

## Ethics

1. Ethics is the discipline of dealing with what is good or bad. Ethics deals with moral duty and obligation.
2. Ethical behavior is being honest, truthful, and doing the right thing even at the expense of self-interest.
3. People who practice ethical behavior realize that it is hard work and commitment that are the sources of excellence, regardless of the endeavor.
4. A person who behaves ethically calls upon every participant to treat others with the respect he or she would want from them.

## **Training Rules and Regulations**

Due to the physical and emotional demands of interscholastic athletics upon high school age students, all head coaches are authorized to enforce training rules and regulations pertaining to discipline and conduct in connection with the particular squad members they are supervising.

Any boy or girl who is a member of the athletic squad who is removed from the squad for disciplinary reasons or quits the team will be ineligible for membership on any squad for the remainder of that sport season unless given written permission through an appeal to the Athletic Council. This regulation does not apply to anyone who is removed from a squad for lack of ability.

It is required that a student athlete be afforded full “due process” rights and procedures before he or she can be

removed from a team. If a student athlete is to be removed for any disciplinary reason this should be done by the head coach after “due process” has been afforded the student. The student athlete will not participate in practice or game until the Athletic Council meets regarding the appeal.

## **Conduct, Character, and Discipline**

### Scope

All players, managers, and students associated with the team are subject to the following rules. These rules apply in, and off school property.

### Sportsmanship

Any student athlete who displays behavior that the coaches deem inappropriate and un-sportsman like according to the established rules shall be disciplined.

### Absences

Students must be in attendance for all practices and games. A student will not be tardy for practices or games unless excused by the coach. The same criteria for excused tardy to school will be in effect. If such time the absences become a detriment to the team, the coach has the discretion to remove the athlete from the team.

### **Personal Appearance / Freedom of Expression**

It should be noted all athletes participating in sports at Manchester High School represent not only themselves but also their team and the high school as well. Any student detracting from the positive image of Manchester High or squad due to his/her appearance will be denied participation until such time as the condition or problem has been corrected to the satisfaction of the coach and the Principal. This rule applies to, but not limited to such things as visible tattoos, hair styles not in the mainstream, piercing, etc. Uniforms will be worn in accordance with OHSAA guidelines.

### **Executive Hearing**

Any student removed from an activity may ask for an appeal. This appeal will be made to the sponsor, Athletic Director, Principal, and the Appeals Board in that order.

### **Athletic Council**

#### **Membership**

1. Superintendent or Designee
2. High School Principal (Chairman)
3. All Head Coaches
4. Athletic Director

### **Meetings**

This board will meet at the beginning of school (August / September), March or April, and at the end of the school year. The board will also meet as needed throughout the year.

### **Purpose**

1. Review and revise policy manual
2. To develop athletic policies for the entire athletic program for recommendations to the administrative staff and the Board of Education.
3. To maintain an open line of communication with all involved with the operation of the activities program.
4. To make sure that all athletic programs in the system are following the policies and procedures of the Board of Education.
5. To hear special disciplinary cases referred by coaches

### **Professional Staff Job Descriptions**

#### **Athletic Director**

1. Overview: The athletic director will be directly responsible to the high school principal, with the assignment of facilitating the entire district athletic program.
2. Specific Duties and Responsibilities:
  - a. Supervises and directs the athletic program
  - b. Schedules all contests and issues schedules in cooperation with the coaches

- c. Is responsible for an accurate roster for all athletic teams
- d. Attends athletic contests and booster club meetings
- e. Make all necessary arrangements to hold athletic contests (hire officials, ticket takers, concessions, etc.)
- f. Administer and see to the collection of athletic insurance forms and emergency cards
- g. Make sure that fund raisers are approved, communicate with building principal
- h. Coordinate practice schedule with the principal in the event of calamity days
- i. Perform all other athletic duties assigned by the high school principal

- b. Check showers and lights and turn off
  - c. Lock all doors leading into the building and to the athletic facilities, locker room and gym
  - d. Keep your team under control at all times
  - e. Be on hand at home games to open locker rooms for team and visitors
  - f. Supervise locker room before and after practice
5. Read and know eligibility rules of OHSAA
  6. Keep all unauthorized spectators out of the locker rooms
  7. Team members are not to be in the team or weight room, without proper supervision of coach or P.E. instructor
  8. During your sport season, assume full responsibility of locker room, team rooms, equipment rooms and gym, lock all doors, turn out all lights, etc.
  9. Number of scrimmages: Coaches are to abide by the rules of the OHSAA and use good judgment when scheduling scrimmages
  10. When more than one team will be using a facility during a season, the head coaches will meet with the athletic director and develop a mutually acceptable schedule for the season on a week-to-week basis. If an agreement cannot be reached, the athletic director will make the schedule. All athletic teams practicing indoors will use the gym at their designated time. Start on time and finish on time. This will aid the coach using the gym following you. There will be no athletic activities permitted in the halls (ex. - running))
  11. Program Coordination: The high school head coach is responsible for developing carry over of system and

### Head Coaches

1. Provide the athletic director with a complete roster two weeks prior to the first game. Please include full name, height, weight, grade and number (home and away)
2. Physical cards signed by the student, parents, and doctors, emergency medical cards and insurance form or insurance waiver form must be turned into the athletic director's office.
3. Provide written notification to the athletic director at once when any athlete quits or is dropped from the team.
4. Responsibilities at practices and games:
  - a. Coaches are the first to arrive and the last to leave the building

technique between the junior high and senior high program. This will be accomplished through close coordination between the head coach of a varsity sport, the junior high coaches, and the athletic director.

12. Squad Selection Policies will be determined by the head coach
13. Each coach should give to the principal the names of players to be excused for a scheduled contest. (Ex.- Track – districts)
14. Submit program needs to the athletic director or principal for the following year.
15. All head coaches are required to attend all league meetings, district meetings, and banquets or awards programs concerning their sport.
16. Coaches are responsible for the facilities used for practice or games

#### Assistant Coach

1. Cooperate with the head coach and the athletic director in enforcing the OHSAA rules and regulations and the local district rules and regulations.
2. Assists the head coach in issuing and collecting equipment
3. Works closely with the head coach in the disciplining of athletes.
4. Helps enforce the rules of the OHSAA and Manchester Local Schools
5. Performs coaching assignments required of him/her
6. Assists head coach and athletic director in preparing for athletic contests

7. Participates in meetings as needed
8. Assists the head coach in the completion of the preseason – post season inventory
9. Continues to develop his/her knowledge of the sport by keeping current on new coaching or training techniques
10. Any other duty assigned by head coach

#### **Junior High Coaching**

1. Each coach is directly responsible for administration of his/her sport to the building principal.
2. Each coach must cooperate with the head coach of a sport in regard to the teaching fundamentals, techniques, scouting style of play, and must coach within a framework, which is consistent with the philosophy of the head coach and the athletic department. This includes summer open gyms and camps.
3. Submit a list of names, birth dates to the athletic director.
4. Parental permission and physical cards signed by the doctor, parent, and student must be completed.
5. The coach is responsible for all athletic equipment and enforcing the collection of equipment and informing principal of items not turned in
6. Clear game / scrimmage dates with principal
7. Understand the philosophy of the varsity coach and aid in building our program
8. Other duties assigned by varsity coach / or principal

## **EJECTION FOR UNSPORTSMANLIKE CONDUCT –**

### **STUDENTS (OHSAA)**

Any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the next two contests. If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of times 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 of 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.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season tournaments contest and shall in no way limit the discretionary authority of the Commissioner as specified in the Ohio High School Athletic Association Tournament Regulations. In accordance with Bylaw 8-3-1-, the decisions of contest officials are final.

### **EJECTION OF COACHES FROM ATHLETIC CONTEST (OHSAA)**

Any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching the next two contests. If the ejection occurs in the last contest for the season, the coach shall be ineligible for the same period of times as stated above in the same sport during the following season in the next 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 of to be 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 for unsportsmanlike conduct for the second time shall be suspended indefinitely and require to attend a mandatory conference with the Commissioner at the Ohio High School Athletic Association headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with Bylaw 12.

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 authority of the commissioner as specified in the OHSAA Tournament Regulation. In accordance with Bylaw 8-3-1, the decisions of contest officials are final.

### **TRANSPORTATION OF ATHLETIC TEAMS**

All athletic teams will travel by bus or van provided by the Board of Education. Transportation of athletic teams should involve only those members identified as being part of the team plus appropriate chaperones when deemed necessary. All students must ride the team bus to and from all events, unless prior arrangements have been made with the principal.

**DUE PROCESS HEARING**

Student – Athlete Name \_\_\_\_\_ Grade \_\_\_\_

Parent Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Those present at hearing \_\_\_\_\_

\_\_\_\_\_

Rule Violation

Student – Athlete Remarks:

Coaches Remarks:

Found in Violation \_\_\_\_\_ Not found in violation \_\_\_\_\_

Results:

Coaches Signature: \_\_\_\_\_

Student Athlete Signature: \_\_\_\_\_

**Send complete forms to principal immediately**

## **MANCHESTER LOCAL SCHOOL DISTRICT ATHLETIC RULE**

### **I. GENERAL FACTS AND EXPECTATIONS**

Participation in athletics is a privilege and can be one of the most memorable parts of a student's school career. It can have lasting effects that impact the course of their life. As a student – athlete, a child is expected to accept seriously the responsibility and privilege of representing the school and community while participating in interscholastic athletics. School and athletic department personnel expect athletes to treat opponents with respect; respect the judgment of contest officials; abide by contest rules; display no behavior that can incite fans or other participants in the contest or which is intended, ridicule, or demean others under any circumstances including on the basis of race, religion, gender, or national origin; cooperate with officials, coaches, school officials, and other participants to ensure a fair contest; and conduct themselves in a manner which positively represents the Manchester Local School District.

In order for a student's participation in interscholastic athletics to be successful, it requires dedication, self – discipline, and a willingness to work toward team goals. It is important to strive for academic excellence while maintaining a rigorous physical program. Participation on an athletic team is more than a

decision; it is a commitment to represent family, school, community, and most importantly, yourself. Students must abide by all regulations of the Ohio High School Athletic Association as well those established by the district.

### **II. Code of regulations for participation and conduct**

The establishment of rules for proper conduct is essential to ensure that an athletic program is safe and successful for all participants. It also clarifies the expected behaviors that will positively reflect the student, their family, the school, community, and district.

Athletes engaging in any type of conduct listed below shall be subject to the disciplinary action (where indicated) as established by the district:

A. Use or possession of drugs and /or alcohol

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> offense | One week suspension from event or events  |
| 2 <sup>nd</sup> offense | Suspension from all athletic participation for that sport season. Seek counseling     |
| 3 <sup>rd</sup> offense | Suspension from all athletic events for remainder of the school year. Seek counseling |

B. Use or possession of tobacco

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | One week suspension from event or events   |
| 2 <sup>nd</sup> offense | Suspension from all athletic participation for that sport season. Seek counseling            |
| 3 <sup>rd</sup> offense | Suspension from all athletic participation for remainder of the school year. Seek counseling |

C. Unnatural coloring of hair (blue, green, red, etc.) will result in a denial of participation in any sport team until the situation is corrected.

D. Wearing of earrings' during sports season at practice, travel to and from contest, and during contests is prohibited.

Piercing anywhere other than ears and earrings must be worn during any athletic participation, including practices. (In accordance with OHSAA)

- E. Boys must not have facial hair such as beards, mustaches, goatees, etc. Participation will be denied until the situation is corrected.
- F. All tattoos must be covered during contests.
- G. School attendance is required in order to participate. Students present a minimum of four periods to be eligible for contests, practices, etc, unless prior approval is obtained from building principal in extreme circumstances.
- H. Students are expected to ride the bus to and from all games. Exceptions may be made in EXTREME/EXTENUATING cases but permission must be secured in writing from the administrator PRIOR TO THE CONTEST. (In the absence of the administrator, an Athletic Director may grant permission.)
- I. Physical exams are required prior to participation in tryouts, practices, games, and any participation in a sport. Athletes are also required to maintain health insurance, either through a family policy or purchase of school insurance. These requirements are both issued by the OHSAA.
- J. Equipment and uniforms will be issued by the school. At the completion of the season, these uniforms will be collected by the coach on a date and time designated by the coach. If the uniform is not returned on or by that date, students will be

ineligible for participation in any other sport (tryouts, practices, or competitions) until all equipment and uniforms are returned and grades may be withheld. Payment for lost or damaged equipment will be required.

K. Eligibility- (OHSAA)

Eligibility for participation is first established by the OHSAA. (See bulletin) athletes are required by the district to maintain a passing grade throughout the season.

Athletes must maintain amateur status in order to be eligible.

Do not compete with or against professional athletes.

Do not accept prize money.

Do not accept an award in a non-school sport and convert it to money.

Do not accept an award or merchandise (engraving excluded) that is valued at more than a \$100.00.

Students participating in any athletic program may only compete in that school sport program during the sports season. Competition in any other non-interscholastic program is not permitted.

Athletes in any Manchester Local District Program may not practice with non-school team in that sport without prior written consent with the athletic director.

L. College Recruitment

Any athlete that is fortunate enough to have colleges interested in their services is required to meet with the athletic director prior to student-initiated contact with the college. This is to safeguard against possible violations that could leave the athlete in violation of the OHSAA.

M. Parking in the rear of the building has been reserved for officials and school personnel due to the limited amount of space and emergency precautions. Students are to park in the designated student parking lot at games and at other times as directed by coaches. Parents need to make arrangements to have students picked up PROMPTLY after games, practices, and other events. Students should be picked up in the front of the building.

N. Coaches will establish rules, guidelines, and sanctions pertaining to their own individual sports. They will be reviewed and approved by the athletic director and distributed to players prior to enforcement. They may include but are not limited to:

cheating  
theft  
lying

vulgarity  
improper player conduct on field or court  
skipping practice or required sessions  
unexcused tardiness to practices, etc  
disrespect to coaches and other individuals  
misconduct or any actions that would be construed as  
improper  
dress code  
unsportsmanlike conduct  
curfew  
open or closed practices

- O. Dropping from an athletic team without the coach's/administrator's permission results in a player being ineligible for participation in all other sports for that sport season.
- P. Each school will have an awards ceremony to recognize those students who have participated in any athletic program. In order to receive awards, students are required to attend the ceremony unless prior approval is obtained from the athletic director or administrator.

### **III. CODE OF REGULATIONS FOR VIOLATIONS AND APPEAL**

- A. If a suspension, expulsion, and/or denial of participation is being recommended by a coach, the student will be notified by the athletic director and the school administration. Opportunity for a hearing will be allowed.
  
- B. Should a student be denied participation on a team or other activity governed by these athletic policies, a hearing must first be held with the student, coach, and athletic director. Written notification of such denial of participation must be made within twenty-four hours following the hearing with copies forwarded to the following:

Student, parent or guardian, superintendent, principal, athletic director, coach, and board of education.

- C. Any suspension or expulsion may be appealed to the building principals who will refer to the school's Athletic Appeals Board, which will consist of A.D. (s), coach, two or three other coaches who are certified employees resulting in an uneven number. Notification of a request of appeal must be made to the principal by the parent or guardian in writing within twenty-four hours of the suspension. The building principal will review the decision of the Appeals Board and the recommended disciplinary action, and make the final decision.

### **CHAIN OF COMMAND**

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education

**Manchester Local School District**

### **Athletic Participation Contract**

I acknowledge that I have received a copy of the Manchester Local School District Athletic policies and rules. I agree to abide by these policies as a condition for participation in extra-curricular athletic activities and understand the possible consequences of a rule infraction.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I acknowledge that I have received a copy of the Manchester Local School District Athletic Policies and Rules. I agree that my child will abide by these rules as a condition for participation in interscholastic athletics, and I will support him or her in the decision to participate on a team. I understand the consequences for rule infractions.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manchester Local School District  
Athletic Rules-Section II, Letter I.  
Extenuating Permission Form

\_\_\_\_\_ is unable to ride  
the bus to/from the athletic event on \_\_\_\_\_ at  
\_\_\_\_\_

For the following reason:  
\_\_\_\_\_

We, the undersign, student and parent/guardian of the above named student do hereby release, waive, discharge, and covenant not to sue the Manchester Local School District Board of Education, its individuals members, superintendent, principals, administrators, employees, agent, or anymore acting on its behalf, from any and all liability, claim, demand, action, or cause of injury, known or unknown, including death, resulting from the decision.

Dated: \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_

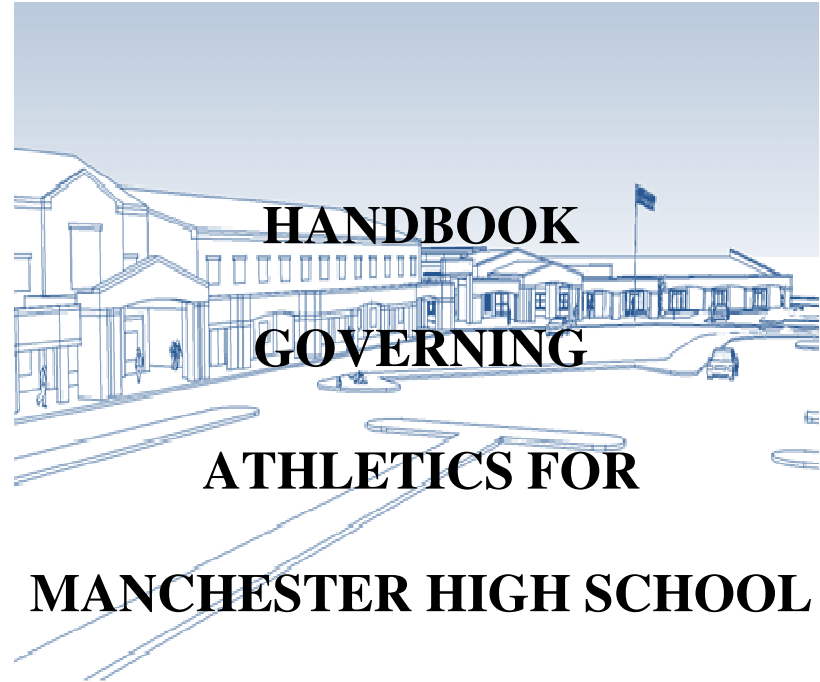
Dated: \_\_\_\_\_  
Student Signature \_\_\_\_\_

Permission: GRANTED    DENIED    (circle one)

Dated: \_\_\_\_\_  
Administrator/AD Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Copies to: White-Principal/Athletic Director  
              Yellow-Bus Driver  
              Pink-Parent/Student



**HANDBOOK**

**GOVERNING**

**ATHLETICS FOR**

**MANCHESTER HIGH SCHOOL**



**HOME OF THE GREYHOUNDS**