletic Department firmly believes in treating people with respect. Respect of each other is an expectation of each athlete and coach.

We prohibit harassment of any kind to one individual by another individual for any reason including, but not limited to: Sexual harassment, sex, race, color, religion, national origin, disability, and/or age.

It is not easy to define precisely what harassment is; however, examples include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, sexual advances, inappropriate conduct, and requests for sexual favors.

Any individual who feels that he or she is a victim of such harassment should immediately report the matter to the Athletic Director. The Athletic Department will investigate all such reports promptly and as confidentially as possible. Adverse action will not be taken against an individual who, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary actions.

Dayton Public Schools Athletic Code

The Dayton Public Schools Athletic Department recognizes the athlete and coach as persons of significant influence among the student body and community at large. Athletes and coaches have the responsibility to show wholesome leadership not only during the season, but also throughout the year. Athletes and coaches are expected to have a lifestyle that enables them to be in the best possible mental and physical condition.

DPS athletes and coaches are direct representatives of Dayton Public Schools and are expected to conduct themselves in a way that will earn respect for both themselves and Dayton Public Schools. Representing DPS as an athlete or coach is a privilege.

Unacceptable Behavior

Athletes, as well as all students of Dayton Public Schools, must abide by the Student Code or face penalties including non-participation as directed by the Administration of the school. The Dayton Public Schools administration reserves the right to deny any student-athlete participation at any time with just cause.

Additionally, athletes at Dayton Public Schools are subject to discipline for any of the following:

1. The possession, use, or sale of drugs, alcohol, tobacco, paraphernalia or steroids.
2. Willfully destroying athletic, personal or school property at home or away.
3. Stealing athletic, personal or school property at home or away.
4. Any accumulation of minor infractions enumerated in the Student Handbook.
5. Any major infraction enumerated in the Student Handbook.
6. Disrespect to any member of the DPS community (teacher, coach, administrator, staff, student, etc.)
7. Major violations or accumulation of minor violations of the rules as set down by the in-season head coach of an athlete's specific sport.

Substance Abuse Policy

Athletes found in violation of the substance abuse policy outlined in the Unacceptable Behavior section of the handbook will typically be dealt with in the following manner.

FIRST OFFENSE

Athletes found in violation for the first time will be suspended from all athletic participation for one calendar year. If the athlete and his/her parents or guardians agree to a substance abuse assessment, and the subsequent recommended follow-up treatment by a Substance Abuse Agency approved by the school administration, the punishment may be reduced to suspension of 40% of all regular-season contests. If the offense occurs so late in the season that not enough regular season contests remain to provide for the length of the suspension, then the suspension will extend into post-season tournament play and/or into another of the sports the athlete participates in.

SECOND OFFENSE

Athletes found in violation a second time will permanently lose the privilege of athletic participation for the remainder of their time as a student in Dayton Public Schools. If the athlete and his/her parents or guardians agree to a substance abuse

assessment, and the subsequent recommended follow-up treatment by a Substance Abuse Agency approved by the school administration, the punishment may be reduced to suspension from all athletic participation for just one calendar year.

THIRD OFFENSE

Any athlete found in violation a third time will permanently lose the privilege of athletic participation while a student in Dayton Public Schools.

Unsportsmanlike Conduct Rule

EJECTION FOR UNSPORTSMANLIKE CONDUCT – STUDENTS

Any student ejected for unsportsmanlike 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. When ejection of a player results from illegal substitution in baseball, fast pitch softball or basketball the two-contest suspension does not apply.

If the ejection 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 a second time shall be suspended for the remainder of the season in that sport.

If an ineligible student/athlete is allowed to participate, forfeiture of the contest is mandatory.

EJECTION OF COACHES FROM ATHLETIC CONTESTS

Any coach ejected from an interscholastic contest for unsportsmanlike 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 (one in football) are played at the same level as the ejection.

If the ejection occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above 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. The coach cannot 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 half time or any intermission. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and be required to attend a mandatory conference with the Commissioner at the OHSAA headquarters. The Athletic Director of the school shall be required to attend this conference as well.

If a suspended coach is allowed to participate, forfeiture of the contest is mandatory.

ATHLETES AND SCHOOL SUSPENSION

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

POLICIES FOR COACHES

Introduction

The role of a coach is to lead, encourage, guide, and critique. It is your responsibility to set the tone for your sport within the mission established for Dayton Public Schools and the Athletic Department. On the pages to follow, you will note policies that, if followed, will support your role as coach.

School Expectations

1. Coaches are encouraged to enhance the mission of Dayton Public Schools by integrating the importance of academic achievement in their discussions.
2. Coaches need to ensure that the athletes have ample time to study.

Athletic Department Expectations

1. All coaches must read this handbook and operate within the policies and Philosophy of Dayton Public Schools and the Athletic Department.
2. All coaches are expected to conduct their athletic programs according to the spirit and letter of the Ohio High School Athletic Association.
3. All coaches are required to meet the Sports Medicine Certification requirements.

4. All coaches are required to have the Fundamentals of Coaching Course Certification.
5. All coaches are required to have the Concussion in Sports Course Certification.
6. All Coaches are required to be certified in Cardio-Pulmonary Resuscitation (CPR/AED).
7. All head coaches must return media phone calls within a timely manner.
8. Each head coach (or his assistant) must attend any OHSAA Rules meetings for his/her specific sport. Refer to the OHSAA handbook for meeting dates and times.
9. Each head coach must make sure that each athlete has completed OHSAA physical form and that the form is on file in the Athletic Directors Office before he/she can participate in any official tryout.
10. Each head coach must have their Athlete's "Emergency Medical Form" with them at all times. No athlete should leave school grounds unless the coach has an Emergency Form for that athlete in his/her possession.
11. Each coach is expected to submit a budget proposal for the upcoming school year by May 1 of the current school year.
12. As a coach in DPS, you are expected to support all other athletic teams in Dayton Public Schools.
13. All brochures, letterhead, clothing, memorabilia, etc. must use the approved school colors, logo, and monogram.
14. All Cheerleading Try-Outs must be judge by adults outside of the Dayton Public Schools District.

Management Expectations

1. Coaches are responsible for communicating expectations to athletes, counseling the athlete when appropriate, and dispensing discipline when necessary.
2. Coaches are responsible for tracking an athlete's performance in a program. This journal should include notes referencing progress made in the specific sport, leadership ability, teamwork, counseling sessions, and any disciplinary action taken. All documentation is to be kept secured in the Athletic Department.
3. Head coaches are required to hold a pre-season meeting for parents to provide information about their program and to establish a line of communication between the parents and coaching staff.
4. Head coaches or designates are responsible for communicating with the appropriate media on the outcome of contests (win or lose) and any outstanding performances of team members.
5. Head coaches are responsible for the development of a Philosophy Statement and Program Description for their respective sport and for submitting it to the Athletic Department.

6. Coaches are required to report in writing any athletic injury that requires emergency room treatment.

Performance and Evaluation

A coach's performance is evaluated by how well the coach meets the following:

1. Responsibilities outlined in the job description.
2. Criteria described on the Evaluation Form.
3. Expectations and standards presented in this handbook.

A detail of each job description and evaluation form is filed in the Athletic Department.

Head Coach

Leadership -Provides the leadership to the program by directing day-to-day activities, establishing expectations, and exemplifying good sportsmanship. Enhances the mission of Dayton Public Schools.

Fiscal –Manages the program budget, ensures fiscal responsibility in purchasing supplies and equipment, and uses resources effectively.

Coaching –Develops the sport program, schedules practices, supervises plays, and develops athletes.

Personnel –Develops assistant coaches, encourages and develops athletes, manages discipline issues, ensures the safety of all personnel and students under his/her charge.

Administrative –Ensures all required paperwork is completed and on file in the Athletic Department, coordinates transportation and facility needs, and prepares and submits budgets.

Public Relations –Interacts with the media regarding contests and athletes, and represents Dayton Public Schools to parents, donors, supporters, and the community.

Assistant Head Coach

Leadership –Acts as a role model to athletes, supports the mission of the Athletic Department, promotes and improves the program to the best of his/her ability.

Coaching –Supports the head coach in the execution of programs, provides suggestions, and assists with scheduling and record keeping.

Public Relations –Promotes good public relations with parents, supporters, community, and opposing teams.

Assignment of Coaching Positions

According to State Law any qualified member of Dayton Public Schools has the right to any coaching position before a non-faculty person can be offered the same position.

A Head Coach will be offered a position for the following year if the Director of Athletics/Principal has completed a satisfactory evaluation of the coach and if a qualified on-staff member of the faculty has not expressed an interest in the position.

Discussion and assessment of the Assistant Coaches will be a part of the evaluation of the overall program. Head coaches are expected to formally evaluate their assistants. Under normal circumstances, the Head Coach of the program will make the decision to rehire an Assistant Coach.

Evaluation of Coaching Positions

Coaches receive an annual performance evaluation by the Director of Athletics/Principal. Described below is a list of the various performance evaluation elements. The actual performance evaluation document can be found in the Athletic Department office.

Performance evaluation elements include:

1. Leadership abilities
2. Organizational skills
3. Relationships with Administration, Athletes, peers, parents, and community
4. Coaching ability
5. Fiscal management

The following scale rates each element:

1. Meets expectations
2. Does not meet expectations
3. Not applicable

An overall summary regarding the performance is provided.

Administrative Responsibilities

Managing an athletic program has its share of administrative responsibilities, which includes the following:

1. Game Preparation

Contests held at home require close coordination between the head coach and the Athletic Director. In athletic contests where admission is not charged, game preparation rests with the Head Coach or his designate. In athletic contests where admission is charged, the Athletic Director is responsible for game preparation and game personnel in consultation with the head coach. These sports include football, boys and girls basketball, volleyball and wrestling.

2. Site Management

From time to time, coaches may be offered the opportunity to make extra money by serving as Site Manager for one of our home contests. The Site Manager serves as the Athletic Director for that home contest. He/She is responsible for game preparations, security, etc. Responsibilities include:

- A) Coordinating gym set up and teardown
- B) Handling the sale of tickets and financial reporting
- C) Coordinating the facility key assignment
- D) Greeting opposing teams and escorting the team to the appropriate location
- E) Greeting Officials when they arrive
- F) Posting appropriate signs
- G) Managing security personnel
- H) Managing the event (crowd control, security, maintenance, etc.)

3. Care of valuables and the Locker Room

The coach is responsible for setting up a procedure to safeguard the valuables of team members. Check doors to be sure they are closed securely, supervise your own athletes, and be the last person to leave after practices and games.

4. Facility Rental

Should you need a facility outside of Dayton Public Schools facilities, discuss the available options with the Athletic Director.

5. Keys

Keys to athletic areas are issued to those coaches who are under current contract to the school or to the Athletic Department. Keys may not be loaned to athletes or students. There is a fine of \$50 to \$100 to employees who do not immediately report lost or stolen keys.

6. Lockers

The Athletic Director assigns lockers to each sport. Coaches are responsible for individual athlete locker assignment for their team, and coaches should compile a master list of locker assignments and combinations for those times when an emergency arises. All lockers should be secured with a combination lock.

7. Purchasing and Care of Athletic Equipment and Supplies

In order to control the Athletic Department budget, approval from the Athletic Director is required prior to any purchase of equipment or supplies. Items bought without approval are the fiscal responsibility of the purchaser(s).

Travel and Transportation Policy

Student travel and transportation adds a level of complexity to a sporting program. Outlined below are the Athletic Department's policies on travel and transportation.

Summer Travel Policy

In accordance with OHSAA rules, it is recognized that during the summer, coaches may wish to travel to camps with their players. Permission to do so may be granted by the Athletic Director only after the following information has been provided and positively reviewed.

1. Date(s) of involvement
2. Travel arrangements
3. Purpose of trip
4. Financial arrangements
5. Parental consent forms
6. Supervision provisions

Weight Room Policy

1. Individuals may only use the weight room when supervised by a coach who is under current contract with Dayton Public Schools.
2. The coach should be the last one to leave the weight room, and it is his/her responsibility to make sure that both doors are locked, and all lights out.
3. Keep the weight room neat and clean. All weights should be returned to the proper racks, belts hung up, etc. This should be considered a common courtesy extended to the next team using the room.

4. Use of the weight room is to be scheduled through the Athletic Director.
5. Coaches are strongly encouraged to cooperate in scheduling weight room use. This includes sharing the same time slot if possible.

Remember that the weight room is important to all sports, and your cooperation is necessary to ensure the overall success of our athletic program.

Communicable Disease Program

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents are located in the Athletic Department office. The Athletic Trainer is also a source of information.

Athlete Participation Requirements

An athlete who wishes to participate in a sport at DPS must be a registered student of Dayton Public Schools. In addition, the following information is also required:

1. **Physical Examination**
All candidates for DPS athletic teams must have a physical examination before they may practice. The physical examination will suffice for all athletic participation (multiple sports) for one calendar year and a written record or the examination must be kept on file in the Athletic Director's office. The Athletic Department will coordinate, for a nominal fee, the opportunity for all athletes to receive their physical prior to the beginning of each school year.
2. **Emergency Medical Form**
All candidates for DPS athletic teams must provide their coach a signed Emergency Medical form. This form will allow the coach or trainer to accompany an injured athlete to a medical facility for treatment. It allows the attending medical personnel to begin treatment in case a parent or guardian is not readily available. Parents should also state if their child has any special needs or if they are on an IEP so that the coach can be aware. The Emergency Medical form will be kept on file in the Athletic Director's Office, and the coach will carry a copy of the form to all practices and games.
3. **Acknowledgment of Warning by Student**

All candidates of DPS athletic teams must have on file in the Athletic Director's office a written acknowledgment that they have been informed by Dayton Public Schools of the risks of athletic participation. This written acknowledgement must be on file prior to the first practice. This is also a part of the Emergency Medical Form.

4. **Concussion Information Sheet**

All candidates for DPS athletic teams must provide their coach a signed copy that the parent and student-athlete has read the Concussion Information Sheet. This information sheet is provided to assist the parent and their student-athlete in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete return to normal activities slowly, so he/she does not do more damage to his/her brain.

Excusing Athletes from Class

All home contests must be scheduled so they do not interfere with the normal school day. When it is necessary to excuse our athletes from class to attend away contests, the head coach **MUST** use the following:

1. Obtain permission from the Athletic Director/Principal to excuse the athletes early.
2. Encourage your athletes to personally notify their teachers in advance and ask for make-up work.
3. Cancel all previous arrangements if the contest is postponed.

Only the members of the team immediately involved in the contest are to be excused.

Every effort should be made by the head coach to minimize lost class time.

Athletes and Physical Education Class

Under no circumstances will athletes be excused from their required physical education classes because of athletic participation. If a student/athlete cannot participate in physical education due to an injury or illness, he/she cannot participate in athletics that day as well.

Attendance and Athletic Participation

In order to practice or participate in an interscholastic contest on a school day, an athlete must be present for at least half of the school day in question. If absent on Friday due to an illness, the athlete must present a doctors note to participate in a Saturday contest.

The Athletic Director may make exceptions involving extenuating circumstances.

Athletes Dropping Out or Changing Squads

Should an athlete resign from a team, the head coach will meet with the athlete. The head coach should make every effort to appreciate the athlete's reasons for taking such a drastic action. Equipment should be immediately collected and the Athletic Director notified so that the athlete's name can officially be removed from the team roster. Attendance at the Awards Night and request for awards (i.e. letter, numerals, etc.) is not available to the athlete.

If an athlete leaves a team, he/she is ineligible to participate in any manner in another sport until the first sport's season ends. This policy includes out-of-season conditioning programs.

Scholarship

In order to be eligible for a sport in grades 9-12, a student must be currently enrolled and must have been enrolled in school for the 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 and have a 2.0-quarter G.P.A.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, to be eligible, a student in grade 7 or 8 must:

1. currently be enrolled,
2. have been enrolled in school in the preceding grading period,
3. have received passing grades during that grading period, and
4. had passing grades in five of those subjects the student carried the preceding grading period with a 2.0-quarter G.P.A.

School records or verification from the sending school must establish the eligibility of a transfer student. The receiving school has the responsibility for establishing a student's eligibility. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

Tutoring or examinations to complete the preceding grading period requirements is permissible provided the student's inability to complete the required work on time is due to illness or accident verified by a physician and the procedure applies to all students in the school.

The commissioner may waive the requirement of the preceding grading period enrollment if a student has been withdrawn or removed from school because of

circumstances due to personal accident, illness, or family hardship. The Athletic Director of the school shall appeal in writing to the Commissioner. The appeal shall contain documentation with school and medical supporting evidence. The decision of the Commissioner may be appealed to the Board of Control.

Grade Monitoring and the Teacher/Coach Relationship

Coaches should always be aware that a student's academic well being is more important than his/her participation in athletics. Coaches should encourage their athletes to always give their best in the classroom. Further, coaches are encouraged to:

1. Monitor the grades of their athletes who are in potential academic jeopardy through the entire grading period. A coach should work through the athlete's guidance counselor to attain a periodic written report of progress in a specific subject. If a coach wishes to speak directly with a teacher about an athlete's academic standing, he or she should do so in a tactful and professional manner.
2. If necessary, give release time from practice and contests to athletes to facilitate increased study time.
3. Work with the National Honor society faculty moderator to acquire student tutors for an athlete in need.
4. Keep parents informed about an athlete's academic shortcomings, especially if the academic shortcoming may affect the student's eligibility to participate in a sport.

Approaching a teacher about changing an athlete's grade is unacceptable. If you feel that an error has been made, or that there are extenuating circumstances that should be considered, you should bring this to the attention of the athlete's guidance counselor. Only the guidance counselor should discuss the possibility of a change in grades with the teacher.

Prospective Transfer Students

1. Under no circumstances should any coach or booster of Dayton Public Schools initiate discussions with a student currently enrolled in another school system about possibly transferring to Dayton Public Schools.
2. If a student of another school, his parents, or representative, initiates contact

with a DPS coach for the purpose of discussing enrollment at DPS, the coach should immediately, without discussion, refer the student to the Dayton Public Schools Director of Athletics.

3. The Director of Athletics will explain the OHSAA policies dealing with transferring from one school to another and will answer basic questions concerning the Dayton Public Schools athletic programs. The student and his or her parents will then be referred to a Central Office for instruction on normal registration and admittance procedures.
4. Only after a student has been admitted to Dayton Public Schools are coaches permitted to contact him/her about extracurricular participation.

The Athlete and Awards Night Attendance

At the conclusion of each athletic season, an Awards Night will be held to honor the athletes. Each athlete who participated during the season is expected to attend. Athletes who do not attend their awards night can be denied their award by the decision of the head coach of their sport. Conflicts, which may result in an athlete not being able to attend the Awards Night, should be cleared ahead of time with the head coach.

The Athletic Awards Nights are recognized as official school functions, so proper dress is required. Each athlete is expected to exercise good judgment and taste in choosing his/her dress for the evening. Improper dress may result in an athlete being asked to leave the Awards Night.

Associations

Dayton Public Schools operates their Athletic Programs under the guidelines of several associations. Please refer to their specific handbooks for specific policies. Those governing authorities include:

1. Dayton Public Schools Student Handbook
2. OHSAA
3. DCL
4. NCAA
5. NFHS

Forms/Documents

There are a variety of forms required by the various associations and governing bodies. Those forms are maintained in the Athletic Department and include:

1. Athletic Participation and Physical Examination
2. Athletic Transportation consent
3. Initial Injury Report Form
4. Job Descriptions
5. Performance Evaluations