

# Schools Athletic Manual

Handbook Governing Athletics & Activities for the

# Green Local



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# **Green Local Schools**

## **Department of Athletics**

### **Mission Statement**

**Winning is our Goal, but the Purpose of the educational-based athletic experience at Green Local Schools will be defined by choosing to intentionally transform the lives of our student-athletes in a positive manner that enhances both their personal growth and overall educational experience.**

# **GO BOBCATS!**

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## **Required Forms**

### **Requisition/Purchase Order Form:**

To be completed by head coaches, approved by administration and processed by the treasurer before any purchases are to be made.

### **Physical Forms:**

To be completed by student athletes physician and parents/guardians and kept on file in the high school office. Forms are located in the high school office.

### **School Accident Report Form:**

To be completed in the event of an accident or injury during practices, open gyms, weight training, fundraisers and athletic events. Forms are located in the high school office.

### **Sales Project Potential Form:**

To be completed by head coaches before beginning fundraising events/ projects and turned into the treasurer. Forms are located in the high school office.

### **Completion of Duties Form:**

To be completed by head coaches and paid assistant coaches at the end of the sports season. Forms must be signed/approved by administration. Forms are located in the high school office.

\*\*\*Administration refers to the superintendent, the building principal and the athletic director.

## **Introduction**

This handbook is intended for use by coaches, cheerleaders or band sponsors involved in any and all interscholastic activities.

The sections in this handbook describe the responsibilities, requirements and policies set by the administration of the Green Local School District. It is imperative that coaches, sponsors and all responsible individuals become acquainted with its contents, together with the handbook of the Ohio High School Athletic Association. A copy of both the OHSAA Handbook and the Handbook Governing Athletics and Activities for Green High School are kept on file in the principal's office. It is the responsibility of coaches and sponsors to abide by the rules of the OHSAA Handbook and the handbook adopted for Green Local Schools.

Throughout this handbook the term "administration" refers to the district superintendent, building principal and the athletic director.

The term "hazing" refers to the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.

## **Section 1: Specific Responsibilities of the Head Coaches / Activity Sponsors**

- Function at all times within the scope of the operating standard of the Green Local Schools. The coaches' and sponsors first responsibility is to ensure the safety and to encourage the growth of the student athletes under their supervision.
- At no time will student athletes be left unattended after the athletic contest ends. Coaches must remain with student athletes until they have secured transportation home.

**Cooperate with and uphold all policies adopted by the Board of Education of the Green Local School District.**

**Assign clearly the duties of the assistant coaches.**

**Assume responsibility for the conduct and discipline of the student athletes for away contests.**

**Be aware of the health and safety of all the student athletes under their supervision.**

**The head coach or sponsor is responsible to have, at all times, emergency medical forms at all athletic or non-athletic events.**

**Supervise or arrange for supervision of the student athletes at all times including before, after and during athletic contests and also on the bus and in the locker rooms.**

**Submit an inventory of equipment and uniforms to the athletic director at the conclusion of each sport season.**

**Conduct an informational meeting for parents, guardians and student athletes within the time frame outlined by the Ohio High School Athletic Association to communicate the expectations for the student athletes and their parent/guardians.**

**Attend an online rules meeting for each sport coached or sponsored.**

**The varsity coach is considered to be the head of the program and the junior high coaches will consult and comply with the varsity coach concerning all athletic decisions.**

**Coaches/sponsors will at no time set a “no talking” rule where an athlete is restricted from telling others what happens in practice or any other athletic event.**

**Oversee fundraising for athletic programs and communicate with administration in regards to budget and purchases.**

**Maintain open communications with parents related to schedules, practice times, discipline, etc.**

**Attend all SOC all-star selection meetings.**

**Attend District all-star selection meetings.**

**Become a member of any coach’s association that is required for the athletes to be eligible for selection to the district all-star team.**

**Coaches/sponsors are responsible for defining hazing to their team and following the approved board policy and student handbook if any instances occur.**

**The coach/sponsor is responsible for deterring and reporting any type of hazing activities as related in the board policy and the student handbook.**

## **Section 2: Code of Conduct for Coaches / Activity Sponsors**

**No coach or activity sponsor will use any form of tobacco products in the presence of athletes before, during or after an event, including practice. This includes athletes being a distance away and still being able to see the coach using tobacco.**

**No coach or activity sponsor will use foul language of any type in the presence of athletes, parents or spectators.**

**Coaches will dress appropriately for all athletic contests. Some form of Green Bobcat apparel is required.**

**No coach or activity sponsor shall cause harm, by physical or verbal means, to a student athlete by way of reckless actions.**

**If a parent, guardian or general spectator attempts to engage a coach in a belligerent way, the coach is expected to walk away from the situation and report the matter to the athletic director at an appropriate time.**

**At no time is a coach, volunteer or sponsor to make negative comments about a student in a public forum (i.e., Facebook, MySpace, Topix, public meetings, etc.) or to other parents and students.**

### **Section 3: Coaches Eligibility**

**All head coaches, assistant coaches and volunteer coaches hired by the Green Local School District must obtain a Pupil Activity Permit from the Ohio Department of Education before the first athletic contest/scrimmage.**

**Attend a sports medicine class arranged by the athletic director or offered by medical and/or athletic facilities.**

**Complete the online Concussion Training Course available on the Ohio High School Athletic Association's website, [www.ohsaa.org](http://www.ohsaa.org).**

**Complete the online Fundamentals of Coaching Course located at [www.nfhslearn.com](http://www.nfhslearn.com).**

**Obtain CPR/First Aid training arranged by the athletic director.**

**Obtain BCI/FBI Background Check at the Scioto County Sheriff's Department or the ESC located in New Boston.**

**Submit the Pupil Activity Permit application on the Ohio Department of Education's website and pay all related fees.**

## **Section 4: Code of Conduct for Student Athletes**

All student athletes will abide by the rules outlined in the Green Local Schools District Student Handbook while participating in school sports. Failure to do so can lead to discipline outlined in the Student Handbook. Student Athletes are also expected to abide by the rules set forth by their coaches. Coaches have the authority to discipline student athletes as outlined in their specific sport handbook. However, in extreme circumstances the administration of Green Local Districts will collaborate with the coaches to determine appropriate discipline for extreme behavior. Students are also expected to demonstrate sportsmanship as outlined in the *Respect the Game* Sportsmanship Guide provided by the Ohio High School Athletic Association and listed below.

The terms “inappropriate behavior” refers to fighting, cursing, arguing with teammates and/or opponents, engaging in hazing/initiations, intimidating behavior, taunting, trash talking, not following instructions (given by the coaches and/or officials), missing practices, games and other mandatory events without an excuse, failing or declining grades and any other behavior that the coach/administration deems inappropriate.

The term “discipline” refers to receiving demerits, running laps/grass drills/suicides, removed from a game by the coach, benched during a game, ejected from a game, suspended from games, dismissed from the team or any other form of discipline determined by the coach/administration.

### **Expectations of Student Athletes:**

**Accept and understand the seriousness of your responsibility and the privilege of representing the school and the community. Participation in school sponsored sports is a privilege not a right. This privilege can be lost due to inappropriate behavior.**

**It is our expectation that student athlete’s not quit any sport. However, if a student athlete does quit a sport, they will not be permitted to attend an open gym of another sport until the season (of the sport in which they quit) has ended.**

**Learn and play by the rules of the game.**

**Treat opponents the way you would like to be treated; as a guest or a friend.**

**Wish opponents good luck before the game and congratulate/"good game" them in a sincere manner following either victory or defeat.**

**Respect the integrity and judgment of game officials. Arguing with officials will not be tolerated and can lead to ejection from the current game and/or suspension from subsequent games.**

**Do not participate in hazing/initiation, taunting, trash talking or making any kind of derogatory remarks to your opponents during the games, especially comments of ethnic, racial or sexual nature. This can lead to discipline.**

**Do not participate in intimidating behavior. This can lead to discipline.**

**Control your temper. Fighting will lead to discipline.**

**Do your best to be a true team player.**

**Acknowledge all good plays or performances by both your teammates and your opponents.**

**Remember that winning isn't everything. Having fun, improving your skills, making friends and doing your best are also important.**

**Win with humility and lose with grace and do both with dignity. Avoid excessive celebrating after a play or at the end of the game.**

**Remember that coaches and officials are there to help you. Accept their decisions, show them respect and understand they have given their time to be with you.**

## **Section 5: Athletic Eligibility**

**Athletic eligibility guidelines are determined by the OHSAA, not the school.**

**An athletic eligibility guideline form is to be given to each student athlete at the first information meeting conducted by the coach before the season starts.**

**Each coach/activity sponsor is responsible for obtaining this information from the principal (regarding eligibility or ineligibility), as to the student's playing status for a particular sport season.**

**Coaches/activity sponsors are not to attempt to influence the grades of student athletes by pressuring teachers to give extra work or to change the grade outright.**

**An eligibility list will be placed in the coach's/activity sponsors mailbox in the high school office once it is generated.**

**It is the responsibility of the coach/activity sponsor to check his/her mailbox regularly.**

## **Section 6: Physical Forms**

**No student shall be eligible to compete in any interscholastic game or practice until he/she has filed with the high school principal/athletic director a physical form.**

**The form must be completed by a physician and signed and dated by the parent or guardian of the student.**

## **Section 7: Emergency Medical Forms**

**Any student who wishes to participate in any interscholastic event must have completed an emergency medical form by a parent or a guardian.**

**The head coach or sponsor is responsible to have, at all times, emergency medical forms at any athletic or non-athletic activity.**

**In the event an accident occurs at a practice, scheduled event or any other interscholastic activity, the supervising individual shall attempt to seek medical assistance, and/or perform emergency first aid, depending on the nature of the accident or injury.**

**No treatment beyond first aid shall be given.**

**No medication, including aspirin, will be administered.**

**Any accident or a student requiring medical attention shall be termed an emergency. The following steps shall be utilized, as deemed appropriate, by the nature of the emergency. They are not listed in recommended sequence:**

**Contact parent or guardian and follow their instructions.**

**Notify the family physician, if possible.**

**Contact the local rescue squad or an ambulance service for assistance.**

**An individual shall be designated as the one to make the phone call and have money for pay phones, if necessary. The individual shall also have a list of emergency phone number of which to contact.**

**An accident form must be completed by the head coach (or supervising individual) and filed in the principal's office.**

## **Section 8: Insurance and Payment of Medical Expenses**

**The Green Local Board of Education carries a Blanket Sports Coverage Insurance for students participating in interscholastic sports programs provided by the school district.**

**The insurance also covers band and off-season conditioning.**

**This coverage is written on the excess basis, which means any family or employee group insurance or plan must contribute its maximum first before this coverage has any liability.**

**Information regarding the plan:** The student is protected while attending regular school sessions or while participating in or attending covered activities exclusively organized, sponsored and solely supervised by school employees. This includes travel directly to and from the activity in a vehicle furnished by the school and supervised solely by school employees. Spectator coverage for away sporting events is not covered. The student is covered while engaged in sports. Insurance DOES NOT COVER pre-season conditioning or sports camps. Any pre-season practice must be sanctioned and approved by the State Athletic Association.

**Benefits:** \$5,000 Maximum Benefit per occurrence, \$0 Deductible, Reasonable and Customary paid for covered charges, Excess Coverage of any other Valid and Collectible Insurance, No Sickness Coverage, 100% participation, Includes Coverage for Sports and Activities Exclusively Organized and Sanctioned by the School, Interscholastic Tackle Football coverage, Loss of either one eye, one hand or one foot-\$2,500, Loss of any combination of hand, feet or eyes -\$5,000, Loss of life - \$5,000

The plan will pay medical expenses of a covered accident provided the expense begins within 30 days of the accident and is incurred within 52 weeks from the date of the accident. Loss must result directly and independently of all other causes. Benefits provided by this plan are payable for the medically necessary reasonable and customary expense actually incurred by the covered person while the policy is in force for any one covered accident.

**Covered Expenses:** Local professional ambulance service to or from the nearest hospital and/or surgical center; treatments, services and supplies provided or supplied by a doctor; hospital or surgical care center; physical

therapy provided by a licensed professional; nursing care provided by a licensed nurse; x-ray and lab examinations; inpatient prescription drugs and therapeutic services and supplies; dental treatment as a result of injury to sound, natural teeth-up to \$200 per tooth; licensed home health- care agency services and supplies provided instead of an otherwise required hospital confinement.

**Underwriter:** GTL – Guarantee Trust Life, Student Accident Division, 1275 Milwaukee Ave, Glenview, Illinois, 60025

## **Section 9: Transportation of Athletic Teams**

**Teams shall travel to and from all events only by authorized transportation, as arranged by the administration.**

**Only students that are of school age shall ride buses to and from athletic contests.**

**If use of cars, vans or chartered buses becomes necessary, approval must be sought first by the administration before scheduling.**

**Head coaches will complete a bus schedule that includes the date and leave times for all away athletic contests and turn it into the board secretary 3 weeks prior to the first athletic contest.**

**Coaches and sponsors shall be present at least 30 minutes prior to departure, and accompany teams on the buses while on the trip.**

**At the conclusion of a scheduled event, the coaches and sponsors shall remain with all students until each individual has departed school grounds.**

**The same shall also be regarding home games/activities.**

**Student athletes may return with parents/guardians or other approved persons if parents submit in writing a request to the coach or sponsor stating so, and it is approved by the principal and head coach or sponsor, not less than 24 hours prior to the scheduled event.**

**In the event that two teams are playing away at the same location, only one bus shall be used to transport both teams. This is a money-saving measure.**

## **Section 10: Athletic Schedules**

**It is the responsibility of the head coach to coordinate with the athletic director to make the schedule for his/her sport.**

**Athletic schedules for the next year are to be submitted no later than 2 weeks after the end of the current season.**

**A head coach may create an athletic event if he/she coordinates it with the athletic director.**

**The athletic director may create an athletic event if he/she coordinates it with the head coach.**

**A coach may change a scheduled event if he/she coordinates it with the athletic director.**

**The athletic director may change a scheduled event if he/she coordinates it with the head coach.**

**If a coach fails to complete the schedule for the next season before the deadline given to him/her by the athletic director and/or principal, then the athletic director and/or principal will complete the schedule at their own direction with no input from the coach.**

## **Section 11: Use of Building and Grounds**

**All persons planning to use the building or school grounds must seek prior approval by the administration before scheduling events.**

**It is the responsibility of coaches and supervising individuals to take care of the grounds and facilities when they are in use.**

**Coaches in the building past 8:15 PM on a school day are responsible for turning off lights, checking shower and locker rooms and locking of the building.**

**At no time are any doors to the building to be propped open. All doors are to remain closed at all times.**

**Coaches should also supervise the organization of locker rooms.**

**The area is to be kept clean and orderly on a daily basis.**

**Failure to observe and oversee care when using the building facilities within the building or grounds itself could result in the loss of such privileges by an individual or team.**

**Any individual or group desiring to use the elementary building must get approval from the Elementary Principal prior to the event or activity and submit in writing permission granted to the administration.**

**No person, who is not an approved coach or employee of Green Local Schools, shall have keys to any locks on the premises.**

**Coaches must complete a key request form prior to requesting keys. The form must be signed by the athletic director before being turned into the maintenance supervisor.**

**Coaches and sponsors are to ensure the grounds they use are clean when their activity is complete. The gym floor is to be swept before and after each practice/event.**

## **Section 12: Weight Training**

**It shall be the policy of Green Local Schools, and the High School Athletic Department, to encourage the use of weights within the scope of the total athletic department.**

**It has long been established that training with weights can enhance athletic performance; the central theme behind the policy at Green is the best possible results with a maximum amount of safety.**

**Athletes shall train according to the time schedules, which are to be posted at all times in the weight room.**

**No athlete shall train alone; a coach must supervise all work-out sessions scheduled.**

**Each athlete must use a spotter at each station.**

**All workout schedules must be approved by the building principal and the athletic director prior to beginning training sessions.**

**Athletes must never train alone.**

**Athletes should be instructed in the proper technique of each exercise.**

**Coaches should never train with their athletes.**

**Athletes should be informed of the dangers involved with the proper use of weights.**

**Teams training for in-season sports should be given the first priority as to the training times.**

**The weight room should be kept neat, clean and orderly.**

**Horseplay must never be permitted.**

**Any violation of the above rules may result in a team or individual losing their weight room privileges by directive of the team's head coach and the building principal.**

### **Section 13: Communication between Parents & Coaches/Activity Sponsors**

**Coaches/activity sponsors are under no obligation to discuss playing time with the parents of the athletes/participants.**

**Coaches/activity sponsors are under no obligation to discuss game entry with the parents of the athletes/participants.**

**Coaches/activity sponsors are required to communicate practice times, game schedules and bus departure times with the parents of the athletes/participants.**

**No coach/activity sponsor shall be verbally abusive toward a parent.**

**No parent shall be verbally abusive toward a coach/activity sponsor.**

**Coaches/activity sponsors are not to discuss matters with parents/guardians that involve athletes that are not the children of said parents/guardians.**

**Parents, guardians and general spectators are not to communicate with a coach during a game.**

**Parents, guardians and general spectators are not permitted on the sidelines, bench or dugout of any game.**

**Coaches/sponsors are expected to meet with parents who request a conference related to violations of school policy or rules set forth in the athletic manual.**

**Absolutely no form of retaliation shall be used against a student as a result of a parent/coach interaction.**

## **Section 14: Conflict Resolution**

If a parent/guardian has an issue with a coach, that does not involve playing time, game entry or play calling, then the parent/guardian is to work toward a resolution with the coach. If a resolution cannot be obtained, then the following actions will serve as the Conflict Resolution process. The administration will collaborate with parents/guardians and coaches to ensure that a resolution is reached.

**The parent/guardian will fill out a Conflict Resolution for (found in the Table of Forms) and submit it to the athletic director at Green High School by mail or by submitting it in the high school office. The form may not be delivered to the athletic director's classroom or home.**

**Anonymous complaints sent to the athletic director's e-mail, home phone, school phone or school mailbox will be discarded.**

**Complaints not entered on the Conflict Resolution form will not be addressed.**

**Complaints from parties, who are not the parent/guardian of an athlete/activity participant, will be ignored. No information pertaining to a student athlete will be given to a person who is not the parent/guardian of the student athlete.**

**Once a valid Conflict Resolution form has been received, the athletic director will review it and speak with the coach/activity sponsor in question.**

**If it is determined the coach has violated an athletic manual policy or other school policy, then corrective action will be made with the coach. If not athletic manual policy or other school policy has been violated, then the complainant will be notified that the issue has now ended and will be given an explanation as to why.**

**If the complainant is not satisfied with the result, then he/she may appeal to the high school principal, who will review the complaint and make a decision. If the high school principal deems no policy has been violated, then he/she will contact the complainant to give an explanation as to why. If the high school principal deems that a policy has been violated, then corrective action will be made with the coach.**

**If the complainant is not satisfied with the result from the high school principal, then he/she may appeal to the superintendent, who will review the complaint and make a decision. If the superintendent deems no policy has been violated, then he/she will contact the complainant to give an explanation as to why. If the superintendent deems that a policy has been violated, then corrective action will be made with the coach.**

**If the complainant is not satisfied with the result from the superintendent, then he/she may appeal to the Board of Education at a regularly scheduled meeting. In order to do such, the complainant must ask the superintendent to be put on the agenda for said meeting. Since an issue with a coach is a personnel matter, then the issue may not be discussed openly in the meeting and the matter will likely be discussed in an executive session. When in executive session, the complainant may only discuss an issue that pertains to his/her child and not the athletic program or sport in general (which is clearly outlined in Ohio school law).**

**This conflict resolution process in no way, shape or form supersedes Ohio law when it comes to the reporting of child abuse or sexual abuse of students. If a person has evidence of such a crime, they are obligated to report it to the local Children's Service agency.**

**If a student makes an informal complaint to a school employee about any kind of abuse that he/she has allegedly suffered, then it is that employee's responsibility to contact Children's Services.**

## **Section 15: Unruly Spectators**

**The Green Local Schools will not tolerate any unruly behavior at athletic events.**

**Any spectator, regardless of any affiliation with the school, who threatens violence against a coach, player or fellow spectator, will be removed from the event. The offending spectator will be banned from all athletic events for the remainder of the school year.**

**The Green Local Schools will not tolerate the use of alcohol and/or drugs at athletic events.**

**Any spectator, regardless of any affiliation with the school, who uses drugs or alcohol at an athletic event, will be removed from the event. The offending spectator will be banned from all athletic events for the remainder of the school year.**

**The Green Local Schools will not tolerate the verbal abuse of coaches, players and officials at athletic events.**

**Any spectator, regardless of any affiliation with the school, who verbally abuses a coach, player or official, will be removed from the event. The offending spectator will not be allowed to attend the next home game. The offending spectator may return after they have sat out one event (from the same sport/team). If another violation occurs, then the offending spectator will be banned from all athletic events for the remainder of the school year.**

## **Section 16: SOC and District Passes for Coaches and Administrators**

**SOC passes are given to the school by the SOC Secretary Treasurer for use by coaches and administrators.**

**The athletic director will distribute SOC passes to all coaches in such a manner that each current sport will have a fair share.**

**Coaches may give passes to someone for the purpose of scouting another opponent.**

**Coaches may not give passes to friends for the purpose of entering a Green home athletic event.**

**At the end of the current season, coaches will return the passes to the athletic director.**

**District passes are given to the school by the Southeast District Board. These passes have the name of the holder on it.**

**Coaches are not to give their district pass to anyone.**

**Any person holding a district pass, which does not have their own name on it, will not, be granted free admission to a tournament game hosted by Green.**

**At the end of the school year, all coaches will return their district pass to the athletic director if that pass was issued by the athletic director.**

## CHEERLEADING GUIDELINES

~ Being a cheerleader is a privilege not a right! ~

### Purpose

The purpose of cheerleading is to promote school spirit and a positive school environment. You are to select and lead cheers for the student body at athletic events. Cheerleaders are to keep enthusiasm high **whether we win or lose**. As recognized by school leaders, cheerleaders are expected to be positive role models at school and in the community.

### Cheerleader Values

- to develop leadership and responsibility
- to develop self-control, manners, and courtesy
- to develop mature behavior and a cooperative attitude
- to develop an awareness of the importance of fulfilling one's obligations

### ELIGIBILITY REQUIREMENTS

**Grades:** Cheerleaders must maintain a satisfactory academic record and meet the eligibility requirements set by Green Local School District. This will be determined by the previous grading period and established by the school's board of education. Cheerleaders will be benched until grades are brought up. We have the policy of school first, cheerleading second, this includes attendance. Grades and attendance will be checked by the sponsor.

**Code of Conduct (See page 10):** Cheerleaders are expected to maintain high standards in behavior and to serve as positive role models for the student body, the school, and the community. Cheerleaders who do not meet these standards are subject to cheerleader consequences including probation and dismissal.

- Bullying and Cyberbullying will not be tolerated.
- The severity of bullying will determine the punishment; amount of demerits or automatic dismissal. This will be discussed with the athletic director, principal, and if necessary, referred to the school superintendent and/or the school board.

**GENERAL RULES:** *(Number of demerits in parentheses)*

- All rules of the Green Jr. High/High School Student Handbook will be followed. **(2)**
- Squad members are required to maintain and uphold the reputation of the Green Bobcat Cheerleaders through their own conduct and squad spirit. Members are to be courteous, polite, friendly, and to have a smile for everyone. **(1)**
- Good sportsmanship must be maintained at all times. Good sportsmanship is defined as fair play, respect for opponents, and polite behavior by someone who is competing in a sport or other competition. **(automatic dismissal)**
- Use of tobacco, drugs, or alcohol while in uniform is strictly prohibited. **(automatic dismissal)**
- Cheerleaders must be respectful to teachers, classmates, fans, coaches, etc. **(1.5)**
- All school property must be returned at the end of the season or after being dropped from the squad. Grades will be held for cheerleader's failure to return uniform and school equipment.
- **INSUBORDINATION IS UNACCEPTABLE!** The following actions can result in being removed from the squad:
  - Temper tantrums, outbursts
  - Profanity, lewd language, racial slurs
  - Fighting with someone from the opposite team
  - Showing disrespect to the instructors by talking back, eye rolling, etc.
  - Showing disrespect to a fellow team member
  - Lack of participation or a poor attitude
  - Unnecessary and excessive talking
  - Use of cell phones for non-emergency calls during practice and games. This will cause the loss of the cheerleader's phone. This includes both talking and texting. Phones will be returned after practice/game.
- Never confront another member of the squad, if there is a problem come to your coach. **(1.5)**

- Cheerleaders are responsible for attendance at each event. This includes practices, parades, bake sales, fundraising events, etc. The coach will make exceptions in emergency situations or extraordinary circumstances. **(1)**
- All cheerleaders are required to participate in fundraising activities. These projects are held to help defray the cost of uniforms, and other cheerleading gear/accessories. The parents are responsible for any cost that is not raised. **(1)**
- Suspension from school will automatically suspend you from the squad. The length of the suspension from the squad will depend on the coach and principal.
- Do not argue with the coach. **1<sup>st</sup> Offense (1); 2<sup>nd</sup> Offense (2); 3<sup>rd</sup> Offense (Benched 1 game)**
- Parents may ONLY call the advisor for their daughter's absence excuse, in case of an emergency or to discuss an upcoming event. (See Section 13). Phone calls to talk about their daughter's place in cheerleading are prohibited. **(1)**
- Parents attacking the coach and cheerleaders with profanity and/or threats will not be tolerated and will result in your child being automatically dismissed from the squad. (See section 13)

## UNIFORMS

- Dress **APPROPRIATELY** for all cheerleading functions, i.e. pep rallies, fundraising events, parades, etc. You will be told what the squad will wear for each function. **(.5)**
- Uniforms are to be worn for games, pep assemblies and competitions (this includes shoes). Uniforms are not to be worn any other time unless permission is given by the coach. **(1)**
- No one but the cheerleader is permitted to wear the uniforms (this includes pom-poms). **(1)**
- Uniforms are school property.
- Uniforms and equipment must be cared for properly. Damages must be paid for or the item must be replaced at the expense of the cheerleader. All uniforms must be clean when turning them in at the end of the season.
- Uniforms need to be kept clean and pressed at all times. Shoes and socks need to be kept clean and match at all times. (no colored socks) **(1)**

- No alterations are allowed to be made without the approval of the advisor. **(2.5)**
- Uniforms should be kept in a garment or gym bag. **(2)**
- The waistband of your skirt is NEVER to be rolled up to make the skirt shorter. **(2)**
- The waistband of your warm-up is NEVER to be rolled down to show flesh. **(2)**
- If you lose part of your uniform or other cheerleading gear you will be benched; the other cheerleaders should not suffer for your irresponsibility. **(2)**
- If you forget any part of your uniform for a game, you will be benched.

**PRACTICE:** After school practice is scheduled by the coach. The number of practices required varies according to the time of year. Summer practice is held as designated by the coach.

**Practice Rules:**

- Be kind. There is no room for personal conflicts. Do not bring them to practice. **(1)**
- Must know all cheers and dances that were taught at previous practices. **(1)**
- Warming Up is not optional --- you must participate in order to cheer. **(.5)**
- You will come to practice on time (5 minutes early) and with your hair up, no bangs, and no jewelry. Athletic apparel and shoes that follow the school dress code will be worn. **(.5) 1<sup>st</sup> Offense; (1) 2<sup>nd</sup> Offense; etc.**
- No gum or candy during practice. **(.5)**
- In order to be counted as attending, you must participate in all facets of practice. **(.5)**
- Missing practices without prior approval will not be tolerated. Excused absences will be those where parents have contacted the advisor by phone that their child could not attend because of physical illness or family crisis. Babysitting, getting your hair or nails done and shopping are NOT considered a family crisis. **(1)**
- Any unexcused absence from a practice the day before a game, will result in you being benched for that game.

- Before leaving practice, cheerleaders will clean up the area and return supplies used before leaving. You should respect the area you are in. *Respect your practice area.*
- Appointments (tanning bed, hair, etc.) must be made not to interfere with practice.
- If practice is changed or canceled, the coach will notify you. Practice will not be called off by a decision of the cheerleaders.
- All practices are closed otherwise there are too many distractions. Parents should wait outside and not send anyone to check to see if practice is over. This also causes a distraction.

**GAMES:** All cheerleaders are expected to cheer at the games unless she did not attend school the day of the game due to illness. If a cheerleader knows she will not be cheering but sitting with the coach in the stands due to an unexcused absence and decides not to attend the game, she will sit out the next 2 games. A second offence will result in dismissal from the squad.

### **Game Rules:**

- All cheers and chants shall be of a positive and sportsmanlike manner. **(1)**
- Members will make every attempt to ignore negative responses at events and not become involved in such action themselves. **(1)**
- All unnecessary conversations with cheerleaders or fans are not allowed. **(1)**
- If a cheerleader is benched or sitting out due to illness, the cheerleader will not be permitted to be on her phone during the game. **(1)**
- No refreshments while cheering. Eat before the game, time is given. Water breaks will be given when necessary. **(1)**
- Hair must be clean and worn in a designated style. Hair extensions are not permitted unless they have been professionally sewn in the hair. **(.5)**
- Hair color must be of a natural color. No pink, blue, green, purple, etc.
- Only natural looking make-up will be worn unless noted by the coach for a special occasion; ex.: Halloween, Spirit Week. Excessive make-up is not allowed, e.g. bright lipstick, thick eyeliner.
- Obvious signs of affection (hickies aka love bites) are not permitted during ballgames. **(benched)**

- No jewelry while in uniform (stud style earrings only). No facial piercing, please use the clear spacers **(.5)**
- No chewing gum while in uniform. **(.5)**
- Only clear or natural fingernail polish is allowed. Nails must be clean. **(.5)**
- You must be at the game and ready to go at least one hour prior to game time for warm-ups and quick run through. **(1)**
- Showing up late for a game or returning late after halftime is prohibited. **(1)**
- You must be back on the field/court with no less than one minute remaining at halftime. **(1)**
- Cheerleaders **must ride the bus to all games and events.** (See Section 9) Cheerleaders may ride home with parents (or a representative) from games and events as long as it has been approved by the Mr. McCorkle. Approval must be in the form of a parent/guardian note signed by Mr. McCorkle and given to the coach prior *to departing* for the game. **(1)**
- If a cheerleader misses the bus for any reason other than a conflict with another school affiliated function a demerit will be given. **(1)**
- You want to look your best—no talking or playing around during the game—PAY ATTENTION TO THE GAME. **(1)**
- No arguing on the sidelines. The fans are ALWAYS watching you. If the coach sees you arguing, you will sit out the rest of the game. **(1.5)**
- Cheerleaders may not leave the group activity without permission from the coach. **NO ONE IS TO GO ANYWHERE ALONE!** **(1)**
- Etiquette:
  - Home: Not only should you be on your best behavior for the “HOME” crowd, but you should also show maximum hospitality for the visiting crowd.
  - Away: While visiting other schools, utmost respect will be shown for that school’s traditions. Make sure you make no disrespectful interruptions of pre-game, half time, or post-time game traditions of your host.
- No mocking other cheerleaders, whether they are on our team or the opposing team. **(1)**
- No P.D.A (public display of affection) while in uniform or at practice. **(1)**

- When you cheer or dance your eyes are on the crowd. No flirting while cheering. **(.5)**
- It is recommended that any Jr. High Cheerleaders who attend the high school basketball games participate and be a part of the Pep (cheer) section for the VARSITY home games.
- Part of your duties as a cheerleader is to keep the excitement of the game “up” by performing cheers, dances, etc. and encouraging the students, parents & fans to participate. In order to do this, you must SMILE, SMILE, SMILE!! **(.5)**
- No hanging out on school property after games or other sports related functions without a parent note stating you are allowed to wait on someone or catching a ride with someone. **(.5)**

### **Attendance:**

Once selected for the squad, it is your obligation to attend all practices. When one member is absent, it can keep the team from achieving their goals for that practice. The definition of a team is a number of people that are associated together in work or activity; a cooperatively functioning group. We cannot function cooperatively without your attendance and your commitment.

- Attendance at established events is required of cheerleaders. If a cheerleader is unable to attend an assigned activity, the advisors must be notified in advance of the absence with written verification provided. Students with unexcused absences from cheerleading events (including practices) are subject to penalties and restrictions.
- Each cheerleader must attend school the day of the game or they will not be permitted to cheer.
- Each cheerleader must notify the coach, **not a fellow cheerleader**, prior to the activity if an absence cannot be avoided. **(1)**
- Any activity in which the cheerleaders are expected to attend, whether school is in session or not, will result in being benched or another type of discipline if not attended.
- Written excuses must be given at the first practice or activity following an absence. **(.25)**
- Work schedules need to be made to not interfere with practice.

**CAMP:**

- Summer camp is **MANDATORY** as part of the cheerleading training process. Only in case of emergency will a cheerleader be excused from attending this camp. The cheerleading coach will determine if a cheerleader may be excused. Missing camp will result in missed cheerleading activities. **(Benched 2 games)**
- Camp fees are the responsibility of the cheerleaders. **Any camp expenses not raised through fundraising efforts are the responsibility of the cheerleader.**
- The cheerleading coach will attend the camp with the cheerleaders.

**DISCIPLINARY ACTION:**

It shall be squad policy that disciplinary action will only be invoked as a last resort, and that every reasonable attempt will be made to avoid situations likely to lead to such action through squad discussion and positive encouragement, by example, and by finding ways and means to correct negative trends. Disciplinary action will be given for every violation to the listed game rules, practice rules and/or squad rules.

**Transportation:** (See Section 9) Parents must be waiting on the cheerleader when activities are dismissed.

**Physical Examination:** Each candidate must pass a physical examination before the cheerleading year begins. Proof of examination must be given to the coach each year to file with the principal's office. It is mandatory by the Ohio High School Athletic Association that all students participating in any sports program have a physical each year.

**Voluntarily Quitting the Squad:** If a cheerleader voluntarily quits the squad of her/his own accord at any time during the cheerleading year, she/he will not be able to attend open gyms of a new sport for the following season. They must wait to participate when the new season begins. (See Section 4)

### **Dismissal:**

- Refusal to Cheer: Anyone who refuses to cheer for a game or competition because of a disagreement or conflict may be dismissed.
- Personal Misconduct: shall be cause for dismissal (as indicated in Eligibility Requirements, Conduct).
- Poor Scholastic Performance: not maintaining eligibility requirements shall be grounds for dismissal.
- Total of **five (5)** demerits will cause dismissal from the squad.
- Final Dismissal: The final decision for dismissal shall rest with the advisor and the school administration.

### **BENCHING:**

The coach and/or Administration may “bench” a cheerleader for any of the reasons stated above or listed in the Green Local Student Handbook, missing a practice before game day, or a total of three demerits. “Benching” will consist of suiting up and sitting during the game with the coach while others are cheering. You will not be permitted to sit with parents, friends or use your cell phone during the game.

*\*The Coach and/or Administration will handle any situation not covered, with whatever action seems necessary.*

### **VACATIONS AND FUNDRAISING:**

If a fundraiser takes place while a cheerleader is on vacation, the cheerleader is expected to replace their share of money, time, energy and effort. It is not the responsibility of the squad to pull 1 or more cheerleaders share of the work. Cheerleaders are expected to participate in all fundraising. The coach will ask for vacation dates so that they can, to the best of their ability, schedule camp around vacations. The coach will also give cheerleaders and their parents the date(s) as soon as possible so vacations can be scheduled around camp. Team Work is Best!! It is expected that all cheerleaders will give 100 percent.

### **FINANCIAL OBLIGATIONS:**

Cheerleading is an expensive sport and each cheerleader must be able to pay for the financial obligations entailed. Uniforms: All uniform items (camp wear, shoes, socks, tights, bows, crop tops) will be purchased by each cheerleader. Any money raised through fundraisers will first be used for necessities such as uniforms, camp and pom-poms). Other items could be purchased if there is money left after the necessities have been purchased.

### **CHEER ADVISOR RESPONSIBILITIES:**

- 🐾 Establish clear written guidelines and rules.
- 🐾 Provide students with written expectations and potential consequences for violation of the organization's/District's rules and/or regulations.
- 🐾 Ensure fair and consistent enforcement of rules and regulations.
- 🐾 Notification of practices and events to students and their parents in a timely manner.
- 🐾 Give advanced notice of schedule changes to allow students and parents sufficient time to make necessary arrangements.
- 🐾 Serve as an appropriate role model for students, in accordance with the standards of the teaching profession.
- 🐾 Establish a cooperative relationship between parents, students, and school personnel by writing and implementing cheerleader contracts, guidelines, etc.
- 🐾 The advisors will have the final authority on any issue not specifically covered in the written regulations.
- 🐾 The advisors have the authority to adapt any of the rules for unpredictable situations.

### **CHEERLEADER RESPONSIBILITIES:**

- 🐾 Sign and adhere to all rules and regulations outlined in the Green High School Athletic Manual.
- 🐾 Sign and adhere to appropriate cheerleader contracts, rules, regulations, and established higher standards of behavior.
- 🐾 Cooperate with sponsor and administration in investigations involving disciplinary infractions.
- 🐾 Exhibit an attitude of respect toward individuals and property by conducting oneself in a responsible manner.
- 🐾 Serve as an appropriate role model for other students.
- 🐾 Arrive prepared and on time for all practices and performances.

### **PARENT RESPONSIBILITIES:**

- 🐾 Stay informed of the rules, regulations, and procedures that are applicable to the cheerleading organization.
- 🐾 Provide transportation, as needed, to ensure that the student arrives on time for all cheerleading activities.
- 🐾 Provide transportation, as needed, to ensure that the student is **picked up on time** from all cheerleading activities.
- 🐾 Attend parent orientation meetings, as appropriate.

- 🐾 Help sell programs during games, I realize this is the time you want to relax and enjoy the game and show your school pride, but you are only asked to sell for part of the game.
- 🐾 Help chaperone dances.
- 🐾 Cooperate with school administrators and organization sponsors in establishing and maintaining a quality organization.
- 🐾 Encourage student adherence to established rules, regulations, procedures, etc.
- 🐾 Do not yell at the cheerleaders in disappointment or disapproval. This is embarrassing not only to the cheerleaders, but your daughter also.

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## **Acknowledgements**

### **Student Athlete**

#### **Acknowledgement & Agreement to Follow the Rules**

**No Green student athlete will be allowed to participate in Green Local School's sports unless he/she signs and agrees to the rules, policies and guidelines contained in this handbook.**

**I, \_\_\_\_\_, agree to follow the rules, policies and guidelines contained in this handbook. I agree that ignorance of the rules, policies and guidelines is not an excuse for violating the tenets of this handbook. Personal disagreement with the tenets of this handbook is not an excuse for violating them.**

**Student Athlete's Signature: \_\_\_\_\_**

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

**This must be returned to the athletic director before the first game of the season. One copy is good for the whole school year.**

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**Parent/Guardians**

**Acknowledgement & Agreement to Follow the Rules**

**No Green student athlete will be allowed to participate in Green Local School's sports unless his/her parent/guardian has signed below, indicating acknowledgement and agreement to follow the rules, policies and guidelines contained in this handbook.**

**I, \_\_\_\_\_, agree to follow the rules, policies and guidelines contained in this handbook. I agree that ignorance of the rules, policies and guidelines is not an excuse for violating the tenets of this handbook. Personal disagreement with the tenets of this handbook is not an excuse for violating them.**

**Parent/Guardian Signature: \_\_\_\_\_**

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

**Parent/Guardian Signature: \_\_\_\_\_**

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

**This must be returned to the athletic director before the first game of the season. One copy is good for the whole school year.**

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## **Head Coach/Activity Sponsor's**

### **Acknowledgement & Agreement to Follow the Rules**

**No Green coach/activity sponsor will be allowed to participate in Green Local School's sports until he/she has signed below, indicating acknowledgement and agreement to follow the rules, policies and guidelines contained in this handbook.**

**I, \_\_\_\_\_, agree to follow the rules, policies and guidelines contained in this handbook. I agree that ignorance of the rules, policies and guidelines is not an excuse for violating the tenets of this handbook. Personal disagreement with the tenets of this handbook is not an excuse for violating them.**

**Head Coach/Activity Sponsor: \_\_\_\_\_**

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

**This must be returned to the athletic director before the first game of the season. One copy is good for the whole school year.**