

# STUDENT-ATHLETE HANDBOOK

EVERGREEN LOCAL SCHOOLS



Evergreen Local Schools, *Viking Strong!*

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### **Mission Statement**

Building on Tradition, Committed to Excellence, Cultivating the Future.

### **Vision Statement**

Creating innovative pathways that empower students to positively impact the world.

### **Core Belief Statements:**

We are dedicated to our students, our most valuable resource.

We respect all individuals in our school and community.

We appreciate that each person has a unique purpose.

We recognize the unlimited potential in every student.

We empower students to make responsible decisions.

We strive to develop strong character in each student.

We promote empathy and compassion for others.

We value family and community.

We are committed to the safety of our students.

### **Sportsmanship**

Student-athletes at Evergreen Local Schools are expected to represent the school and community in a positive and respectful manner at all times. Student athletes are expected to follow the rules; speak and act responsibly, and show courtesy and respect for fellow fans, the officials and coaches, the administrators and authority figures and, of course, their team and opponents.

### **Interscholastic Athletics**

- Evergreen Local Schools recognizes the value of an interscholastic athletic program to the students and community as an integral part of the total school experience.
- Our athletic programs are designed to foster growth of school loyalty within the student body and stimulate community interest in athletics.
- Our interscholastic athletics programs are designed to provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that, which can be offered by a school or the School District alone.
- Our interscholastic athletics programs shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this district with those of another district.
- The Board of Education has determined the standards of eligibility to be met by all students participating in the interscholastic program. To view these standards, please see Board Policy 2431.

## **General Information**

Evergreen Local Schools is a member of the Ohio High School Athletic Association (OHSAA) and the Northwest Ohio Athletic League (NWOAL). As a member school, Evergreen complies with all bylaws, regulations, and policies of both associations. All student athletes involved in interscholastic athletics at Evergreen Local School are obligated to follow policy set forth by Evergreen Local Schools as well as both NWOAL and OHSAA requirements.

## **Eligibility**

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extracurricular activity, a student must have maintained at least a 1.5 grade-point average for the grading period prior to the grading period in which s/he wishes to participate.

All parents/guardians and athletes will be expected to sign an athletic agreement certifying that they have read the Evergreen Local Schools' Athletic Code and will abide by all rules and regulations. Failure to abide by the agreement may result in denial of participation.

## **Pay to Participate**

In order to maintain robust interscholastic athletic programs at Evergreen Local Schools, the District has established a Pay-to-Participate program. The program amounts are as follows:

- First Sport participation is \$50.00.
- Second Sport participation is \$25.00.
- Maximum of \$75 per student and \$200 per family

## **Attendance**

Extra-curricular participants (which includes student-athletes) must be in attendance to school the entire school day. Absence for medical or school-related circumstances should be verified by official documentation such as a written doctor's excuse. Additional exceptions must be approved by the Principal or AD. This applies to practices, meetings, performances, contests, and any team/sport-related activities.

## **Student/Parent OHSAA Preseason Information Meeting**

OHSAA mandates that all student-athletes and parents attend a pre-season information meeting prior to the start of each sport season in which the respective student-athlete participates. Parents/students who participate in athletic programs during multiple seasons are only required to attend a Preseason meeting before their first athletic season of the school year. Parents will be required to sign-off on an attendance form at such meetings and the form will be maintained for OHSAA audits. Parents/students unable to attend the meeting will be required to make arrangements with the AD to review information prior to the student athlete's ability to participate in the sport.

## **Student/Parent Team Meetings**

In coordination with the AD, each head coach will schedule a pre-season meeting each sport season. Students and parent/guardians are required to attend these meetings. The athletic department will make every attempt to coordinate parent meetings with OHSAA preseason meeting dates. Areas to be discussed at this meeting include (but are not limited to) safety protocol, communication with coaches, eligibility and lettering requirements,

discipline and team rules, practice schedules, administrative (paperwork) details, and general goals, objectives, and philosophy of the coach.

### **Quitting A Sport**

A student-athlete who fails to complete the season with his/her team by quitting that sport may not participate in any other sport's activities until the season is over for the team whom the student-athlete quit.

- The student athlete should contact the coach in person to explain the athlete's reasons for quitting.
- All equipment must be returned to the head coach within one week of the student athlete's departure, and all monies owed must be paid in full.
- If all associated monies have not been paid in full, and/or equipment is not returned with one week of the student athlete's departure, the student athlete will not be permitted to participate in conditioning, practices or contests with any other sport until equipment is returned and monies are paid. Failure to return equipment and/or pay associated fees may also result in a held graduation diploma.
- A student who drops out of any sport *within* five practice days from the first official day of practice may participate in a second sport during the same season.
- A student who drops out of any sport after five practice days from the first official day of practice may not participate in a second sport during the same season. The student may participate in a conditioning program of a sport for the next season.

### **Squad Selection**

At times it may become necessary that a head coach "cut" students from their squads in order to maintain a manageable number of team members allowable by the OHSAA. Cutting student-athletes from a squad occurs with the following guidelines:

- The guidelines used to cut students from a squad will be defined by the head coach.
- The head coach will provide his/her criteria in written or electronic format.
- Once guidelines have been established, the head coach will explain to all students on the squad the criteria that will be used in cutting students before any try-out or practice session begins.
- The head coach will provide the Principal and the AD a copy of the criteria.
- Once the try-outs and/or practice sessions have ended, the head coach will notify in person those students who have not made the team to discuss options for improvement and a general assessment of skills.
- If a student is cut from one sport, he/she is eligible to participate in another sport during that same season, at the discretion of the coaches and AD.

### **Travel**

During away events and trips, our athletic teams serve as representatives of the school and community.

Members of Evergreen athletic programs will dress and conduct themselves in a socially and legally acceptable manner. Due to variations of off site locker/dressing room accommodations, student-athletes are expected to follow the directions of their coaches in what is appropriate dress for each contest.

- A coach or faculty member shall accompany all teams and sport groups, whether by bus, van, or car unless otherwise approved by the Principal or AD.
- The coach or faculty member shall assume the responsibility for student-athlete safety and behavior. All athletes are expected to return in the same way as they made the trip unless prior arrangements have been made between the parent/guardian of the student-athlete and the coach.
- A sign out form may be required for students who choose to travel home with their parents from an

away contest or trip. A parent or legal guardian must confirm with the coach arrangements for transportation of their child if not utilizing school transportation.

Violations in the areas of dress, conduct, and travel may result in loss of travel privileges, suspension from athletic contests or removal from the team.

### **Equipment**

Each student-athlete is responsible for all issued equipment. If the student-athlete fails to turn in what was issued, the student-athlete may be required to pay for the cost of replacement of the equipment. Replacement costs will be added to the student-athlete's account until the equipment is paid for or returned. Failure to pay for or return district owned equipment may result in a denial of participation until the district owned equipment is paid for or returned.

Condition of equipment will be noted when issued. When equipment is returned, the condition should be similar to when it was handed out. If equipment is returned in a condition that is deemed unusable, the student-athlete may be required to pay for the cost of replacement of the equipment.

### **Pifer Field Turf Guidelines:**

- No Gum, Seeds, or Tobacco products on the turf.
- No Baseball Cleats are permitted on the turf. Only molded cleats, screw in style football, soccer cleats, turf shoes or sneakers.
- No flaming batons or fireworks on the turf.
- No vehicles/trailers on the turf
- No Pets in the stadium or athletic areas
- No confetti in the stadium
- No unauthorized use of the field or turf. Those groups or organizations interested in using Pifer Field must schedule time with the Principal or AD.
- Do not drill in the same area for long periods of time or each day. Teams/groups should alternate practice locations to prevent lumping of field rubber. The soccer goalie should not dig in goal area.

### **Sports Medicine**

The Evergreen Local School District, in cooperation with the Mercy Sports Medicine Group, provides daily, professional assessment and evaluation of all Evergreen student-athletes during the regular sport seasons. This service is provided free of charge to our student-athletes; however, each family should coordinate and communicate related health issues and concerns through both their personal health-care provider and the school athletic sports medicine personnel/trainer. Student-athletes may be seen by the athletic trainer as necessary throughout the school year, regardless of whether the student-athlete is "in-season" or "out-of-season".

### **Dual Sport Participation**

An athlete may choose to participate in more than one sport per season at Evergreen Local Schools.

- Student-athletes interested in competing in dual sports must receive initial approval of the AD and must complete the Dual Sport Form (from the AD).
- Once the AD approves the request, the head coach of both sports must provide their approval.
- The Dual Sports Form allows for a student to choose a primary and secondary sport. In case of any

unsolvable conflict between the two sports, the primary sport will take precedence over the secondary sport.

- In the event an OHSAA sanctioned tournament contest for the secondary sport conflicts with a primary regular season event (league or non-league), the student- athlete has the choice to compete in the tournament event.
- If unforeseen conflicts do arise, the AD must be notified immediately.

### **Conflicts In Extra/Co-Curricular Activities**

The Evergreen Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and to this end will attempt to schedule events in a cooperative manner to minimize conflicts.

- The student has a responsibility to do everything they can to avoid continuous conflicts. This may include participating in only one athletic activity each sporting season and being cautious about belonging to too many activities where conflict may occur.
- Student athletes participating in other co-curriculars should notifying all advisors/coaches well in advance of any potential conflict in activities. A performance (athletic event, contest, play, concert, etc.) normally has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence.

Should an unforeseen conflict arise, the advisors/coaches will meet to work out a solution so conflict is minimized. If the parties are not able to create a solution, the Principal and AD will make the decision based upon:

- The relative importance of each event.
- The importance of each event to the student.
- The relative contribution the student is expected to provide.
- Parental input.

Once a decision on a conflict has been made and the student has followed the decision, no student penalty will be imposed by any advisor/coach. In some cases, withdrawal from a team of activity may be recommended. Additionally, coaches should be alert for other potential school-related conflicts in scheduling. Every attempt should be made to avoid conflict in scheduling contests on dates involving activities including (but not limited to) Homecoming, Prom Night, National Honor Society Induction, Music Concerts/Performances.

### **Athletic Code Of Conduct**

A student is eligible to participate in athletics if, in the judgment of the Principal, coaching staff, and faculty, he/she is representative of the schools ideals in matters of citizenship, integrity, and sportsmanship.

Participation in athletics is a privilege, not a right. The conduct of a student-athlete is closely observed in many areas of life. The behavior of a student-athlete should remain exemplary in the following areas:

#### **In Competition**

- In the area of athletic competition a student-athlete never uses profanity or illegal tactics. He/she respects the person and authority of officials and coaches. Any behavior contrary to that which is usually accepted as good sportsmanship is a poor reflection of Evergreen Local Schools and will not be

tolerated. Poor sportsmanship may result in removal from a practice, game, contest, or even dismissal from the team or squad.

#### In The Classroom

- In the academic area, a student-athlete strives to be a good student and is always prepared. Student-athletes plan their time to give sufficient energy to study to ensure acceptable grades. Student-athletes must meet the eligibility requirements as established by the OHSAA, NWOAL, and the Evergreen Local Schools Board of Education. In addition to maintaining eligibility, a student-athlete must provide respectful attention to classroom activities and be courteous to teachers and all school employees at all times. Poor conduct in the classroom may result in suspension or dismissal from a team or squad.

#### In General Appearance:

- Student-Athletes should set and maintain a high standard of appearance at all times. Student-athletes are expected to maintain appropriate standards of grooming and hygiene. Clothing and jewelry that poses concerns for safety should be avoided. Students may be required to remove jewelry or clothing that poses safety risks to student-athletes.

#### In The Community:

- Student-Athletes should conduct themselves with respect at all times. The school day may end, but the student-athlete continues to represent the school community. The student-athlete is held to high standards of conduct as a member of the school organization and community.

#### On Social Media:

- Student-athletes are reminded of the importance of developing a positive online image. Student-athletes are reminded of their responsibility to represent the school and community in a positive manner both in public, in school, and online. It is expected that a student-athlete's online/social media image should remain positive at all times. Inappropriate, negative, or disruptive behavior on any social media platform may result in violation of the athletic code of conduct. Harassment, intimidation, or bullying toward a student, whether by electronic or other means is strictly prohibited and will not be tolerated.

### **Violations of Code of Conduct**

Student-athletes shall not violate laws governing the State of Ohio, the student code of conduct, the athletic code of conduct, nor any team rules/expectations. Violation of any law or code of conduct will be evaluated on a case by case basis, and will take into consideration the following factors:

- The degree to which the student-athlete's conduct poses a threat or risk to the safety and well-being of self and others
- The degree to which non-action by school officials could be viewed as condonation of, or indifference to the conduct;
- The degree to which the conduct brings discredit to Evergreen Local Schools and its programs;
- The status of the matter under the criminal or juvenile justice system, if any such system is involved. While determinations by school officials under this rule are not dependent on such status or any conclusion reached under such a system, that status or conclusion might be a relevant factor in the investigation and analysis of the underlying facts.

\*The above factors are not intended to be exhaustive and no particular factor is, in and of itself, determinative in a particular case.

## **Student-Athlete Conduct Violation Procedures**

- If a Code of Conduct violation is suspected, the coach and/or AD will organize a preliminary meeting with the student-athlete involved.
- The student-athlete shall be provided an opportunity to explain his/her side of the story.
- If the coach and/or AD determine that a Code of Conduct violation has occurred, the coach and/or AD will meet with the student-athlete and provide written notice of the disciplinary action and the reasons for that action.
- Personal contact will be made by the AD (or designee) to the parents, followed by written notice of the disciplinary action and the reasons for that action.

## **ATOD (Alcohol, Tobacco And Other Drugs)**

All Evergreen student-athletes (grades 7 through 12) agree to this policy prior to participation in each athletic season. This school board approved athletic policy impacts choices the athlete makes year-round. Any additional Evergreen Local Board of Education adoption of policy which impacts the general student population will also apply to student-athletes.

*Participants shall not at any time possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale, or be under the influence of any alcohol, tobacco products, illegal drugs, unauthorized prescription or non-prescription drugs, look-alike alcohol or drugs, or any other mind-altering substance. Participants shall not possess, use, sell, offer to sell, deliver or conceal any instruments or paraphernalia associated with drugs, alcohol, or tobacco. This includes paraphernalia associated with inhalants, e-cigarettes, vaporizers, and vapor products. Use of drugs authorized by a physician, or wine consumed as part of a religious occasion while supervised by a parent/guardian shall not be considered a violation of this policy.*

## **Student-Athlete Random Drug Testing Policy:**

Students participating in interscholastic athletics for Evergreen Local Schools will be required to consent to random drug testing. Student who refuse to consent to this policy will be denied the privilege of participating in athletic programming. This policy is designed to help students and parents cope with drug, alcohol, and tobacco use. Therefore, the policy is in place to provide guidelines for each student/family to receive assistance as needed. Random testing will occur throughout all sports seasons. As many as twenty (20) percent of the athletes may be tested per random selection. Any athlete may be randomly tested more than once per season.

## **Disciplinary Procedures for Violation of ATOD/ Random Drug Testing Policy**

### *First Offense- Voluntary Admission*

- Voluntary admission occurs when a student and/or parent admits to ATOD violations prior to any reported incident of abuse. Voluntary admission does not apply when there is a deliberate attempt to circumvent the first offense step following a violation.
- Voluntary referral cannot be used by student participants as a method to avoid the consequences of the Athletic Code of Conduct and must be made within 72 hours of the violation.
- Voluntary referral must occur prior to any report of violations, and 72 hours prior to a random drug test.
- The student-athlete must complete a substance abuse counseling program (individual or group) before regaining participation privileges. The student-athlete's parent(s) will be allowed to seek counseling

from an outside agency (approved by AD). The costs of any counseling under this paragraph shall be the responsibility of the student and/or his/her parents and/or guardian.

#### *First Offense - Involuntary Violation*

- The student-athlete shall be denied participation privileges for the equivalent of 100% of a sports season (or upcoming season if the athlete is out-of-season) from the date of the infraction. This denial of participation privileges may be reduced to 20% of the regular season games, meets, or matches upon meeting the requirements listed in paragraphs 2 and 3 below. In cases where the denial is reduced to 20% and a fraction results, the number will be rounded off to the nearest whole number (0-.49 = round down, .50-.99 = round up). If the denial cannot be completed in the season in which the violation occurs, the percentage not served/completed will carry over to the athlete's next season of participation (regardless of when that occurs). However, tournament/playoff games will be used towards the completion of the denied contests.
- The student-athlete must complete a substance abuse counseling program (individual or group) before regaining participation privileges. The student-athlete's parent(s) will be allowed to seek counseling from an outside agency (approved by AD). The costs of any counseling under this paragraph shall be the responsibility of the student and/or his/her parents and/or guardian.
- The student-athlete shall be required to serve 10 hours of community service approved by the AD. The student-athlete shall make a written proposal for the community service hours to the AD. Proposals shall be approved by the AD prior to service taking place.
- The student-athlete shall forfeit all leadership roles on his/her team.
- The student-athlete may be awarded a varsity letter at the sole discretion of the AD or his/her designee but shall forfeit any additional team awards or honors (i.e. Most Valuable Player, etc.) for the season in which the denial of participation occurs.
- Failure to complete the counseling and/or community service will result in the student-athlete being denied participation privileges in the athletic program for the equivalent of 100% of a sports season (or upcoming season if athlete is out-of-season) from the date of the infraction.

#### *Second Offense*

- A second violation will result in restriction from extracurricular activity for a period of one calendar year (beginning on the date of suspension). The student-athlete must complete a substance abuse counseling program (individual or group) before regaining participation privileges.
- If the second violation occurs more than one calendar year after the first, it shall be treated as a first offense.
- The student must complete and follow any recommendations of the ATOD evaluation or assessment. Costs associated with an ATOD assessment are the obligation of the student athlete/parent.
- Failure to complete an ATOD assessment following a 2nd offense will result in permanent denial of participation privileges in athletics for the Evergreen Local School District.

#### *Third Offense*

- The athlete is permanently denied participation in athletics in the Evergreen Local School District.

#### *Selling of Controlled Substances*

- Any student selling illegal controlled substances may be suspended from participation in extracurricular activities for the remainder of his/her school career.

### **Hazing (BOE policy 5516)**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in hazing of any kind.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing.

### **Varsity E Club**

Any student athlete that receives a varsity letter in any of the sponsored Evergreen High School athletic programs is eligible to be a member in the Varsity E Club. The Varsity E Club is designed to teach leadership and promote a sense of pride in Evergreen Athletes through fundraising to benefit the Evergreen Athletic Department. The AD will reside as the volunteer coordinator of the group. All group fundraising activities will be operated through the district treasurer.

### **Senior Athlete Award**

The Senior Athlete Award is an award given to a male and female athlete each year for the senior who was outstanding in their athletic career at Evergreen High School. Each senior athlete is given the opportunity to complete an athletic history form, which is to be turned into the AD by the date labeled on the award application.

The athletic history is then given to a selection committee comprised of the AD, high school Principal, a girls sport coach, a boy's sport coach and a non-coaching teacher. The senior athlete award is presented at the Senior Awards Assembly. The athletic history form is available in the forms section of the handbook. The format for selection is as follows:

- 5 points for each sport participated
- 10 points for each varsity letter earned
- 10 points for being chosen to 1st team all league
- 5 points for being chosen to 2nd team all league
- 2 points for being chosen Honorable Mention all league
- 10 points for being chosen to the all District Team
- 20 points for being chosen to all State Team
- 5 points for each specialty award

- 5 to 50 points for leadership and citizenship (non-athletic) to be determined by the advisory committee
- The Advisory Committee has discretion of awarding Co-athletes

### **Student-Athlete Survey**

Evergreen Local Schools values and encourages feedback from student-athletes regarding their athletic experience. In an effort to gain a clearer understanding of the experiences of our student-athletes, students will be provided the opportunity to submit anonymous feedback regarding their athletic experiences via a student-athlete survey.

### **Preparticipation Exam (“physical”)**

- The Evergreen Local Schools requires that each sport participant complete, and pass a preparticipation examination if he/she wishes to practice, try out, and compete in any sport. The Ohio High School Athletic Association Preparticipation Examination Form must be fully completed and returned to the Athletic Director.
- The Examination Form will remain on file in the school athletic office. Students are required to have a preparticipation examination form on file prior to participation in any pre-season, in-season or post-season practice, conditioning, weight-training, open gym or field in any interscholastic event.

### **Athletic Sign Off Form**

The athletic sign off form must be completed prior to participation in any athletic program. The form encompasses all of the Evergreen Local Schools requirements pertaining to safety, communication, sportsmanship, conduct, eligibility, insurance, rules and regulations, photo release information, drug consent, and concussion information (concussion forms under House Bill 143 will need to be signed separately). The athletic sign off form is attached in the forms section. By completing the sign of form, both student-athlete and parents agree to all contents, rules, and regulations. All forms can be found online on the districts athletic website.

### **Insurance Waiver**

- Evergreen Local Schools provides families the opportunity to obtain injury protection insurance coverage to help cover the costs of injury of a student-athlete while participating in an athletic program. Families have the option to signup for coverage through the following website: [www.gtlic.com](http://www.gtlic.com). Families can contact the district office with questions regarding this coverage.
- Waiving district injury protection insurance verifies that the student possesses adequate insurance in the event of an injury. Parents/guardians are required to certify that student-athletes possess adequate insurance coverage on the attached sign-off form.
- The athletic department recommends but does not require a participant take out injury protection when insurance coverage is deemed inadequate. It is the belief that some form of insurance protection should cover each athlete who participates in athletics at Evergreen.
- Evergreen Local Schools in no way guarantees payment or compensation in a case of injury. All athletes are covered under the Ohio High School Athletic Association Catastrophic Insurance Plan in case of a major injury. For more information on insurance provided by the Ohio High School Athletic Association, visit their website at [www.ohsaa.org](http://www.ohsaa.org).

## **Concussion Policy**

It is important for all individuals involved in interscholastic athletics to recognize the potential for catastrophic injury and even death from concussions. Thus, it is extremely important that each coach, administrator, contest official, medical support personnel, parents and students review their responsibilities in protecting student-athletes.

- Any student, while practicing for or competing in an interscholastic contest, who exhibits signs, symptoms or behaviors consistent with having sustained a concussion or head injury (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the practice or contest
- The athlete will be kept from participating in all practices and contests until he/she is officially cleared to participate according to the rules mandated by the O.H.S.A.A.
- The athlete will not be permitted to participate unless the return to participate form is completed and returned to the building Principal.
- Once the building Principal has received the paperwork, the AD will be informed that the return to participate form has been adequately completed and received.
- The athletic direction will notify the coach of the student-athlete's ability to return to regular participation once verified by the building Principal.

For more information on concussion regulations, please review the O.H.S.A.A. policies at

<https://ohsaa.org/concussionresources>.

## **Emergency Medical Form**

At the beginning of each school year, each Evergreen student and all student-athletes participating in athletics at Evergreen Local Schools are required to complete an emergency medical form. This form communicates emergency contact and emergency medical information in the event of an accident or emergency. Emergency medical forms remain on file in the main office of each building, and are maintained by respective coaches and athletic trainers.

## **Parent Communication Guide**

We are pleased that your son/daughter has chosen to participate in the interscholastic program of the Evergreen Local School District. The goal of the Athletic Department is to provide our athletes with the best possible sport environment. We believe this goal can be realized with appropriate lines of communication among all parties involved. This guide has been developed to help coaches, parents, administrators, and athletes communicate most effectively.

### **Chain of Command:**

The Principal is ultimately responsible for the athletic programs within the school. He/she has delegated authority to the AD(s) to make sure all policies and procedures are carried out. All Head Coaches are responsible for their individual programs and report to the AD(s). All assistant coaches are responsible for their individual programs and report to Head Coaches. When problems arise within a program, an assistant coach is expected to bring the issue to the Head Coach. Should the problem not be resolved, the issue should then be taken to the AD(s).

Parent concerns should always be brought to the attention of the Head Coach of a program for resolution. Should a parent bypass the program coaching staff and go directly to the AD, Principal or Superintendent they should be directed back to the Head Coach. If resolution does not take place with the Head Coach they should then proceed to the AD(s) and finally the Principal. Student-athlete concerns, including playing time, should

initially be addressed by their position coach or team level head coach. If resolution does not take place at that level it should be brought to the attention of the Head Coach of the program.

### **Communication Parents Should Expect From the Coach**

- Philosophy of the coach.
- Expectations the coach may have of your child and the Team.
- Location and times of all practices and contests.
- Team Requirements (fees, special equipment, eligibility, attendance, off-season conditioning, etc.)
- Procedure to follow should your child become injured during participation.
- Athletic Code of Conduct policy and any additional rules that may affect participation.
- Requirement to earn a Varsity letter.
- Responsibilities for lost/outstanding equipment at the end of the season.

### **Appropriate Parent Concerns to Discuss With the Coach**

- The treatment of your child mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.
- As your child becomes involved in various athletic programs of the school, it is our hope that he/she will experience some of the most rewarding moments of his/her life. It is important to understand that things may not always go as you or your child wish. At these times a discussion with the coach may be desirable (in fact, it is encouraged) to clear up the issue to avoid any misunderstanding.

### **Topics Parents Should Not Discuss With the Coach**

- Playing time/position assignment.
- Team strategy/play calling.
- Many aspects of the highly emotional and dynamic setting of interscholastic athletics are often questioned. These may include decisions made by coaches, administration, officials, athletes, parents, and fans. As you have seen from the previous list, certain concerns can be and should be discussed with your child's coach. Other issues must be left to the discretion of the coach. Our coaches are professionals. Coaches make judgment decisions based on what they believe is in the best interest of the team under all circumstances.

### **Procedures To Follow If You Have a Concern To Discuss With the Coach**

- There are situations that may require a conference between the coach, parent, and athlete. Such a meeting is encouraged when necessary. It is important that both parties have a clear understanding of the other person's position. Each should be willing to listen. The following procedure should be used to help promote a resolution to the issue:
- Contact the coach to set up an appointment.
- If the coach cannot be reached after a reasonable period of time, contact the AD. An appointment with the coach will be arranged for you.
- **IMPORTANT:** Please **DO NOT** attempt to confront the coach before or after a contest or practice session. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution and often escalate. A twenty-four hour no contact period will be in effect after a contest or match. After this time, contact can be made with the coach and AD to set up a meeting to discuss the issue at hand. Violating the no contact period may result in consequences listed below.

### **The Next Step**

What can a parent do if the meeting with the coach does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive

and better understanding. If the parent desires further communication on an issue, parents should contact the next step on the “Chain of Command” listed at the beginning of this section.

### **Consequences For Violation Of The Parent Communication Policy**

Continued violation of the parent communication guide may result in the following for parents and/or guardians of our student-athletes:

- Two (2) home game suspension. If there are not two home events available to serve the suspension, related athletic activities may be substituted for events (awards banquets for example).
- Suspension for the remainder of the current sport season.
- Permanent suspension from attending any and all Evergreen Athletic events and activities.

### *Important Phone Numbers:*

- Evergreen High School Athletic Director: 419-644-2951 ext. 1118
- Evergreen Middle School Athletic Director: 419-644-2331 ext. 1180

## Dual Sport Participation Form

Evergreen Local School District

Student Athlete \_\_\_\_\_ Date \_\_\_\_\_

Primary Sport \_\_\_\_\_ Secondary Sport \_\_\_\_\_

General Requirements for participating in two sports in the same season at Evergreen High School:

1. The student athlete must meet Evergreen High School and Ohio High School Athletic Association requirements concerning eligibility and attendance.
2. Primary and secondary sports must be decided prior to the start of the season. The primary sport will take priority in contest conflicts unless an agreement between head coaches, with consent of the AD, is made.
3. All known contest conflicts must be worked out prior to the season. Conflicts may arise later in the season due to re-scheduled events and state competitions.
4. A practice crossover schedule must also be worked out prior to the season. Practice time must not exceed two and one half hours per day when school is in session.
5. Participation in two sports must include one at the varsity level.
6. If the student athlete quits one sport, he/she may be ineligible to participate in any sport that season. The head coach must allow the student athlete to withdraw from their sport to be able to compete in another sport.
7. Participation in two separate sports contests is permitted when they occur on the same day. Parent/Guardian permission is required if the events are located at different contest sites.
8. Award requirements will not change for two sport participants.

Student Athlete \_\_\_\_\_ Parent/Gaurdian \_\_\_\_\_

Primary Coach \_\_\_\_\_ SecondaryCoach \_\_\_\_\_

Athletic Director \_\_\_\_\_

\*\*Copies to Parent/Student, Coaches, Athletic Director, Principal

# Senior Athlete Award Application

NAME: \_\_\_\_\_

Answer the questions below on a separate sheet of paper. Staple this application to the front of your answers. Please submit application to the AD.

1. Participation – List all sports you have participated in at Evergreen High School. List sports by grade level starting with your freshman year to your senior year.
2. Varsity Letters Earned – List the sport and grade year of each letter won.
3. All League Selections – First Team, Second Team, and Honorable Mention. List by sport and grade year.
4. All District and/or State Honors – Indicate First Team, Second Team, and/or Honorable Mention. List by sport and grade year.
5. Team Awards or Honors – These may include but are not limited to Most Valuable Player, Most Improved, Team Captain, etc. List by sport and grade year.
6. Non-Athletic Honors – List by grade year and honor or office held. These may include but are not limited to Student Council President, Honor Roll, Varsity E Treasurer, etc.
7. Cumulative Grade Point Average – Use the first semester of your senior year to determine your average.

# Evergreen Viking Athletic Sign Off Form

Student Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian (print) \_\_\_\_\_

Contact Number: \_\_\_\_\_ Circle one: Home Cell Work

Each item listed below includes all of the forms that need to be signed and dated required by Evergreen Local Schools and the Ohio High School Athletic Association to compete in interscholastic athletics. With a parent/guardian initial next to each item, it is understood that the parent/guardian and athletes agree to abide by the rules and regulations set forth in each category. Each of the items will be available on the Athletics Section of the school website, [www.evgathletics.org](http://www.evgathletics.org)

Please initial each item to signify that you understand and abide by each item:

\_\_\_\_\_ Review the Evergreen Parent Communication Guide (available online, forms page)

\_\_\_\_\_ Read the Evergreen School Code of Conduct (available online, forms page)

\_\_\_\_\_ Review OHSAA Eligibility Bulletin and Guide (available on OHSAA.org)

\_\_\_\_\_ Complete OHSAA Physical Form (All six pages)

\_\_\_\_\_ Read the concussion information form (available online, forms page)

\_\_\_\_\_ Read the informed drug testing consent agreement (available online, forms page)

\_\_\_\_\_ Read the Photo Release Guidelines (available online, forms page)

\_\_\_\_\_ Read the Student-Athletic Handbook (available online, forms page)

\_\_\_\_\_ I WAIVE the supplemental insurance coverage offered by Evergreen Schools

If you wish to opt in, visit [www.gtlic.com](http://www.gtlic.com) to sign up

\_\_\_\_\_ I, as a parent/guardian, will be totally responsible for any and all injury medical costs incurred by this student as a result of participation in any extracurricular activity. As a parent/guardian, I acknowledge that participation in extracurricular activities can be dangerous and involve the possibility of serious injury or death and hereby assume all of risks associated with participation and agree to hold harmless, the Evergreen Local School District, it's employees, coaches, athletic trainers, representatives, agents, and volunteers from any and all liability.

I have reviewed/received each of the above items and acknowledge the information contained. This form needs to be signed only once during each school year prior to participation in athletic programs. A signature on this form indicates acceptance of all information listed above. This information applies to all extracurricular activities for the Evergreen Local School District during the entire school year.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Date

## Evergreen Facility Usage Fee Schedule: All School Buildings

<u>Area</u>	<u>During Normal Custodial/Cook Hours</u>	<u>Outside of Normal Custodial/Cook Hours</u>
<b>Gymnasium (includes custodial)</b>		
• Non Profit	\$5 per hour	\$35 per hour
• Profit	\$25 per hour	\$100 per hour
• Non Profit/School Related	\$0 per hour	\$0 per hour
<b>Cafeteria (includes custodial)</b>		
• Non Profit	\$5 per hour	\$35 per hour
• Profit	\$25 per hour	\$100 per hour
• Non Profit/School Related	\$0 per hour	\$0 per hour
<b>Gym &amp; Cafeteria (includes custodial)</b>		
• Non Profit	\$10 per hour	\$50 per hour
• Profit	\$40 per hour	\$120 per hour
• Non Profit/School Related	\$0 per hour	\$0 per hour
<b>Kitchen (if cook needed)</b>		
• Non Profit	\$5 per hour	\$35 per hour
• Profit	\$25 per hour	\$50 per hour
• Non Profit/School Related	\$0 per hour	\$0 per hour
<b>Classrooms (includes custodial)</b>		
• Non Profit	\$5 per hour	\$35 per hour
• Profit	\$25 per hour	\$50 per hour
• Non Profit/School Related	\$0 per hour	\$0 per hour
<b>Athletic Fields</b>		
• Non Profit	\$5 per usage	\$35 per usage
• Profit	\$50 per usage	\$75 per usage
• Non Profit/School Related	\$0 per hour	\$0 per hour

Please Note the following:

- The Superintendent will have the final authority in determining a group’s status. Preference and fees apply to all groups that are within the boundaries of the Evergreen LSD. Rental agreements to groups outside the District boundaries will be considered on a case-by-case basis, and will be charged according to the fee schedule listed above. Outside Groups must prepay before permission is granted. After usage, District groups that do not pay in a timely manner may be considered to be an “Outside Group” whose request will be considered after prepayment is received.
- Cost to use the facilities during normal school hours may be waived, depending upon whether or not the usage will benefit Evergreen students, faculty, or the community.
- Special arrangements may be authorized as stated on the building’s Request for Facility Usage Form. In addition, special arrangements may be authorized for nonprofit groups that rent facilities on a regular basis. Additional cost (e.g., football field lighting) not specifically stated may be charged. Any additional cost not specified above will be entered onto the Facility Usage Request Form.