

***CRESTVIEW
MIDDLE-SENIOR HIGH
SCHOOL***



***ATHLETIC DEPARTMENT
HANDBOOK 23-24***

CRESTVIEW MIDDLE-SENIOR HIGH SCHOOL ATHLETIC DEPARTMENT HANDBOOK 23-24

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To ensure the highest caliber athletic program for Crestview Local Schools, the Board of Education, administration, and coaching staff subscribe to these regulations and policies.

MISSION STATEMENT

The Crestview Athletic Department strives to provide a program of interscholastic athletics from which participating students can take advantage of all benefits that participation can offer. Like the school's mission itself in regards to academics, athletics at Crestview endeavors to have one goal: excellence. Through participation in the athletic program, a student-athlete should strive to maintain excellence academically and socially, as well as setting the standard for excellence in dedication to sportsmanship, putting forth effort, the will to win, the understanding of losing, and the development of individual and team skills.

The Crestview Athletic Department measures this excellence with the following goals:

✓ Students will satisfactorily uphold the school's academic requirements and will give their best effort towards their academic careers. Students will also endeavor to attain winning seasons and uphold the traditions of Crestview Athletics.

Student-athletes are also expected to uphold the position of "role model" to the future student-athletes of Crestview.

✓ Coaches will satisfactorily uphold their oath to teach each student-athlete to the best of their abilities, to pursue beneficial learning opportunities to enhance their coaching skills, to provide an environment that teaches teamwork, fairness, and dedication, and to enhance their respective programs through various outlets (i.e. media polls, media coverage, youth programs, community events, booster activities, and student-athlete awards.)

✓ The athletic department will make every attempt to provide for the needs, interests, and abilities of both our male and female students in terms of providing adequate facilities, equipment, training, and financial resources. The athletic department will also strive to provide the best opportunities for playing other competitive high school athletic programs, attaining media attention to teams and individuals, and complying with all OHSAA bylaws.

PHILOSOPHY OF THE ATHLETIC DEPARTMENT

The primary objective of the Crestview Athletic Department is to promote the school system as an educational institution. In keeping with this primary objective, the Crestview Athletic Department considers the development of the physical and mental growth of each individual athlete of paramount importance. Consequently, the athletic program of Crestview Schools is open to ALL students who are enrolled, attend, and who meet the academic and residential standards of the Crestview Local School District. The Crestview Athletic Department shall endeavor to offer attractive and challenging competition for students seeking to be involved in its programs; however, the Crestview Athletic Department program is in no way intended to be remedial or rehabilitative in scope.

The purpose of the Crestview Athletic Program shall be to provide a successful, efficient, balanced, and harmonious program of athletics, giving full consideration to the

fundamentals of a pupil's health, to provide emotional and personal growth of the student, and to provide good sportsmanship in the school and community. The athletic programs should provide additional experiences that may not be fostered in the normal classroom setting. *However, participation in athletics at Crestview is not a right, but an extension and a privilege to those that follow the rules of the code of conduct.*

CRESTVIEW ATHLETIC CODE OF CONDUCT

ELIGIBILITY AND TRAINING RULES FOR ATHLETES

I. Athlete

An athlete is any student in grades 7-12 who is currently participating, who has participated, and who will be participating in the future for any Crestview interscholastic athletic team.

II. Participation

Participation in athletics at Crestview Local Schools is not a right, but an extension to those that follow the rules of the Code of Conduct. Participation in athletics at Crestview Local Schools requires that all student-athletes behave appropriately at all times. Their behavior is a reflection on themselves, their families, their activity, their school, and their community. If student-athletes engage in conduct on or off property that is demeaning to their role as participants in the athletic program, they may be denied the opportunity to participate in the activity.

III. Eligibility

The Crestview athlete will meet the standards established by the Ohio High School Athletic Association and the Crestview Board of Education.

Scholarship

***Grades 9-12---**To be eligible a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of five (5) credits or the equivalent, in the immediately preceding grading period (Note: students taking post-secondary options must comply with these standards). A student must also have achieved a minimum GPA of 1.25 and must not have failed more than two (2) subjects the previous grading period.

***Grades 7-8---**To be eligible a student-athlete must be currently enrolled in a member school with no more than one (1) F in the previous grading period. Grades for the preceding grading period determine eligibility for the following grading period. This applies to student-athletes who are entering the freshman year as well.

*Semester and yearly grades have no effect on eligibility.

*Summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

*A student-athlete who is declared ineligible for a grading period may attend open gyms, weights, open hitting, etc. during the grading period in which he/she is declared ineligible.

*A student-athlete may begin practice for a sport during the grading period in which he/she is ineligible, but he/she may not participate in any scrimmage or game contest until he/she is eligible for participation.

*Student-athletes who are declared ineligible forfeit all awards during that season.

OHSAA Bylaws affecting eligibility

*From August 1 through May 31 From School Coaches – Individual skill/coaching instruction may be received by a member of a school team at any time prior to and after the school season and outside the defined no-contact periods from school coaches provided that no more than **four members (seven for football)** of a school team or individuals are present at one time in all facilities where the individual skill/coaching instruction is taking place. The exceptions are boys' or girls' golf, boys' and girls' cross country, and boy's and girls' track and field, and wrestling, where there is no limit of athletes.

*There is no limit on the number of players from the same school participating on the same team from June 1-July 31.

*An athlete may have no contact in an instructional program with the school coaching staff, paid or volunteer, except for a maximum of 13 days from May 15th-July 30 and cannot be made mandatory. The exception is boys' or girls' golf, boys' and girls' cross country, and boys' and girls' track and field, and wrestling, whose coaches are permitted to coach athletes outside of the interscholastic sports season.

*In regards to football, participants may play in non-contact football contests and attend non-contact team football camps from June 1-July 30.

Non-Interscholastic Participation

*Students may participate in non-interscholastic competition prior to and after the school season during the school year under the following conditions:

-The number of players from the same school squad (roster) is limited to: Baseball and Softball (6), Volleyball (3), Basketball (3), Soccer (6). This rule is not in effect from June 1-July 31. Football squad members are prohibited from non-interscholastic participation except from June 1-July 31.

-A player may continue to play with a non-interscholastic team in a national qualifying tournament after July 31 until the team is eliminated, but no later than Labor Day.

-During the school year, outside of the school's sport season, an athlete may try out for, practice, and compete in a non-interscholastic program except in football.

-An athlete may have no contact with the school coaching staff in a non-interscholastic program except from June 1-July 31.

-Participation in a non-interscholastic contest while a member of a school squad in the same sport is PROHIBITED. An athlete becomes a member of a squad by participating in an interscholastic contest (scrimmage, preview, or regular season contest).

IV. Transfer Rule

-OHSAA Bylaw 4-7-2: Contact the athletic administrator for further information and/or clarification of the OHSAA transfer bylaw.

V. Citizenship

A. The Crestview Athletic Department expects correct conduct by the participating athlete at all times.

B. Expanded jurisdiction clause: Student-athletes' behavior is expected to be above reproach at all times. The school has the right to subject any athlete to disciplinary consequences for any misconduct by a student-athlete that occurs off of property owned or controlled by the district, but that is connected to activities or incidents that have occurred on property owned or controlled by the district. Also, any misconduct by a student-athlete that, regardless of where it occurs is directed at a district official or employee, or the property of such official or employee.

C. Improper conduct in any phase will lead to direct disciplinary action by the principal, athletic administrator, and coach. Improper conduct is anything deemed as such by school staff and administrators according to the policies written in the student handbook.

First violation-coach will handle based on policies established at start of season.

Second violation-denied participation for one week (minimum one game, includes practices)

Third violation-denied participation for remainder of season (loss of any potential awards)

D. A criminal act: an athlete under investigation by a law enforcement agency for committing a criminal act or found guilty of committing a criminal act, may be denied participation with the possibility of permanent denial. Permanent denial of participation may occur with due process at the discretion of the coach, athletic administrator, and principal.

E. Hazing/Harassment of other athletes or other students will not be tolerated and will be handled by the coaches and the administration. Hazing is defined as "to force others to do ridiculous or painful things as in initiation." It can involve whipping, beating, and branding, forced consumption of any food, liquor, beverage, drug, or other substance. It also involves harming the physical and mental well being of another person, causing substantial mental stress, including deprivation of sleep or rest or extended isolations. Even the threat of embarrassment can be considered hazing or harassment. Coaches and administrators are expected to control locker room activity and provide a safe environment for all student-athletes. Administrators must be notified immediately if such activity is occurring or the threat of such activity is occurring. No district employee shall plan, direct, encourage, aid in, permit, condone, or tolerate hazing or harassment in any form. A student involved in hazing or harassment will first be removed from the team while an investigation is conducted.

Following the investigation, a determination will be made by the administration based on its finding as to whether or not the student will be permitted on the team again. Also, further disciplinary consequences could occur at the discretion of the administration.

F. Students who are restricted, suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school unless approved by the principal, athletic administrator, and coach.

VI. Attendance

Unless there is a notified absence cleared through the principal's office, athletes must be in attendance by 8:15 a.m. Notification must be made by the start of the school day. In the absence of the principal, the athletic administrator and the coach will make a determination. If arriving after 8:15 without the aforementioned notification the following consequences will occur:

First offense- Practice the day of tardy- Student is denied participation. Game the day of tardy- Saturday School assigned.

Second offense & subsequent offenses- denial of participation in any after school activities that evening if they are to participate in a contest or practice.

VII. Appearance

An athlete's appearance should show a positive representation of the Crestview School system. The head coach of each sport will establish specific rules of appearance. Hair will be groomed, piercings will not be permitted to be shown during contests, headbands, wristbands, and other such "individualized" apparel will not be permitted to be worn by any student-athlete except for a reasonable excuse. A student may not have visible tattoos, which are inappropriate in their expressions, such as tattoos which promote sex or violence, state or insinuate profanity or gang symbols, or advertise tobacco products, alcoholic beverages, or drugs.

VIII. Game Behavior

Student-athletes and coaches are both expected to behave with class and sportsmanship in victory and defeat. All student-athletes for every sport at Crestview will:

*Shake the hands of both the opposing teams' coaches and players when required to do so before and/or after the contest.

*It's highly recommended that student-athletes place the right hand over the heart during the "Star Spangled Banner." All student-athletes should show unity as a team when honoring the country.

*No direct any verbal or physical dismay at any other player, coach, fan, or official. All student-athletes should act appropriately on the court or on the field at all times and handle each emotional situation with class and maturity.

IX. Drugs-Tobacco-Alcohol

Drugs/tobacco/alcohol shall not be used by and/or ***be in the possession of*** any Crestview athlete during the course of the entire year, including summer. This policy includes electronic cigarettes, vapor pens, and/or any type of delivery system for nicotine. This policy applies both on and off school grounds and is a 365 day policy. Should a student athlete not currently be participating with a team and violate the code of conduct, the punishment will apply should he or she join a team any time during that calendar year **from the date of infraction.** All student code of conduct violations for drugs-tobacco-alcohol reset to zero (0) at the beginning of the freshman year. Violations that have occurred for any incoming students enrolled in the district after the start of the freshman year carry over from the previous school district(s).

X. Terminology

A. Assessment

An athlete may be referred for an assessment if found in violation of the Code of Conduct. An assessment must be completed through an approved alcohol/drug treatment facility.

B. Recommendations

Upon the completion of the assessment program a recommendation will be made to the school administration.

C. Appeal Board

Appeals may be made on decisions regarding these matters. They will be handled by the school's administration.

XI. First Violation

Athlete will be denied participation in the specified number of contests as follows:

2 regular season/tournament contests - football, boys and girls' cross country, wrestling, boys' and girls' track, and boys and girls' soccer.

4 regular season/tournament contests - volleyball, golf, boys and girls' basketball, baseball, cheerleading, and softball.

Denial of participation in athletic contests may carry over into the next sports' season. (e.g.-If only 2 games remain in the volleyball season, and the athlete is suspended for 4 games, the athlete will be denied participation in the first 2 games of the next sports season in which he/she participates.) The athlete must complete the season in order to count contest toward game suspensions. Each season is defined as beginning on the first day of scheduled practice as established by the Ohio High School Athletic Association. Any addition to the team roster after that date must be approved by the administration.

XII. Second violation

The athlete will be denied participation in all athletic activities for the one calendar year. The athlete will also forfeit all school-sponsored athletic awards and rights to being nominated for conference and state awards during the period of denied participation.

XIII. Third violation

The athlete will be denied participation in any interscholastic sport for the remainder of his/her high school career.

XIV. Requirement for returning to athletics

In order for an athlete who has been denied participation due to alcohol/drug/tobacco use to return to the athletic program, he/she must complete the assessment program. A written report indicating the athlete's successful completion of the assessment must be presented to the building principal before participation can resume.

XV. Due Process

The athletic administrator will meet with the student-athlete to review the complaint. Based on the review of the facts in this meeting the decision will be made by the athletic administrator to deny participation or not to deny participation. The student and the parent/guardian will be notified in writing if the decision is to deny participation. The athlete may appeal this decision to the principal. The athlete's appeal must be in writing and submitted to the building principal within 48 hours after receiving the written notification from the athletic administrator or the right of appeal will be waived. The final authority to deny participation rests with the building principal. Until a decision is reached on the appeal, the student will be denied participation.

STRUCTURE OF THE ATHLETIC PROGRAM

Athletic Board

The Athletic Board will be composed of the high school principal, the athletic administrator, athletic director(s), the head coaches of each sport, and a Board of Education representative.

Athletic Program

The Crestview Athletic Department assumes the responsibility of providing equipment, supervision, and competition as facilities allow for every interested athlete in the school system.

Good citizenship and scholarship are paramount at all grade levels.

III. Team Sports

To ensure continued development in the skills necessary for team sports, the athletic department provides an adequate and challenging schedule for each grade group.

1. Middle school—seventh and eighth grades only

2. Freshmen schedule—for freshmen athletes only
3. Reserve schedule
4. Varsity schedule

B. The continuity of the program is not to be disturbed except in the cases of:

1. A freshman athlete having the physical and emotional maturity and experience to be a regular on the reserve or varsity team.

COACHING GUIDELINES--THE COACH'S CREED

As a professional educator, I will:

Exemplify the highest moral character, behavior, and leadership.

Respect the integrity and personality of the individual athlete.

Abide by the rules of the game in letter and in spirit.

Respect the integrity and judgment of sports officials.

Demonstrate a mastery of a continuing interest in coaching principles and techniques through professional improvement.

Encourage a respect for all athletics and their values.

Display modesty in victory and graciousness in defeat.

Promote ethical relationships among coaches.

Fulfill responsibilities to provide health services and an environment free of safety hazards.

Encourage the highest standard of conduct and scholastic achievement among all athletics.

Seek to promote good health habits including the establishment of sound training rules.

Strive to develop in each athlete the qualities of leadership, initiative, good judgment, and sportsmanship.

COACHING MILESTONES-RECOGNITION BY CHS ATHLETIC DEPARTMENT

The Crestview Athletic Department is proud to recognize its varsity team coaches who achieve coaching milestones. A presentation will be made to the coach during a varsity football or basketball game. With that in mind, coaches will be recognized in the following manner for victory totals:

Baseball, Basketball, Soccer, Softball, and Volleyball:

200 wins—7x9" plaque with the date of 200th win recognized

300 wins—8x10" plaque with the 100th, 200th, and 300th wins recognized

400 wins—watch or ring

500 wins—watch or ring (opposite of 400 wins recognition)

Cross Country, Golf, and Track: years of service

10 years—7x9" plaque

20 years—8x10" plaque

30 years—watch or ring

Football:

75 wins—7x9" plaque with the date of 75th win recognized

150 wins—8x10" plaque with the 75th and 150th win recognized

225 wins—watch or ring

It is the responsibility of the coach to notify the athletic department when victory milestones are achieved.

COACH'S CONDUCT

Coaches will refrain from use of tobacco during practice and athletic contests.

There will be no profanity toward players, officials, and/or the crowd in an athletic contest. Coaches are representatives of the school district both in and out of season and should also conduct themselves in a professional manner via all forms of media (social, print, digital, video, audio, etc.) and refrain from commenting in a negative way about athletes, contest outcomes or officiating or other topics that may be detrimental to Crestview.

JOB DESCRIPTIONS--DUTIES AND RESPONSIBILITIES FOR COACHES

I. Head Coaches

The head coach is the coordinator of his/her total program (elementary through varsity levels) and must cooperate with the administration and the athletic department to promote the best interests of the athletic program.

Duties:

1. Before the first of mandatory practice for any high school or middle school sport all Head Coaches must verify that each member of their team has a FinalForms account and each athlete and a parent has completed all the necessary requirements (forms) for the account before the athlete is permitted to practice.
2. Unify methods of coaching and techniques to be used throughout individual sports program.
3. Assist in team publicity (before, during and after season).
4. Maintain an athletic file of individual and team performances and records.
5. Inventory all equipment at the end of each season.

A. Inventory should include the following:

1. quantity and quality of all equipment
2. equipment needs for the following year:
 - a. replacement items
 - b. additional equipment
 - c. equipment needing repair or reconditioning
6. Assist in athletic booster activities, meetings, and events.
7. Aid in selection of coaching staff assignments.
8. All requests for purchase of equipment and supplies must be submitted to the athletic administrator. Keep purchase within budget of sport.
9. Shall cooperate with all administrators, custodians, bus drivers, and maintenance personnel in use, cleaning, maintenance and security of buildings, grounds, equipment

and busses. Locker rooms to be used must be cleared one hour prior to start of a scheduled athletic contest.

10. Submit a complete roster to the athletic department after the first week of practice.
11. Check athletes' physical forms in the athletic office before the first day of practice. Collect any completed physical forms before the first practice. Physical cards will be kept in the athletic department office.
12. Serve as an official member of the Athletic Board.
13. The head coach shall see that all equipment is stored properly with the guidance of the athletic directors.
14. Schedule pre-season scrimmages and notify athletic department.
15. Recommend schedule changes.
16. Select student and statisticians, as well as clock manager, scorebook keeper, videographer, and any other game personnel that are needed.
17. Accompany team on all out-of-town trips and ensure proper supervision while in transit.
18. Supervise freshmen and middle school school programs.
19. Be available for athletic duties and meetings at all times during the school year.
20. Complete evaluation of assistant staff. Meet with staff members. File copy with athletic administrator.
21. Report injuries to parents and athletic department, which require hospital or doctor care.
22. Submit list of award winners and awards to be given at close of season.
23. Submit team records and scores at completion of all teams in your program—file a copy and submit one copy to athletic department.
24. File transportation forms (bus transportation) at beginning of season Notify athletic administrator of any changes in departures or cancellation of contest.
25. Submit practice schedule in reasonable time frame as to allow the athletic administrator to create a master schedule. Follow the master schedule and notify the athletic department of any changes that need to be made.
26. Communicate and inform assistant coaches and middle school coaches of any news or developments that the athletic department informs the head coach about.

II. Assistant Coaches

1. The assistant coach is directly responsible to the head coach. He/she is responsible for carrying out each specific assignment as a part of the total staff.
2. The assistant coach shall do the following:
 - Attend pre-season meetings
 - Accept responsibility either as a scout or a coach the night of a game.
 - Help with the inventory and control of equipment (before, during and after season).
 - Serve as head coach in the absence of the head coach.

Coaches

1. Volunteer coaches may be deemed needed by head coaches on a case by case basis.

2. Volunteer coaches shall be responsible to the contracted coach for which they work.
3. Volunteer coaches shall abide by applicable policies and regulations of the Crestview Board of Education.
4. Volunteer coaches are to submit to BCII background checks, must obtain Pupil Activity Supervision permit and current CPR card, and must complete the fundamentals of coaching class. One volunteer coach per staff, grades 7-12, will have BCII & FBI background checks and fundamentals of coaching class paid for by the board of education.
5. Volunteer coaches are not to be supervising student-athletes alone at any time.
6. Volunteer coaches may not under any circumstances communicate with officials, coaches, or players of the opposing team in any official capacity unless approved by the athletic administrator and/or principal.
7. Volunteer coaches may not provide statements to the press or any other news media on behalf of the school.
8. Volunteer coaches must agree to conduct themselves in such a manner as to present a positive image to the students with whom they are working. The volunteer must further understand that OHSAA guidelines are to be agreed to and followed.
9. All volunteers must observe all rules of conduct, dress codes, and behavior codes as are required of the professional staff members with whom they are associated and uphold the standard of behavior on the part of the student-athletes with whom they work.
10. A volunteer coach who becomes a contracted coach will not be granted any years of experience and will start at 0 on the supplemental salary schedule.
11. Any violation of the stated guidelines may lead to termination of said volunteer coach.

COACH/ATHLETE RELATIONSHIP

Our coaches should demand a great deal from our athletes. Only by so doing will our program lead to success. Athletes must be prepared to give and sacrifice in order to benefit from athletics.

Coaches, in turn, will give a great deal to the athletes. A relationship where each party is called on to give of oneself must be founded on trust and respect. The following statements are most important:

1. Coaches will notify athletes at the beginning of the season of all rules, regulations, game and practice schedules, and other information that will help avoid possible conflicts during the season.
2. Athletes will follow all such rules and procedures established by the coach, or face denial of participation.
3. When concerned or confused about such rules and procedures, the athlete will approach the coach as soon as possible for clarification and explanation. Athletes should not bring complaints or questions to the attention of others before the coach is asked for clarification and explanation.

4. The coach will respond to questions from athletes concerning such rules and procedures and explain when necessary the purpose and reasons behind the rules.

Use of the above strategies for open, honest communication will create the mutual trust and response necessary for the coach and athlete to work together for success.

COACH/PARENT RELATIONSHIP

Coaches and parents must have an open and honest relationship because each is directly involved with the athletes who are the center of the athletic program. This relationship should be characterized by the following:

1. Coaches will communicate with the parents at the beginning of the season and explain all rules, procedures, game and practice schedules, and other information the parents will need in order to help their child meet his/her obligations to the team.
2. Coaches will explain such rules and other information to parents when they need clarification. However, coaches will not meet with parents during a practice, a game, or other times when the coach has the responsibility of care for other students or athletes. Appointments should be made with the coach involved to discuss individual athletes.
3. Coaches should seek to be as cooperative as possible with parents when the parents have questions concerning the type of information referred to above. However, parents should realize that decisions concerning starting line-up, play calling, skill techniques, and other items are, by their very nature, the objective and/or subjective judgment of the coach.

Open and honest communication between coach and parent that follows the principles above will lead toward good relationships between parent, coach, and athlete.

GRIEVANCE POLICY

Any grievances athletes or parents have must be channeled through the following people in the following order:

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

SQUAD SELECTION

It is the philosophy of the Crestview Athletic Department that athletic participation be open to as many students as possible. However, due to the nature of some athletic programs, it is sometimes necessary to limit the number of athletes on a particular squad. When such squad selections are necessary, the following guidelines will apply:

1. The head coach, with the exception that whether or not a student participated in an off-season program will have no bearing on squad selection, will establish criteria for selections.
2. These criteria will be explained to all squad candidates at the very beginning of the season.
3. The coach will notify the athletes, in advance, of the date of the squad selections and of the approximate number to be kept on the squad.
4. Explanation of the selection procedures:
 - a. Coach will meet with all candidates.
 - b. Candidates will be told of their failure to make the team and why.
 - c. There will be NO list posted.

Athletes and parents should note that squad selection is, by its very nature, subjective in judgment. As long as the coach follows the principles listed above, the administration will not intervene.

ATHLETIC DEPARTMENT AWARD SYSTEM

Crestview athletes will be honored three times each year: fall, winter, and spring. Coaches will submit names of players, managers, and cheerleaders for awards to athletic department. Head coaches will be responsible for their awards program. The Crestview Athletic Department will award athletes as follows:

Varsity:

One chenille letter will be given for all sports. A sport indicator for each sport will be given for placement on letters for the first-year award in that sport. Second, third, and fourth year awards will be gold service bars. Statisticians and managers will receive a stat. or mgr. signifying varsity letter with a sport indicator being used for the first year in each sport and gold service bars for second, third, and fourth year awards.

Fall Sports:

Cross Country: 1. An athlete must earn a letter point for at least ½ of the scheduled meets.

2. Boys place in the top 7 (based on time) in at least ½ of the scheduled meets; girls place in the top 7 (based on time) in at least ½ of the scheduled meets.

3. Run a faster time than the middle placing team's #5 runner.

Golf: Score in one varsity match and/or participate in four varsity matches.

Girls' soccer: 1. Attend all scheduled games.

2. Play in a minimum of 16 halves.

3. In addition to meeting the minimum participation requirements, an athlete must be recommended by the coaches who have the right to take into consideration: general conduct, loyalty, sportsmanship, and overall contributions to the squad.

Volleyball: Play in a minimum of 1/3 of all varsity matches played in the regular and tournament season.

Football: Play in 15 quarters

Winter Sports:

Girls' Basketball: Play in 20 quarters at the varsity level.

Boys' Basketball: Play in 20 quarters at the varsity level.

Wrestling- An individual must earn a total of 20 points.

-1 point earned for every match, 2 points earned for placing in a varsity tournament, 3 points earned in playing in the league tournament.

Spring Sports:

Softball: 1. Catchers, infielders, and outfielders must play in a minimum of 1/5 (20%) of all innings played.

2. 1Pitchers must meet one of the following criteria:

a. Credit for winning three games.

b. Receive credit for winning one game and pitching a minimum of 16 complete innings.

c. Pitch a minimum of 23 complete innings.

3. In addition to meeting the minimum participation requirements, an athlete must be recommended by the coaches who have the right to take into consideration: general conduct, loyalty, sportsmanship, and overall contributions to the squad.

Track and Field:

1. Have **no unexcused absences** from practices, meets, or community service events.

2. Complete a minimum of 5 community service hours that are approved by the head coach.

3. Score 15 points in competition (dual, tri-meets, invitationals) **OR**

4. Compete in an event at the Regional or State tournament level **OR**

5. Be recognized as an outstanding team leader by the head coach at the end of the season. Factors include: positive mental attitude, reliability, motivating others.

Baseball: 1. Catchers, infielders, and outfielders must play in a minimum of 1/5 (20%) of all innings played.

1. Pitchers must meet one of the following criteria:

a. Credit for winning three games.

b. Receive credit for winning one game and pitching a minimum of 16 complete innings.

c. Pitch a minimum of 23 complete innings.

2. In addition to meeting the minimum participation requirements, an athlete must be recommended by the coaches who have the right to take into consideration: general conduct, loyalty, sportsmanship, and overall contributions to the squad.

Cheerleading: Complete the season on varsity competition, varsity football, and varsity basketball squad.

FOR ALL VARSITY SPORTS: 1) A letter may be granted to a student-athlete having fewer than the minimum participation requirements in cases involving injuries, weather, and loyal service. This will be approved through collective discussion of the head coach, his or her staff, and/or the athletic administrator. 2) A participation certificate will be granted to any varsity-only non-letter winning athlete.

Reserve:

First year reserve players will receive a JV patch. Second year junior varsity players will receive a JV pin. Third year JV players will receive a silver service bar.

Freshman:

Freshman participants will receive their numerals for the first high school sport in which they participate. A patch will be awarded to freshman participants.

Middle School:

They receive a certificate for each sport that they are involved. Individual awards are not granted to jr. high participants.

Crestview Scholar-Athletes: This award is presented to non-NWC sports participants only. The student-athlete must be a varsity letter winner and obtain a 3.0 GPA during the season in which athletic competition occurs. NWC and Crestview Scholar-Athletes are recognized through the following grading periods:

Fall Sports: First nine-week grading period

Winter Sports: Second nine-week grading period

Spring Sports: Fourth nine-week grading period

Special Awards

Coaches are permitted to award special awards for their sports for individual efforts. No middle school coaches may hand out special awards.

Forfeiture of Awards: A student-athlete forfeits receiving any and all awards when quitting a sport or being removed from a team.

FACILITY NAMING RIGHTS

Naming of facilities will be recommended under one or more of the following guidelines. The person under consideration is a

- 1) graduate of Crestview—Not eligible until 7 years after graduation

- 2) former coach at Crestview—eligible one year after retiring from the school; eligible after retired from coaching for 5 years or over the age of 60.
- 3) administrator at Crestview—follow same requirements listed under #2.
- 4) distinguished educator at Crestview—follow same requirements listed under #2.

JERSEY RETIREMENT

This honor will be designated for a former Crestview student-athlete who has made it to the pinnacle of a sport, which will be defined as playing American professional sports (NFL, NBA, WNBA, MLB) or making and competing in Olympic competition.

Recognition: The athlete will be recognized at a Crestview athletic event that will be determined by the honoree, coach, and athletic department. The athlete will have his/her picture and jersey and an inscription of athletic accomplishments posted near the Hall of Champions outside of the gymnasium.

If convicted of a felony or in any way bringing disfavor to Crestview Local Schools, the athlete's aforementioned recognition may be subject to removal at the discretion of the Crestview administration.

HALL PICTURE CRITERIA

The following policies have been adopted in regards to a student-athlete receiving his or her picture in the hallway outside the gymnasium:

I. ATHLETIC

A. Team picture—The team must place in the top four in OHSAA-sponsored state competition in team standings.

1. Picture will be the size of those currently on the wall.
2. Team pictures will be placed on the west wall of east hall by the gym.

B. Individual picture—the individual must be recognized as a champion in OHSAA-sponsored state competition.

1. Picture will be 11x14 in size.
2. Individual pictures will be placed on the west wall of east hall by the gym.

C. Individual or small groups (relay teams).

1. All-Ohio selection by competition or by vote (1st and 2nd team) CC—top 25 finisher; Track—top 8 finisher)
2. Picture will be 8x10" in color.
3. Qualifiers are to provide picture.
4. Pictures will be placed on east wall of east hall by the gym.

D. Those who receive All-Ohio 3rd team, special or honorable mention All-Ohio, or another so titled State athletic honor will have a 5x7" picture placed on the north wall opposite of the northeast concession stand.

E. The student-athlete will be recognized for his or her highest level of achievement in any one sport. For example, for a student-athlete who earns honorable mention all-state his or her junior year and All-Ohio his or her senior year, he or she will be recognized on the All-Ohio wall only by picture, but all state recognition information will be placed on the wall plate.

II. ACADEMIC

A. Team picture—Top four in state competition

1. This includes scholastic bowl, science Olympiad, and FFA judging teams (small group).

2. Picture will be 8x10" in color.

3. Pictures to be placed in lower hall of new addition.

B. Individual or small group (team of two in scholarship tests)

1. Top four in the state on Ohio Scholarship Test or Vocational test.

2. National Merit Program—Commended, Semi-finalist, and Finalist.

3. All-Ohio Band or Chorus or Athletic (only if not selected as a player or team as stated above) (CC and Track same as above).

4. Pictures will be 8x10" in color.

5. Pictures to be placed in lower hall of new addition.

1. III. DENIAL/REMOVAL OF ALL-OHIO RECOGNITION

1. Removal of a picture already on the all-Ohio wall(s) is a board of education decision. The athletic board can and should offer its opinion to the board through the principal and athletic administrator and work together with the board of education sports representative.

2. During a season when a bad choice/first violation is committed where denial of participation in games occurs, a student-athlete reinstated to the team will be eligible for awards and is eligible for all-Ohio recognition.

3. A second violation where denial of participation occurs will result in the following of current Crestview Code of Conduct restrictions where all awards/recognition during the season and/or time of denial of participation are forfeited is implemented.

4. When an all-Ohio award is earned by an underclassman and then said student-athlete commits a violation in a later year/season, the student-athlete will still be recognized for all-Ohio status as earned during the season of recognition when no violation occurred. The exception to this recognition would occur if the violation is at a level that the board of education is involved and the points made under #1 above come into play.

4. STANDING COMMITTEE

A. Any decisions that cannot be made by this policy will be presented to a committee consisting of the principal, athletic administrator, and a member of the athletic council.

TROPHY CASE ROTATION/UPKEEP

- I. All state championship and state runner-up trophies will be permanently displayed in the large north case in the hallway by the Knight door.
- II. Each high school team's current year's trophy(ies) will be put in the large north case in the hallway by the Knight door for a period of one year.
- III. For the next two years, these trophies will be displayed in the two smaller south cases across from the large north case by the Knight door.
 - A. Exception: Invitational trophies are to be moved to the team case after one year and are not to be put in the south cases.
- IV. Middle school team trophies are to be put in the south cases for one year.
- V. When space is needed in a team's trophy case, the trophies will be taken apart and the plate will be mounted on a board in the back of the case.
- VI. The only trophies that are protected from being disassembled are regional and state trophies.
- VII. It is the coach's responsibility to remove his or her last trophies from the south trophy case and place them in his or her team trophy case.
- VIII. It is the coach's responsibility, when space is needed, to return the oldest trophies to the athletic department to be taken apart and have plates mounted.
- IX. The case designations are as follows:
 - A. North hallway by superintendent's office:
Boys and Girls' basketball, Boys and Girls' Cross Country, Football, Volleyball, Boys and Girls' Track, Boys and Girls' Soccer, and Softball.
 - B. Case in hallway outside of gym by Ray Etzler wall plaque:
Older regional and state trophies.
 - C. Two cases south of high school office and north of auditoria:
Golf, Baseball, Wrestling, and Cheerleading.

GYMNASIUM BANNER RECOGNITION

- I. Recognition of teams and individuals of OHSAA-sponsored sports only will occur on the southern gymnasium wall.
- II. Recognition of teams and individuals of OHSAA-sponsored state championship sports only will occur by picture on the northern gymnasium wall above the stage.

EQUIPMENT/UNIFORM ROTATION

Uniform Design and Style

To enable the athletic department to project uniform purchases over a span of years and to ensure each team the best possible equipment, the department has established:

- A. School colors are blue, white, and red
- B. Uniforms of all Crestview teams shall be of these colors. Any variation must be pre-approved by the athletic administrator and the high school principal.
- C. The head coach is required to secure a minimum of three bids for team uniform purchases for presentation to the athletic administrator.

Five-year Uniform Rotation

- 2013-2014 BK/FT Cheerleaders/Soccer/Golf/Varsity & JH Girls' Basketball
- 2014-2015 Varsity Football jerseys
- 2015-2016 Varsity & JH Softball/Track
- 2016-2017 Varsity & JH Volleyball; Varsity & JH Baseball; Varsity & JH Boys' Basketball
- 2017-2018 Varsity football jerseys and game pant (as needed); Varsity & JH Cross Country
- 2018-2019 FB/BK Cheerleaders; Soccer; Golf; Varsity & JH Girls' Basketball
- 2019-2020 JH Wrestling, HS Wrestling, 8th grade boys/girls basketball
- 2020-2021 Varsity Football jerseys and game pant (as needed); Varsity & JH Softball; Varsity Track
- 2021-2022 Varsity & JH Volleyball; Varsity & JH Baseball; Varsity & JH Boys' Basketball (Push back because of 2020-2021 8th grade orders)
- 2022-2023 Varsity & JH Cross Country
- 2023-2024 FB/BK Cheerleaders; Soccer; Golf; Varsity & JH Girls' Basketball
- 2024-2025 Varsity Football jerseys and game pant (as needed)
- 2025-2026 Varsity & JH Softball/Track
- 2026-2027 Varsity & JH Volleyball/ Baseball/Boy's Basketball
- 2027-2028 Varsity Football and game pants (as needed or new?)
- 2028-2029 FB/BK Cheerleaders; Soccer; Golf; Varsity & JH Girls' Basketball

Purchase of Equipment

Members of the coaching staff must make requests for equipment through the athletic administrator. The athletic department must sanction all equipment purchases. Unauthorized purchases become the responsibility of the purchaser.

The booster club or any group or organization will not purchase equipment without prior consent from the athletic administrator.

All major purchases shall have approval of the athletic administrator before ordering. Coaches shall provide cost on items that they can provide. Once notified of items to be bid, it shall be the responsibility of the merchant to notify coach of bid prices.

Care of Equipment

All uniforms are completely washable. Arrangements should be made to assure clean equipment at all times. Each coach is responsible to see that his or her equipment is clean.

Uniform tops are not to be worn to school on any day except on game/match day by participating student-athletes for the following sports: football, soccer, and golf. Any damage done to the uniform not incurred during game use such as food stains, etc., will be assessed to the student-athlete using the uniform. If these problems are not found in a timely fashion, sport moneymaker funds will be used to fix/replace the uniform. The head coach of the program retains the right to not have uniforms in these programs worn to school to ensure longevity and cleanliness of the uniform for game/match play.

ATHLETIC DEPARTMENT PASS POLICY

Scheduling of athletic contests will be under the direction of the athletic administrator. Tickets for games will be made available and under the direction of the athletic department. Rules for distribution of tickets and passes will be according to the following:

2. No admission charge to an athletic contest will be made for attending team physicians, working game crew personnel, and field maintenance.
3. Each paid coach shall receive two season passes which includes two complimentary reserved seats at both varsity football and varsity boys' basketball.
4. All high school students participating in a sport will be admitted free to middle school and high school sporting events during that season.
5. All middle school students participating in a sport will be admitted free during that season only to other middle school events.

6. Senior citizens 65 or older are eligible to purchase a Golden Buckeye card pass to all Crestview Athletic events with the exception of varsity football and varsity boys' basketball for \$20.
7. Each board of education member, the superintendent, and building principals shall receive two complimentary reserved seats at both varsity football and varsity boys' basketball.
8. Crestview faculty and staff are admitted free to home contests. If a reserved seat is desired, faculty and staff may purchase that seat for \$10.

Other Passes

The athletic department will issue NWC passes to coaches who are in-season. No more than 30 passes for football and 30 passes for boys' basketball can be utilized at a given game. Scouting passes will be given to each head coach to be utilized by coaching staff members only. Violation or abuse of the policy may result in coaches forfeiting rights to league passes.

TRANSPORTATION POLICY

Athletes' Travel

All athletic teams and coaches will travel in Board-owned vehicles to and from practices and competitions unless prior approval is granted by one of the following: the high school, middle school principal or the athletic administrator. Under no circumstances will students be approved as drivers for the transportation of athletic teams.

The head coach and assistants will assume all responsibility for conduct and discipline. Dress must be appropriate. Manners in public restaurants must be exemplary and any member of a traveling team who might conduct himself in such a manner as to cause a poor reflection on himself or others will be subject to dismissal from the team.

Coaches should have definite time for starting a trip.

Requests for transportation should be submitted at least two weeks prior to the beginning of the season.

Forms requesting bus transportation should first be given to the athletic administrator for approval. The athletic department will forward the form to the transportation department. In case of last minute change, the coach must notify the athletic department immediately.

Summer Transportation

Since Board-approved coaches are prohibited from transporting students in their personal vehicles due to liability concerns, coaches can apply to use school transportation during the summer out-of-season schedule. The driver will be paid out of a sport's moneymaker fund. Additionally, the following are also acceptable modes of summer transportation:

1. Parents transporting athletes
2. An athlete transporting himself/herself

COACHING CLINICS/STATE TOURNAMENT POLICY

State Tournament Expenses (Team/Athlete Participation)

Coaches and athletes participating in state tournament will have room expenses paid. When more than one athlete attends, rooms will be shared. 2 coaches per hotel room. The athletic administrator will set meal reimbursement each year in accordance with OHSAA set-standards. Expenses will be paid as long as athletes are participating, when they need to arrive a day early, or when participation is too late to return the day of the event.

*This includes District wrestling competition since it is a back to back 2 day competition and will be approved by the athletic administrator and high school principal before making accommodations.

State Tournament/Coaching Clinic Policy (Coaching Staff Attendance Only)

General

Head coaches will receive two professional days. Assistant coaches (sports teams grades 9-12) will be allowed one professional day. Athletic administrator must approve all clinics. Request for absence from school must be filed with principal for his approval ten (10) days prior to requested day. The principal must approve more than one day for clinics (transportation, time, etc.). Athletic professional development cannot be counted towards hours needed for professional or staff development hours in regards to teaching assignment.

***Any other professional day allowance must be approved by the athletic administrator, principal, and superintendent and will be limited to school absences needed to fulfill obligations which recognize the head coach and Crestview for Hall of Fame and state all-star team coaching selection

Professional Days

A. Varsity head contracted coaches (paid) who are members of the certified staff may use up to 2 professional days to attend clinics/state tournament per sport.

- B. Assistant/JV high school contracted (paid) coaches who are members of the certified staff may use 1 professional day to attend clinics/state tournament per sport.
- C. Volunteer coaches and middle school coaches are allotted no professional days. If they wish to attend clinics/state tournament and are employed by Crestview, they must use personal days.
- D. Coaches using professional days to attend clinics/state tournament are expected to maintain professional conduct during school hours.
- E. The athletic administrator and high school principal may use up to two professional days per sport to attend state tournaments. If these parties are taking family members and/or attending for personal entertainment, professional leave may not be used.

Registration Fees/Tickets

- A. Contracted (paid) coaches of high school teams (9-12) will have their registration/tickets paid for by their individual sports' budgets from the Athletics' General account. Sports' budgets allow for high school coaches to attend EITHER a clinic or state tournament for that school year.
- B. Volunteer coaches or middle school coaches' registration/tickets may be paid for out of the individual sports' money maker account or at their own expense.
- C. If tickets for the state tournament are purchased for any person who is not a volunteer coach or MS/HS coach, that person will reimburse Crestview Athletics for the cost of his/her ticket.
- D. All tickets purchased from either the athletic budget or money maker account should be returned to the athletic office, which in turn, gets turned in to the treasurer's office.
- E. If using professional leave days, tickets for the athletic administrator and high school principal will be paid for from Athletics' General (1 set of tickets per person per sport).

Lodging

- A. Contracted (paid) coaches of high school teams (9-12) will be allotted 1 hotel room per night per 2 coaches attending clinic/state tournament unless gender of coaches dictates additional rooms. The number of nights will be indicated by the number of days coaches are attending clinic/state tournament (for example for a two-day clinic, one night in a hotel would be covered; for a three-day state tournament, two nights would be covered).
- B. Volunteer or middle school coaches may lodge with contracted high school coaches as gender dictates. Additional rooms for these coaches may be purchased from the money maker account if necessary after discussion with the athletic administrator.

Transportation

If the school van or car is available, coaches may sign that out by contacting the district administrative assistant. Per the athletic handbook, mileage can be reimbursed from money maker account if no school vehicle is available.

Meals

Will follow the contracted agreement of \$20 per day for an overnight stay per paid coach.

COACH EVALUATION POLICY

The Crestview High School Athletic Department has implemented an evaluation program for all coaches and the athletic director. With the cooperation, assistance, and consent of coaches, an evaluation instrument has been established. Separate individual forms will be used for head coaches, head coach evaluation of assistants, head coaches and principal evaluation of the athletic administrator.

The following procedures have been adopted:

Head Coaches

1. The athletic director will complete evaluation.
2. Director of athletics will review evaluation with head coach.
3. Head coach will sign evaluation form.
4. Head coach will have opportunity to disagree with evaluation and state reasons for disagreement.
5. Copies of evaluation will be provided for the head coach, athletic administrator, and principal.

Head Coach Evaluating Assistants

1. Head coach will complete evaluation of his assistants.
2. Head coach will meet with assistant coach to review evaluation.
3. Assistant coach will sign evaluation, with opportunity to state in writing any disagreements with evaluator.
4. Copies of signed evaluation will be provided to the assistant coach, athletic administrator, and principal.

SUPPLEMENTAL CONTRACTS/COACHING STAFFS

Following is a synopsis of the foundational organization of supplementals in the Crestview Athletic Department:

Event Managers—Multiple

Baseball—5. (Head, JV, Assistant, 8th, 7th)

Boys' Basketball—7. (Head, Assistant, JV, 9th, 8th, 7th, Mini-Knights)

Girls' Basketball—7. (Head, Assistant, JV, 9th, 8th, 7th, and Mini-Knights)

Cheer—6. (HS Football, Competition, MS Football, JV/V Basketball, 9th Basketball, MS Basketball)

Cross Country—3. Head, Assistant, MS)

- Football—9. (Head, JV-3, 9th-2, MS-3)
- Golf—2. (Head, Assistant)
- Soccer—2. (Head, Assistant)
- Softball—5. (Head, Assistant, JV, 8th, 7th)
- Track—6. (Head, Assistant-3, MS-2)
- Volleyball—5. (Head, Assistant, JV, 8th, 7th)
- Wrestling—4. (Head, Assistant, MS-2)

**CRESTVIEW INDIVIDUAL WORKOUT POLICY
REVISED FROM OHSAA POLICY**

As it relates to the OHSAA approving individual workouts beginning on September 3, 2013, let it be proposed that the Crestview athletic department implement the following parameters concerning individual workouts above and beyond what is stated in the OHSAA policy:

1. Individual workouts will not be permitted to occur for student-athletes who are in season for out-of-season sports. In-season is defined by the first day of a season as indicated by OHSAA policy until the team is eliminated from tournament play.
 1. Open gym where student-athletes are not coached and no coaching of any players occurs will still be permitted and in-season athletes are allowed to attend. Individual player development cannot occur during open gyms. In-season athletes may attend one open gym per week.
 2. Individual workouts will not be permitted to occur with middle school athletes.
 3. Individual workouts with student-athletes will be limited to a total of two workouts per week total and for a total of 2 hours per week per student-athlete. This means a winter and spring student-athlete who does not participate in a fall sport can only attend a total of two workouts for both sports combined. Again, the # of workouts (2) and time limit (2 hours) does not include open gyms or weightlifting.

FUND EXPENDITURES

#	Item	Fund	Note
1.	Awards	Budget	Not to exceed \$125 for each gender of sport
2.	Entry Fees	Budget	
3.	Equipment	Budget	Specific program equipment only
4.	Uniforms	KPC/Uniform/A G	If allotted money spent, can use MM
5.	Team Clothing (athletes)	MM	

6.	Team Meals	MM	
7.	Game Event Staff	MM	Those receiving gift cards must sign a form indicating they have received the item.
8.	Coaching Attire—Paid Coach/Ath. Office	Budget	\$45 per coach per season; (overages may come from MM w/ Ath Admin Approval). \$45 per Ath. Secretary, Ath Admin and HS principal (once a year).
9.	Coaching Attire—Volunteer	MM	\$45 per coach per season
10	Repairs/Reconditioning	Budget	
11	Coaching Association Memberships	Budget	One membership per coach per season
12	Clinic/Conf & State Tourney Registration & Lodging	Budget	This covers only coaches in grades 9-12. Any MS or Volunteer coaches must be paid for from MM. See section with regards to Clinic/State Tourney policy for details
13	Game Security	AG	
14	Game Transportation	Budget	Drivers only. Flat rate of \$15 for coaches who drive bus.
15	OHSAA Tournament Tickets for JV Players, Cheerleaders, and other game personnel not pass lists.	Budget	
16	Medical Supplies	Budget- AG	Trainer is in charge of ordering supplies upon approval of the athletic admin.
17	Officiating Costs	Budget (Fixed)	
18	Ticket Taker Costs	AG	
19	Flower/Memorials for athletic department	AG	Coach's immediate family including his/her parents/siblings/in-law's
20	Facility Improvements	GF	Could split with AG or KPC as well
21	CPR/Pupil Activity Permit Class/Fingerprinting	CPR- Board Paid PAP Class- AG Fingerprinting- Board Paid	PAP Certificate is coach paid; One volunteer per program is eligible for board payment of BCI/FBI fingerprinting.
22	Regional Meal Reimbursement	Budget	\$15 will be allotted by the athletic department per player/manager/state/cheerleaders/contracted coach. Any meal expense above this allotment will be paid by sport's MM.
23	State Level Meal Reimbursement	AG	\$20 will be allotted by the athletic department per

			player/manager/state/cheerleaders/contracted coach. Any meal expense above this allotment will be paid by sport's MM.
24	Coaching Class	AG	This one-time class is required by all coaches per the OHSAA will be paid for by athletic department for all paid coaches at the rate of \$65 per coach. Each program will be allowed one volunteer coach be paid from ath. dept.

MONEYMAKER POLICY FOR INDIVIDUAL SPORTS

Each sport has the privilege of raising money for its program for the purpose of providing funds for various team activities/rewards. These may include, but are not limited to, summer activities (games, camps, leagues), rewarding of athletic achievements as established through team goals, food/meals, and the purchasing of equipment/practice gear and/or awards during the sports season not covered by the athletic budget. **Middle School Athletic teams are prohibited from participating in either "in-house" or "out-of-house" fundraising.**

Each coach may have what is deemed to be one "in-house" fundraiser and one "out-of-house" fundraiser.

An "in-house" fundraiser is considered to be of the nature of providing a service to a planned event or to the community in some fashion. This would include a car wash, tournament, student-athlete supervision at specified events, etc. An "in-house" fundraiser is one where there is not overt solicitation by team members to the community.

An "out-of-house" fundraiser is by nature, the opposite of an in-house fundraiser and is basically defined as that which raises money by asking community members to provide cash for provided services, purchased items, marathon-type activities, raffles, etc.

It should be the goal of each program to focus on "in-house" fundraisers and eliminate "out-of-house" fundraisers whenever possible. "Out-of-house" fundraisers tend to be directed at parents and family members who are already supporting the student-athlete financially so he/she can compete. All "out-of-house" fundraisers are to be executed during the time of competition for that particular sport's season. Raising funds during another sport's season through "out-of-house" procedures is prohibited. Our student-athletes should not be asked to focus on another sport during their current season.

A sports team does have the right and is encouraged to participate in extra "in-house" fundraisers if they become available and no other program is available or desires to take said fundraisers. If this occurs, that sports team may be able to drop any "out-of-house" fundraiser they are performing, but does not necessarily have to.

Forms must also be completed for ANY fundraiser and the following procedure is to be followed:

1. A **Sales Project Potential** form is to be obtained from the athletic department **before** the fundraiser begins. The top section must be filled out and signed by the coach and myself.
2. If you are going to purchase anything or need to pay money up front, a purchase requisition must be completed.
3. All funds collected are to be turned in to the athletic office within 48 hours of receipt of those funds with source documentation. The athletic department can and is very willing to accept partial deposits to your overall fundraiser as they come in.
4. The remaining portion of the **Sales Project Potential** form must be completed and turned in when your fundraiser is completed

MISCELLANEOUS

Gym Availability

A sport in season shall have first use of scheduling of the gym. Spring sports may start after school following the elimination of basketball teams from tournament. The athletic department will schedule gym use for practice for all sports.

One Sport One Season

A student may be a member of no more than one interscholastic team at any one time. Exception: The soccer and football programs may share athletes who are going to be used as kickers/punters in football. The athlete must declare a primary and secondary sport, and any code of conduct violations will be penalized equally in both sports.

Senior Student-Athlete Restrictions

Exceptions may be made for student-athletes running cross country or playing golf.

A senior student athlete would only be permitted to participate in a Junior Varsity contest if the following guidelines are met and approved by the High School Principal and Athletic Administrator:

1. This is **highly discouraged** and should **only** be used for extenuating circumstances.
2. Communication from the head coach and approval from the athletic administrator and high school principal is to occur prior to moving forward with this option.
3. Said senior student athlete(s) must consent to participate at the junior varsity level.

4. Established implementation of this option as to whether this is a contest-by-contest or full season plan must be communicated to all involved.
5. The varsity coach is required to submit a written outline of the implementation plan for the season which details the communication to parents and selection of senior athlete(s) that would participate.
6. The said senior student athlete(s) participation is to be communicated to the parents or guardians on a contest-by-contest basis. The concept is to be communicated by the varsity coach to all student athlete(s) and parents/guardians of members of said program involved at the "Meet the Team" meeting at the start of the season.
7. All junior varsity players are to participate before said senior player(s) in each contest. Student athlete(s) participation on the contest would be at the discretion of the contest coach.
8. Underclassmen cannot be cut from a team with a desire to have a senior participate in junior varsity competition.

Out-of-Season Fitness Programs

In order to develop a better understanding of our entire athletic program, it is necessary to establish some guidelines governing out-of-season fitness programs for athletics. The overall governing body is the Ohio High School Athletic Association and there should be no activities contrary to the O.H.S.A.A. constitution and rules.

Senior Night

If coaches request this for their program, the responsibility to organize names and inform parents is that of the coach. Only seniors are to be recognized and any flowers/materials for the evening are to be borne by the coach's moneymaker fund. Parents of senior participants will be admitted free for program.

Post-Season Practice and Sports' Seasons

There shall be no practice in a sport once the season is complete. Seasons in high school and middle school shall be either the last scheduled regular season contest, or elimination from tournaments. Seasons will begin on allowable date set by the Ohio High School Athletic Association.

Exceptions would be to athletes who are participating in all-star contests and invitationals.

Practice Sessions

1. There will be no sessions of any kind or type on Sunday unless the athletic administrator has granted prior permission.
2. There shall be supervision and/or control at all times when boys and girls are in locker or shower room, on the field, in the gym, and in the hallways before, during, and after practices.

3. Athletic conditioning programs may be held prior to regular practice sessions. They must be supervised at all times by members of the coaching staff. Anyone may participate in these programs.
4. There will be no practices on Thanksgiving Day, Christmas Day, New Year's Day, along with no practice on Christmas Eve after 12 noon unless approved by administration.
5. No running in the high school halls prior to 3:30 p.m. is allowed on days that school is in session. The elementary hallways are off limits.
6. In the event of cancellation of school, practices are allowed if traveling conditions have improved. The decision to practice shall be made by the administration. Practice on cancellation days cannot be mandatory.
7. Practice at the jr. high level on cancelled days:
 - A. If no game or contest is occurring within the next two days, and other practice time will be available before the next contest, it is highly recommended that practice is cancelled on the day of cancellation.
 - B. No jr. high practice is to start before 1:30 p.m.
 - C. Practices on such days cannot be mandatory and this is to be made clear to athletes and parents.
8. Coaches are to meet with players and parents prior to the start of their season to cover rules, obligations, and expectations for the season.
9. Practice sessions starting dates will be no sooner than allowable dates set by the Ohio High School Athletic Association.
10. Coaches are responsible for ensuring that all student-athletes have left the facilities following practice.
11. On Wednesdays after 3 p.m there can be middle school practices till 4:45pm but **no youth practices (voluntary or otherwise)** and all high school teams must be out of the building by 6:30 p.m. The Wednesday moratorium for middle school students does not apply to those students in grade eight preparing for the following school year's football season, as weightlifting is crucial to the student-athletes safety and success. While youth sports are not under the jurisdiction of Crestview Athletics, per athletic policy, facilities are not available to students in middle school and elementary on Wednesdays. Practice sessions should not exceed two hours for middle school students and 2 ½ hours for high school students.

Quitting A Sport

1. If a player is cut before the first interscholastic contest, he or she may go out for another sport.
2. If an athlete quits a sport after the first interscholastic contest, he or she may not participate in another sport until the end of the season of the sport that he or she quit. Exception: an athlete left a sport for medical reasons and is later cleared to resume activity.
3. If an athlete quits a sport before the first interscholastic contest, he or she may go out for another sport only if both coaches consent.
4. An athlete denied participation in a sport for disciplinary reasons is not eligible for participation in any other sport during that same sports season.

5. A student-athlete forfeits receiving any and all awards when quitting a sport or being removed from a team.

CRESTVIEW ATHLETIC COMPLEX EMERGENCY PLAN

As most of our fall and spring sports use our athletic complex, it is imperative that all coaches are aware and are able to follow through when a crisis presents itself. Below is a listing of information that each coach should review prior to each fall and/or spring season.

1. Communication: Even though cell phones are prevalent in today's society, a land line is located in both press boxes. Users are reminded that one must dial 9 first to reach an outside line. It should be determined by the coaching and/or athletic department staff when 911 should be called. **Emergency contact numbers: Austin Fleming 419-605-2016, Dave Bowen 419-203-8934 and Trent Kreisler 419-203-7195.**

2. Emergency Medical Forms: Again, each coach should have with him/her all emergency medical forms for the student-athletes' under his/her supervision. It is advised that these forms are kept in the medical kit which should be on site at all times.

3. AED locations: The AED for the **athletic complex** is room next to the concessions stand (ice machine room). The coaches' key allows access to this room. The AED location for the **HS gym** is outside the NE double doors and to the left. The AED location for the **MS gym** is right inside of Door #7 and beside the ELEM gym entrance.

4. Thunderstorm/Lightning protocol: The OHSAA adopted-policy is to be followed both during PRACTICE and games. While game officials implement the policy when the contest has started, it is imperative that coaches follow the OHSAA policy during practice as well. SAFETY must come first for our student-athletes and coaching staffs.

--OHSAA 30 minute rule: Competition or practice should be suspended once lightning has been recognized or thunder is heard. It is recommended to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard prior to resuming practice or competition. Given the average rates of thunderstorm travel, the storm should move 10-12 miles away from the area. This significantly reduces the risk of local lightning flashes. Any subsequent lightning or thunder after the beginning of the 30-minute count shall reset the clock, and another count shall begin.

-- When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device. *At night, under certain atmospheric conditions, lightning flashes may be seen from distant

storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

5. Inclement weather shelter: When inclement weather is eminent, student-athletes, fans, and coaches should be sheltered in the bathrooms and locker rooms of either the old or new locker room/concession stand buildings.

JOB DESCRIPTIONS--DUTIES AND RESPONSIBILITIES FOR ATHLETIC DEPARTMENT

9. Principal:

The overall athletic program is under the supervision and control of the building principal. S/he makes the ultimate decisions and controls the program.

II. ATHLETIC DEPARTMENT JOB RESPONSIBILITIES/GUIDELINES

Fall Season:

The athletic administrator will be responsible primarily for the following:

1. Supervise home events.
2. Hold athletic board meeting for head coaches.
3. Communicate with coaching staff via e-mail, verbal contacts, etc.
4. Work closely with the booster club and booster board of directors.
5. Complete coaches' evaluations at season's end.
6. Attend Northwest Conference meetings.
7. Finances. Oversee and plan budget, work with coaches on spending, approve all purchasing, etc.
8. Oversee Athletic Code of Conduct Policy/Implementation.
9. Determine practice/game opportunities/schedule on inclement weather days.
10. Check student eligibility.
11. Provide CPR/Pupil Activity Validation information/opportunities to coaches. Track coach CPR/PAV/Coach Education Class/Concussion/Sudden Cardiac Arrest requirements. Ensure that coaches are up-to-date with all certifications.
12. Assist in preparing all necessary tournament paperwork and provide necessary tournament information to coaches of all varsity teams.
13. Plan and coordinate Meet the Team night. Send out press release.
14. Coordinate transportation schedules with coaches and transportation director.
15. Set football homecoming date with student council advisor.
16. Assist with updating and maintaining picture wall.
17. Update and maintain banners.
18. Determine practice/game opportunities/schedule on inclement weather days.
19. Hire field maintenance workers.
20. Assist in coordinating home game tournament/playoff games.
21. Provide information/announcements in fall sports program. Proofread fall sports program prior to its being published.
22. Promote Crestview athletics via social media outlets (Twitter).
23. Proofread and double-check competitive balance rosters placed in Arbiter.

24. Finalize schedules.
25. Work closely with the booster club and booster board of directors.
26. Plan, coordinate, and oversee all awards nights.
27. Attend away varsity football games and other games when available.
28. Schedule fall picture day.
29. Work with various officiating assigners to assist in hiring officials.
30. Continuously schedule games and hire officials, always being at least one season ahead.
31. Inspect facilities and have necessary repairs or additions made. Ensure that facility items—scoreboard, lights, field, sounds system, etc.—are ready prior to season’s start.
32. Press releases regarding ticket sales.
33. Coordinate presale and game night ticket sales and work with CEA to fill ticket taker positions, preparing sign-up sheet and sending reminders.
34. Prepare and mail football presale for visiting schools.
35. Ensure that all game help is secured.
36. Hire and coordinate football game security.
37. Supervise all sporting events including ticket sales, game security, game help, payment of officials, student supervision, ect.
38. Manage and purchase awards for Lady Knight Volleyball Invitational (help/establish All-Tournament Team voting). Schedule teams for Invite.
39. Schedule practice times using school website.
40. Order and maintain athletic supplies.
41. Maintain, upgrade, and sell advertising for gymnasium message board.
42. Take care of trophies, having trophies engraved, moving trophies, etc.
43. Update and maintain picture wall.
44. Maintain schedule book, Arbiter, and Schedule Star scheduling program for the purpose of athletic scheduling.
45. Deposit away presale to bank, write check, and deliver presale to opposing schools on game night.
46. Work closely with sporting goods salesmen.
47. Coordinate home game tournament/playoff games.
48. Assist in hiring field maintenance workers.
49. Post game scores to social media outlets (Twitter).
50. Input competitive balance rosters in Arbiter and assign proper tiers.

The athletic department secretary will play a major role in the following:

1. Print/order fall schedules; send schedules and coaching information to all opposing schools.
2. Prepare athletic department awards (order, distribute, print certificates, maintain record).
3. Prepare all necessary tournament paperwork and provide necessary tournament information to coaches of all varsity teams.
4. Collect pre-sale tickets in elementary on game days.
5. Maintain physical forms for athletes—coaches check them.

6. Check contracts with officials and schools.
7. Write officials' checks and reimburse officials' fund as needed.
8. Process all purchase requisitions.
9. Send reminders to officials and opposing schools.
10. Prepare monthly financial information for coaches' review.
11. Help coordinate and manage reserved seats (send postcards out during respective seasons).
12. Write and help to issue all-sports passes and compose student participation ticket taker handouts.
13. Prepare entry fee purchase requisitions for CC & GO.
14. Assist coaches in booking hotel rooms for clinics or state tournament.
15. Assist booster club.
16. Provide financial data of seasonal revenue and expenses to athletic administrator.

Winter Season:

The athletic administrator will be responsible primarily for the following:

1. Supervise home events.
2. Meet with winter sports' coaches to communicate all necessary items of interest.
3. Complete coaches' evaluations at season's end.
4. Schedule and oversee winter athletic board meeting.
5. Attend Northwest Conference meetings.
6. Finances. Oversee and plan budget, work with coaches on spending, approve all purchasing, etc.
7. Determine practice/game schedule/opportunities on inclement weather days.
8. Check student eligibility.
9. Provide CPR/Pupil Activity Validation information/opportunities to coaches. Track coach CPR/PAV/Coach Education Class/Concussion/Sudden Cardiac Arrest requirements. Ensure that coaches are up-to-date with certifications.
10. Assist in preparing all necessary tournament paperwork and provide necessary tournament information to coaches of all varsity teams.
11. Ensure winter coaches hold Meet the Team nights to meet with parents and go over rules.
12. Coordinate transportation schedules with coaches and transportation director.
13. Assist in updating and maintaining picture wall.
14. Determine practice/game opportunities/schedule on inclement weather days.
15. Provide information/announcements in winter sports program. Proofread winter sports program prior to its publication.
16. Promote Crestview athletics via social media outlets (Twitter).
17. Proofread and double-check competitive balance rosters placed in Arbiter.
18. Finalize schedule.
19. Schedule winter picture day.
20. Prepare and mail basketball presale for visiting schools.

21. Inspect facilities and have necessary repairs or additions made.
22. Attend away varsity boys' basketball games and girls' games when available.
23. Continuously schedule games and hire officials, always being at least one season ahead. Work with various officiating assigners to assist in hiring officials.
24. Press releases regarding ticket information, schedule changes, significant events, etc.
25. Ensure that all seasonal worker positions have been filled and that game help is secured.
26. Hire game security for boys' basketball games.
27. Oversee weekly basketball ticket presale.
28. Plan, coordinate, and oversee awards' nights.
29. Supervise or coordinate supervision of all sporting events including ticket sales, announcements, game help, game security, payment of officials, crowd control, ect.
30. Schedule gym practice time on school website.
31. Assist in planning and management of McDonald's Classic Middle School Boys' Basketball tournament.
32. Order and maintain athletic supplies.
33. Prepare ticket-taker sign-up sheet and send reminders.
34. Maintain and update message board.
35. Take care of trophies, having trophies engraved, moving trophies, etc.
36. Update and maintain picture wall.
37. Update and maintain banners.
38. Maintain schedule book, Arbiter, and Schedule Star scheduling program for the purpose of athletic scheduling.
39. Deposit away presale to bank, write check, and deliver presale to opposing schools on game night.
40. Work closely with sporting goods salesmen.
41. Post game scores to social media outlets (Twitter).
42. Input competitive balance rosters in Arbiter and assign proper tiers.

The athletic department secretary will play a major role in the following:

1. Print/order winter schedules; send schedules and coaching information to all opposing schools.
2. Assist coaches in booking hotel rooms for clinics or state tournament.
3. Maintain physical forms for athletes—coaches check them.
4. Collect pre-sale tickets in elementary on game day.
5. Awards (order, distribute, print certificates, maintain record).
6. Check contracts with officials and schools.
7. Write officials' checks and reimburse officials' fund as needed.
8. Process all purchase requisitions.
9. Send reminders to officials and opposing schools.
10. Prepare monthly financial information for coaches' review.
11. Help coordinate and manage reserved seats (send postcards out during respective seasons).
12. Write and help issue faculty/staff passes and student participation passes.

13. Prepare all necessary tournament paperwork and provide information to coaches regarding winter tournaments.
14. Provide financial data of seasonal revenue and expenses.
15. Assist booster club.

Spring Season:

The athletic administrator will be responsible primarily for the following:

1. Meet with or communicate with spring coaches regarding all necessary items of interest.
2. Schedule and oversee spring athletic board meeting.
3. Meet with student-athletes in grades 6-11 regarding sports eligibility for next school year.
4. Attend Northwest Conference meetings.
5. Finances. Oversee and plan budget, work with coaches on spending, approve all purchasing, etc.
6. Check student eligibility.
7. Provide CPR/Pupil Activity Validation information/opportunities to coaches. Track coach CPR/PAV/Coach Education Class/Concussion/Sudden Cardiac Arrest requirements. Ensure that coaches are up-to-date with all certifications.
8. Assist in preparing all necessary tournament paperwork and provide necessary tournament information to coaches of all varsity teams.
9. Determine practice/game opportunities/schedule on inclement weather days.
10. Hire field maintenance workers.
11. Ensure coaches hold Meet the Team nights to meet with parents and go over rules and other important information.
12. Coordinate transportation schedules with coaches and transportation director.
13. Assist in coordinating home game tournament games.
14. Promote Crestview athletics via social media outlets (Twitter).
15. Proofread and double-check competitive balance rosters placed in Arbiter.
16. Finalize schedule.
17. Meet with or communicate with spring coaches regarding all necessary items of interest.
18. Continuously schedule games and hire officials, always being at least one season ahead.
19. Be available to check facilities and reschedule games during inclement weather situations.
20. Inspect facilities and make necessary repairs or additions. Ensure that facility items—scoreboard, sound system, field, etc.—are ready prior to season's start. Communicate with field maintenance workers on a daily basis regarding field conditions and preparations.
21. Assist in hiring field maintenance workers and communicate with them on a daily basis regarding field conditions and preparations.
22. Attend games when available.
23. Schedule gym practice time on school website.

24. Plan, coordinate, and assist with awards' night.
25. Order and maintain medical supplies.
26. Update and maintain picture wall.
27. Maintain schedule book, Arbiter, and Schedule Star scheduling program for the purpose of athletic scheduling.
28. Deposit away presale to bank, write check, and deliver presale to opposing schools on game night.
29. Work closely with sporting goods salesmen.
30. Coordinate home game tournament games; NWC track meet.
31. Coordinate middle school baseball tourney when our rotation; 7th grade softball tournament; middle school NWC track meet.
32. Post game scores to social media outlets (Twitter).
33. Input competitive balance rosters in Arbiter and assign proper tiers.

The athletic department secretary will play a major role in the following:

1. Print/order spring schedules, send schedules and coaching information to opposing schools.
2. Help prepare information for student eligibility for students in grades 6-11.
3. Awards (order, distribute, print certificates, maintain record).
4. Check contracts with officials and schools.
5. Write officials' checks and reimburse officials' fund as needed.
6. Process all purchase requisitions.
7. Prepare e-mail list of parents in which to send short-notice schedule changes.
8. Send reminders to officials and opposing schools.
9. Prepare monthly financial information for coaches' review.
10. Prepare purchase requisitions for track entry fees.
11. Assist coaches in booking hotel rooms for clinics or state tournament.
12. Prepare all necessary tournament paperwork and provide information to coaches regarding spring tournaments.

All members of the athletic department team will work collectively to:

1. Attend monthly booster meeting and work closely with booster organization.
2. Continuously check and upgrade facility.
3. Attend awards nights, etc.
4. Press releases and media relations.
5. Communication with coaches through meetings (individual and group) and e-mail contact.
6. Preparing and organizing ticket sale paperwork and keeping accurate record of athletic event sales.
7. Attend tournament draw meetings, and other meetings that are required.
8. Handle and oversee all OHSAA compliance issues regarding bylaws and student eligibility.
9. Communicate with parents and community regarding schedule changes, updates, etc.
10. Manage the annual Van Wert County Cross Country Invitational every three years).
11. Work closely with coaches to plan and organize fundraisers to supplement athletic fund.
12. Recommend and hire coaches and ensure that coaching staffs are filled.
13. Issue NWC visitor passes.
14. Oversee athletic code of conduct and enforce the code of conduct.
15. Process requests for equipment.
16. Check award winners.
17. See that all financial obligations are met within a reasonable time. Regulate and supervise the expenditure of funds.
- 18.
19. Schedule a minimum of three Athletic Board meetings per year.
20. Cooperate with principal in making sure the OHSAA and Crestview Board policies are followed.



CRESTVIEW ATHLETIC DEPARTMENT

531 E. Tully St., Convoy, Ohio 45832

Phone #: 419-749-9100

Fax#: 419-749-2927

SEASON RECORD FORM

Program _____ Year _____

Head Coach _____

Assistant Coaches _____

Junior High Coaches _____

Varsity Record _____

8th Grade Record _____

NWC Record _____

NWC Record _____

Tournament Finish _____

Tournament Finish _____

JV Record _____

7th Grade Record _____

NWC Record _____

NWC Record _____

Freshman Record _____

Tournament Finish _____

NWC Record _____

Tournament Finish _____



CRESTVIEW ATHLETIC DEPARTMENT

531 E. Tully St., Convoy, Ohio 45832

Austin Fleming, Athletic Administrator

Phone #: 419-749-9100 opt. 9

Fax#: 419-749-2927

CRESTVIEW LOCAL SCHOOLS ATHLETIC ACCIDENT REPORT

Name of athlete _____

Age _____ Gender _____ Grade _____ Sport _____

Family physician _____

DESCRIPTION OF ACCIDENT

Date of accident _____ Time _____

Location _____

Were parents/guardians notified? Yes No Time _____

Was physician called? Yes No Time _____

Was EMS called? Yes No Time _____

Did athlete remain at practice? Yes No

Was child taken home? Yes No

Accident details

A. Describe injury _____

B. Describe how injury occurred _____

Coach's signature

Athletic Administrator's signature

