

LAKEWOOD LOCAL SCHOOLS



2011/12

ATHLETIC HANDBOOK

FOR

ATHLETES / PARENTS / COACHES

I. GENERAL INFORMATION

Lakewood Athletic Program Information

Lakewood Local Schools
525 E. Main St.
P.O. Box 70
Hebron, OH 43025
(740) 928-5853 Fax (740) 928-3731

Lakewood High School
9331 Lancer Rd. SE
P.O. Box 70
Hebron, OH 43025
(740) 928-4001 Fax (740) 928-3731

Lakewood Middle School
5222 National Rd SE
P.O. Box 70
Hebron, OH 43024
(740) 928-8330 Fax (740) 928-5627

Mascot: Lancers
Colors: Red, White, and Blue
Superintendent: Jay Gault
High School Principal: Larry Bevard
Assistant Principal: Dave Morland
Middle School Principal: Jim Riley
Athletic Director: Bo Hanson

Mid-State League, Ohio Division
Ohio High School Athletic Association

For complete information including schedules, results, coverage, etc. :

www.lakewoodlancers.com

www.lakewoodlocal.k12.oh.us/

II. ATHLETIC PHILOSOPHY

The mission of the Lakewood Athletic Department is to provide activities which complement the education of students in ways not provided by the curriculum. The athletic department is committed to providing programs which are safe, sound, and productive. Sportsmanship, ethics, and integrity are the focus of these programs. Coaches, athletes, and parents are expected to set an example of sportsmanship that reflects positively on our school and community. The program is progressive in nature in that it stresses the fundamentals of a sport at the middle school and specific skill development at the higher-grade levels. The program is competitive and seeks to teach the value of athletics. It seeks to instill a feeling of pride in skill development and successful competition with students from other schools. The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules, and regulations as well as league, state and national association rules.

III. PURPOSE

The purpose of this handbook is to provide a guide to the policies and procedures of the athletic department. This handbook provides a framework from which coaches, athletes, and their parents can best work together for the benefit of our overall athletic program. Although it is intended to be comprehensive in nature, **inevitably situations will occur that are not outlined in this handbook.** In addition, all student-athletes are held accountable to consequences in the school handbook.

Coaches, athletes, and parents are required to **sign an acknowledgement of athletic policies agreement** that you have read and understand this handbook before coaches and athletes can participate in a sport. Please refer to this handbook throughout the year for all sports. Coaches, athletes, and parents are obligated to be knowledgeable and supportive of these policies and procedures.

To the Athlete and Parent or Guardian

In accordance with Board Policy 5610.05, it should be understood that **participation in athletics is a privilege and not a right** and that a student who elects to participate in athletics is voluntarily making a choice of self-discipline. Failure to comply with the rules of training and conduct means exclusion from the team. Being a member of a Lakewood athletic team is an ambition of many students. The attainment of this goal carries with it certain responsibilities and obligations. The most important of these responsibilities is to broaden and develop strength of character from your experiences. Another responsibility you assume as an athlete is the responsibility to your school and community. As a member of an athletic team, you are contributing to the reputation of your school. Lakewood Schools cannot maintain its position as having outstanding schools unless you do your best in the activity in which you participate. The student body, the community and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can make a positive contribution to school spirit and community pride. If you consistently demonstrate these ideals, you will make Lakewood proud of you, and your community proud of Lakewood.

Beginning with the date that the athlete and guardian (s) sign the Acknowledgement of Athletic Policies Agreement, the policy will be in effect for the athlete for a calendar year. There is no “off season” as far as adherence to the substance abuse policy is concerned. This policy is in effect “365 days a year / 24 hours a day.”

IV. Sportsmanship Expectations

In keeping with Board policy and the guidelines of the Ohio High School Athletic Association, the following behaviors are expected of each group as that group fulfills its role in providing for an athletic program that is based on exemplary sportsmanship.

Each Student-Athlete is expected to:

- Accept and understand the seriousness of his/her responsibility, and the privilege of representing the school, District, and community.
- Live up to the standards of citizenship, conduct and sportsmanship established by the school administration and the coaching staff.
- Refrain from taunting, trash talking, and making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature.
- Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- Respect the integrity and judgment of game officials.
- Win with humility; lose with grace. Do both in dignity.

Members of Other Student Groups (Pep Club, Band) are expected to:

- Establish themselves as leaders in conduct before, during, and after contests and events. Always provide positive support for the school's team, rather than intimidating or ridiculing the other team.
- Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
- Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.
- Refrain from taunting or making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature.
- Conduct themselves in an exemplary manner, remembering they represent the school both home and away.
- Respect the integrity and judgment of game officials.
- Be exemplary role models by positively supporting teams in every manner possible, including content of cheers and signs.

Each Spectator is expected to:

- Remember that he/she is at a contest to support and yell for the team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
- Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the game, so that he/she may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators, and support groups. Treat them as one would treat a guest in his/her home.
- Refrain from taunting or making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event.
- Use only those cheers that support and uplift the teams involved.
- Be a positive role model through his/her own actions and by censuring those close by whose behavior is unbecoming.

V. GOVERNANCE

A. Lakewood Local Schools Board of Education www.lakewoodlocal.k12.oh.us/

The Board of Education, responsible to the people, is the ruling agency for the Lakewood Local Schools and is responsible for evaluating the interscholastic athletic program in terms of its value to the community.

B. The Ohio High School Athletic Association www.ohsaa.org

Lakewood High School and Lakewood Middle School are voluntary members of the OHSAA and agree to abide by and enforce all rules and regulations promulgated by this association.

The primary role of the OHSAA is to maintain rules and regulations that ensure equity in competition for the student-athletes and a balance with other educational programs. The OHSAA solicits input and is responsive to requests for rule modifications from member schools, appointed committees, and coaches associations.

Lakewood Schools offer athletic competition in the following approved sports and /or activities:

Cheerleading, Cross Country, Soccer, Football, Golf, Volleyball, Basketball, Wrestling, Baseball, Softball, and Track and Field.

C. The National Federation of State High School Associations (NFHS)

www.nfhs.org

The purposes of the NFHS are to serve, protect, and enhance the interstate activity interests of the high schools belonging to state associations; to assist in those activities of the state associations which can be best operated on a nationwide scale; to sponsor meetings, publications and activities which will permit each state association to profit by the experience of all other member associations. The NFHS is both a service and regulatory agency.

D. The Mid-State League

The Lakewood High School and Lakewood Middle School are voluntary members of the Mid-State League. This league was established for the primary purpose of promoting selected interscholastic activities among member schools and the assurance of such advantages as may be gained by a union or effort.

The Mid-State League was established to encourage member schools to improve their co-curricular program in athletics. The conference membership facilitates the arranging of schedules, equalizing competition, and conducting league meets and determining league championships. The Mid-State League provides Lakewood High School and Lakewood Middle School the opportunity for competition without excessive travel and with schools of similar size and athletic philosophy. Membership implies abiding conference schedules, rules, and regulations.

Member Schools are:

Cardinal Division

Berne Union
Fisher Catholic
Grandview Heights
Harvest Prep
Liberty Union
Licking Heights

Millersport

Ohio Division

Columbus Academy
Bexley
Granville
Heath
Lakewood
Licking Valley
Newark Catholic
Whitehall

Buckeye Division

Amanda Clearcreek
Bloom Carroll
Canal Winchester
Circleville
Fairfield Union
Hamilton Township
Logan Elm
Teays Valley

VI. Requirements for Participation

Each athlete must meet the following Ohio High School Athletic Association requirements to be eligible for participation in our Athletic Department Program. Students cannot practice or participate in scheduled contests, until all forms are completed correctly and turned in to the athletic office.

A. Proof of Health Insurance

All students must have proper insurance coverage before participating in practice sessions or try-outs. The school district does not carry insurance to cover student athletic injuries.

A parent/guardian will need to sign the Insurance Verification section on the acknowledgment of athletic policies form at the back of the handbook showing that they possess a family insurance plan and return it so that it may be kept on file with the athletic director.

B. Physical Examination

Each athlete must provide a Student Participation Physical Exam Form prior to any practice or competition. This form must be signed by the parent/guardian, athlete, and by the physician who certifies that the student is physically able to participate. Only one physical examination is required per calendar year.

C. Academic Eligibility

Each athlete must meet the Ohio High School Athletic Association eligibility requirements.

1. Eligibility for each grading period is determined by the grades that an athlete receives during the preceding grading period. Semester averages, exams, or yearly grade averages have no effect on eligibility.
2. Grades 9-12: a student must be enrolled in school during the preceding grading period in order to maintain eligibility. During the preceding grading period, the student must receive passing grades in the equivalent of a minimum of **five one-credit courses** that count toward graduation. (From Lakewood High School).
3. Grades 7-8: a student must be currently enrolled in school and must receive passing grades in 75% of those subjects carried the preceding grading period in which the student was enrolled. A student enrolling in seventh grade for the first time will be eligible for the first grading period regardless of any previous academic achievement. The 75% rule applies to entering ninth grade students during their first grading period only.
4. Summer school grades/credits may not be used to substitute for failing grades from the last grading period of the regular school year.
5. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the preceding grading period become effective.

D. Parent/Athlete Acknowledgement of Athletic Policies Agreement

Each parent or guardian and athlete shall read all of the enclosed material and certify that they understand the athletic eligibility rules and policies of the school district. This signed document will be filed in the athletic director's office.

E. Ohio High School Athletic Association Rules

To be eligible for interscholastic athletics, a high school student must meet the state regulations as set forth in the OHSAA Eligibility Bulletin provided to the student athlete by his/her coach.

These regulations cover the following:

- a. Enrollment
- b. Age
- c. Physical Examination
- d. Seasons of Competition
- e. Semesters of Enrollment
- f. Residence requirements
- g. Transfers
- h. Guardianship
- i. Awards
- j. Amateur Practices
- k. Participation on Independent or Non-School Teams
- l. Undue influence (Recruiting)
- m. Steroids

VII. Tryouts

Tryouts for programs are open to all students providing they meet the standards for participation outlined above. In certain sports, more students try out than can be kept on a team. When this situation occurs, cutting is necessary. Cutting students is a difficult process and all coaches should realize that sensitivity and communication are essential. During the tryout period the coach must explain the expectations and criteria used to select players for the team. It is the coach's responsibility to evaluate and communicate with the athletes during the tryout period and decide which students will be placed on the team. Students who do not make the team should be informed in person by the coach as to the reason for the cut. Coaches have discretionary authority in choosing their teams.

VIII. Team Selection

It is reasonable to expect that varsity teams will be comprised of the best players. It is also important to recognize that high school athletes who work hard and can contribute to a team's success should also be given the opportunity to be on a varsity team. The athletic department must, therefore, work to balance the desire to reward talent with a sincere effort to include as many students as possible within the varsity experience.

Seniors on Varsity / Junior Varsity

Players who have participated as members of junior varsity teams should be given every consideration to be on varsity as a senior. However, a coach must evaluate that player's attitude, effort, character, and skill level against all other candidates for the team. Varsity team membership is an earned privilege, not a guaranteed entitlement for senior student-athletes. Coaches are discouraged from playing seniors on their junior varsity teams.

IX. After Making a Team

A student must be eligible according to the standards listed in this section in order to be a member of a freshman, junior varsity, or varsity team. Head coaches are **required** to conduct a team meeting to include all players, their parents/guardians, and coaches in the program. Program philosophy as well as expectations and specific team rules should be shared. Parent/athlete handbooks will be distributed and discussed at this meeting.

A. Academics

Refer to Ohio High School Athletic Association requirements on previous page.

B. Daily Attendance

In order to participate in a school-day practice or contest, a student-athlete must be in attendance for four full periods. (approximately ½ day). Field trips, medical/dental appointments, and special family situations may be excused by an administrator. Final judgment rests with the principal. A team member under disciplinary suspension from school for any reason forfeits his/her participation rights for practices, tryouts, interscholastic contests or other team functions while suspended.

C. Commitment / Missing Practice or Games

During tryouts and after team selection, the head coach will explain expectations related to practice times and locations as well as game schedules. Students should expect to make at least a six day, two to three hour per day commitment to the team each week. An athlete should always consult his/her coach before missing practice. Missing practice or a competition without good reason will be dealt with by the head coach and his/her team rules and consequences.

D. School/Family Vacations, Extended absences

Each athlete must determine if he/she will be able to meet the commitment of time for the duration of their season. Work and/or vacation are not acceptable reasons for missing practice and/or games during their season of sport as designated by the Ohio High School Athletic Association calendar. Consequences will be determined by the head coach and his/her team rules.

E. Team Rules

Coaches of each sport set their own rules and expectations which are approved by the Athletic Director. Coaches have the responsibility and authority to enforce these rules. An athlete and his/her family agrees to these expectations by virtue of agreeing to participate on the team. Questions concerning team rules may be addressed with the coach at the pre-season parent meeting.

F. Transportation

Athletes are expected to ride school provided transportation to and from all contests. Exceptions to this on an emergency basis are to be made at the coach's discretion, then communicated to the athletic director. It is ultimately at the discretion of the coach in charge to set up guidelines and make decisions as they relate to the transportation policy. If approved, parents may not transport any student other than their own child/children. Parents must present written notice to the coach for their son/daughter to travel home with them.

G. Equipment

Students have an obligation and responsibility to properly care for and return all equipment issued to them. Students failing to turn in equipment or returning equipment damaged through misuse, are responsible to meet the current replacement cost for such equipment. Payment is required at the time of the loss. Payment must be received prior to the next season of athletic involvement or graduation, whichever comes first. Students may not be allowed to try out for an athletic team if they have an equipment obligation.

H. Athletic Awards

Prior to the beginning of each season, coaches will clearly define and communicate criteria for earning varsity letters. These criteria are sport specific. Student athletic trainers and managers are eligible for varsity letters. At seasonal athletic banquets all varsity letter winners will receive recognition. Certificates of participation will be awarded to all non-varsity letter winners completing a full season. Individual awards may also be given out at the discretion of the coach of each sport. At the discretion of the head coach and athletic director, awards may be withheld from student-athletes who fail to attend the end of season awards banquet.

I. Forms

Students participating in athletics are required to have the following forms on file in the athletic director's office prior to the start of the first official practice for that sport.

- A. Physical Examination Form
- B. Emergency Medical Form
- C. Acknowledgement of Athletic Policies Agreement
- D. Team Rules Sign-off
- E. Proof of Insurance Form

J. Quitting or dropping a sport.

Quitting is an unacceptable habit. On occasion an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

- a. Consult with the head coach
- b. Report the situation to the athletic director.
- c. Return any and all equipment.

If an athlete in "sport A" quits or is barred from participating on that team, he/she is not eligible to join "sport B" during the same season and may not begin organized practice or conditioning for a sport in the upcoming season until all members of "sport A" are eligible. This rule may be waived by mutual consent of all coaches involved and the administration of the school.

K. Hazing

No student or group of students shall take part in an act done to haze by way of initiation, or to harass by banner, ridicule, or criticism, or derogative racial comment.

L. Season

Once an athlete begins practice for a particular sport, he/she may not participate in another sport for the remainder of that season, unless such participation begins before the first contest and the athlete has permission from the coaches of both sports and the athletic director. A season is defined as lasting from the first day of mandatory practice through the final contest. An athlete coming out for a sport must do so before the first contest unless he/she is a new student and enrolls in the District after the first contest. This pertains only to sports that do not have cuts.

X. College /Career Guidance

One of the most important decisions facing high school students is what to do with their lives after they graduate. The members of the Lakewood High School athletic staff are eager to assist all student-athletes with this extremely important decision. They may be able to answer questions, contact schools and/or coaches, send video tapes, and write letters of recommendation. If a student's goal is to compete athletically at the collegiate level, it is important to be aware of the ever-changing National Collegiate Athletic Association regulations. Copies of the latest NCAA regulations are available in the athletic office.

NCAA Clearinghouse

The NCAA Clearinghouse is a central repository for information on high school curricula. The NCAA maintains this information to conduct evaluations of incoming freshmen. The NCAA evaluates high school graduates' academic records in light of current NCAA initial-eligibility requirements.

A prospective collegiate athlete needs to apply and receive a final certification by the Clearinghouse in order to participate in college athletics at the Division I or II levels. A student does not need to apply if he or she will attend a junior college, NAIA, or NCAA Division III institution. Students can pick up Clearinghouse forms in the guidance office.

XI. Use of Facilities/Supervision

Students are expected to treat all facilities, both home and away, with proper care. Lakewood High School has some excellent facilities and only proper care and respect will keep them this way. Vandalism is cause for dismissal from a team and further disciplinary action by the administration.

Athletes using any facility must be under the direct supervision of a Lakewood coach. Under no circumstances should any workout be unsupervised.

XII. School Discipline Obligations

A student-athlete with a school disciplinary obligation is expected to fulfill the disciplinary obligation before reporting to an athletic practice and/or game. Suspensions, including those that begin on a Friday, shall render a student ineligible for competition over the weekend or until the regular classes resume. Saturday school renders an athlete suspended during the hours of such a detention. Students cannot expect, and should not request, disciplinary action to be postponed or canceled for any athletic reason. The athletic department reserves the right to remove a student from a team for excessive disciplinary problems. It is expected that our athletes be model citizens both in and out of school.

XIII. Alcohol, Tobacco and Other Drugs Violation Procedure

A. Possession and /or Use of Alcohol and Other Drugs

A student may not use, possess, or transmit possessing drugs (narcotic hallucinogens, intoxicants, steroids or body building drugs, stimulants, counterfeit drugs) controlled substances, alcohol, or tobacco at any time. A student violating this policy is subject to the following consequences:

Self-Referral Policy

1. Self-referral occurs when a student or his/her parent reports to a coach, team captain, or school administration that the student has been using drugs, alcohol, and/or a tobacco product. The time line for this referral is within one school day of the infraction or first opportunity to contact the previously identified sources.

a. After the self-referral, the student will not be denied participation, but he/she must undergo intervention/counseling through a certified agency. In the event of a failure to complete the requirements, the student will receive the same penalties as a first infraction.

b. All self-referrals will be kept on file in the athletic director's office. A student is allowed one self-referral in grades 7-12.

2. Any student who is under investigation for an infraction is denied the self-referral process.

Penalties for Substance Abuse Infractions

A. First Violation

The student-athlete will lose 20% of competition in the athletic season; AND

a. Within five days, have an appointment with a certified agency for intervention/counseling and follow the recommendations of the counselor, OR:

b. Denial of participation in interscholastic athletics for the remainder of the current athletic season and the next athletic season.

B. Second Violation

For the second violation within any two consecutive years, the student-athlete will be denied participation for 1 calendar year from the date of the second violation.

C. Third Violation

For the third violation within any two consecutive years, the student athlete will be permanently denied the privilege of participation in athletics at Lakewood Local Schools.

XIV. Due Process

A violation of OHSAA, MSL, Lakewood Local Schools or coaches' rules and policies may result in denial of sports participation. Procedure for denial is listed below.

a. When an athlete has committed an offense, the athlete will be confronted and disciplinary action explained at that time.

b. After the athlete has been advised of the offense and disciplinary action to be taken, a report will be made to the athletic director who will then advise the principal. A letter explaining this action will be forwarded to the athlete's parents. During denial of participation, the athlete will relinquish all privileges, which he/she has received as an athlete.

c. A coach may deny participation of an athlete for a set period of time.

d. According to Board Policy 5610.05, students prohibited from participation in any part of any extra-curricular activity are not entitled to further notice, hearing or appeal rights. Disciplinary action resulting in dismissal from the team may be appealed to the building principal by the parent/guardian. The parent/guardian must contact the school office to set up a hearing appointment within 24 hours. The decision rendered by the building administrator is final and there will be no further appeals.

XV. CONFLICT RESOLUTION

Athletic involvement is highly emotional and very time consuming. Sometimes conflicts arise between students, coaches, and occasionally parents. However, the student's interest is best served when each participant understands the position of the other. This understanding can only be accomplished by open and honest communication. When conflicts or issues arise it is important that they may be addressed immediately, and as directly as possible, so that they can be promptly resolved.

Students and their parents should use the following process as a guideline when seeking resolution to conflicts or issues between an athlete and a coach:

First Step: Contacting the Coach

The athlete should present the conflict/issue to the coach as soon as possible. If personal contact is not practical, a student may ask his/her team captain to approach the coach. If the personal or captain route is not possible, contact may be made by the athlete's parent at an appropriate time. In order for the contact to be as productive as possible, times that athletes, captains, and parents should **avoid** are:

1. Immediately prior to , during, or immediately following a contest
2. During an active practice session
3. When other students are present or when it would be readily visible to others that the discussion is taking place.
4. When it is apparent that there is not sufficient time to allow for a complete discussion.

Perhaps the best solution is to ask the coach, either over the phone or in person, if an appointment could be made to discuss the issue. A parent or student may also leave a note for the coach in the athletic office.

Second Step: Contacting the Athletic Director

If a satisfactory solution is not reached through direct contact with the coach, the student and/or parent should contact the athletic director. The coach should be informed that this contact is going to be made. If this discussion does not result in a satisfactory conclusion, then a meeting will be scheduled involving all parties in attempt to reach a satisfactory resolution.

Third Step: Contacting the Principal

If there is still not a satisfactory resolution, the student or parent may contact the high school principal. The athletic director should be informed that this contact is going to be made.

Issues which are not Appropriate to Discuss with Coaches

1. Team Strategy
2. Playing Time
3. Other Student Athletes

Issues which are appropriate to Discuss with Coaches

1. The treatment of your child physically and mentally.
2. Ways to help your child improve
3. Concerns about your child's behavior
4. College options and recruiting.

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**LAKWOOD LOCAL SCHOOLS
ATHLETIC CODE OF CONDUCT AND EXPECTATIONS**

Acknowledgement of Athletic Policies Agreement

Student Name _____ Grade _____

AS A STUDENT:

- I understand and agree that participation in athletic activities is a privilege that may be withdrawn for violations of the Lakewood Local Schools Athletic Handbook and/or school student handbook.
- I have read the student athlete handbook and thoroughly understand the consequences that I will face if I do not honor my commitment to the Code of Conduct.
- I understand that there is a risk of injury in participating in athletic activities.
- I understand this is binding while a student at Lakewood.

Student Signature _____ Date _____

AS A PARENT/GUARDIAN:

- I have read the parent /student athlete handbook and understand the responsibilities of my son/daughter as a participant in athletic activities in the Lakewood Local Schools.
- I understand and realize that there is an assumed risk of injury involved for my son/daughter as a participant in athletic activities.
- I understand this is binding while my son/daughter is a student at Lakewood.

_____ We, the guardians of the above named athlete have insurance with _____ that will pay the medical or surgical expenses that result from any injury, major or minor, that this athlete received as a result of practicing or performing in athletics at Lakewood Schools. The insurance will also cover the athlete while traveling to or from practice sessions or scheduled contests. Since we have this policy, we agree to release Lakewood Schools from any obligation as pertains to financial responsibility in these matters for this school year or any period of time thereafter.

Parent/Guardian Signature _____ Date _____

Head Coach Signature _____ Date _____

**This agreement must be signed and on file in the athletic office
before a student may participate in athletic events for the Lakewood Local Schools.**