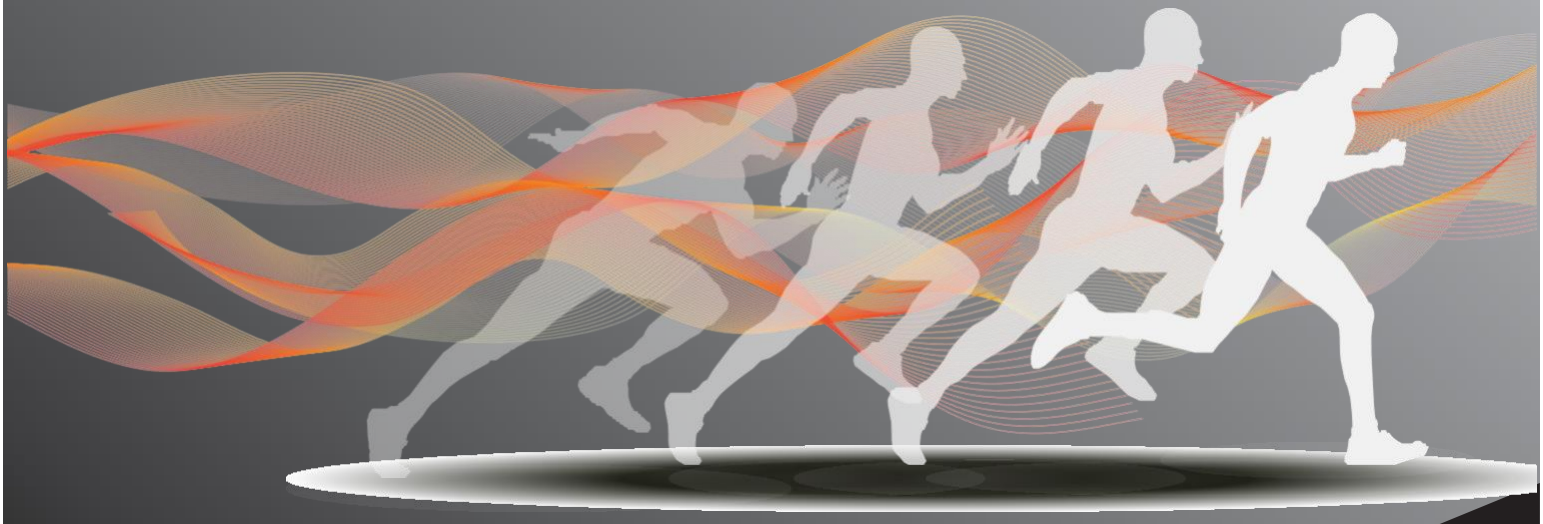
ATHLETICS



WWW.MARLINGTONLOCAL.ORG

Athletics

MISSION

In collaboration with staff, community, parents and students, the Marlington Local School District will:

Develop lifelong learners who understand and apply knowledge, and demonstrate excellence in pursuing the highest standards, both personal and academic. To this end, we will consistently engage in the thoughtful assessment of student progress toward meeting high standards with effective intervention to challenge every student.

VISION

A tradition of excellence, a commitment to the future.

ATHLETIC DEPARTMENT ADMINISTRATORS

Athletic Administrator, Scott Stayer
Athletic Secretary, Tessa Presutti

BOARD OF EDUCATION

Mrs. Karen Humphries, President
Mr. Jonathan Swift, Vice President
Mrs. Cathy Krupko
Mr. Josh Hagan
Mr. Mark Ryan

CENTRAL OFFICE ADMINISTRATION

Mr. Dan Swisher, Superintendent
Mrs. Renee Kaley, Curriculum Director
Mr. Bob Foss, Treasurer
Mr. Nick Evanich, Director of Pupil Services

MARLINGTON LOCAL SCHOOLS

ATHLETIC POLICY HANDBOOK

MARLINGTON LOCAL SCHOOLS
ATHLETIC ORGANIZATIONAL PLAN

Marlington Local Board of Education

Superintendent

High School Principal

Athletic Administrator

Faculty Manager

Site Coordinator

Head Coaches

Assistant Coaches

MEMBER OF OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

MEMBER OF EASTERN BUCKEYE CONFERENCE

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SECTION 1.00 – RESPONSIBILITY

1.01 THE SUPERINTENDENT:

The superintendent shall keep the board of education informed of the policies and activities of the athletic department. The superintendent shall recommend for approval to the board of education all members of the coaching staff, the athletic administrator, faculty manager, and site coordinator.

1.02 GENERAL DUTIES OF PRINCIPAL:

The principal of the secondary school, in cooperation with the athletic administrator, shall be responsible to the superintendent of schools for the development and control of athletics in his/her school. In addition to exercising general control, the principal of the high school has the following specific duties:

1. To determine the eligibility of athletes with recommendation from the athletic administrator.

2. To assist in the coordination and coverage of athletic contests when needed.

3. To supervise and coordinate activities in relation to pep assemblies and award programs.

4. To see that all rules of the OHSAA and the Eastern Buckeye Conference are strictly upheld.

5. Serve as official school designee as required by OHSAA bylaws.

1.03 ATHLETIC COUNCIL:

The program of interscholastic athletics shall be guided by an athletic Council composed of the following members:

1. Athletic Administrator (Chairman)

2. Principal

3. Superintendent

4. Board of Education President or his/her designee

5. 4 coaches - 1 fall, 1 winter, 1 spring, 1 at large to be named by the athletic administrator annually.

Voting on the athletic council shall be as follows:

1. One vote per member.

2. A majority of votes from the council on a proposal will send the proposal to the superintendent and board of education for their approval.

Athletic council shall meet as needed with dates and times to be designated by the athletic administrator.

The function of the athletic council shall be to encourage harmony in the planning and cooperation in the work of the athletic staff. They shall coordinate all efforts and activities toward the common goal of a complete program for the athletes of the Marlington Local School District. To accomplish this goal the council shall recommend policy to the board of education.

Duties of the athletic council shall include, but are not limited to, the following:

1. Monitor the interscholastic athletic program and abide by the rules and regulations established by the Marlington Local Board of Education, the Ohio High School Athletic Association, and the Eastern Buckeye Conference.

2. Recommend procedures and policies for the operation of the athletic program in the high school and middle school.

3. To establish the athletic program as an integral part of the total educational program of Marlington Local Schools.

SECTION 2.00 – COACHING REQUIREMENTS

2.01 STATE MANDATED CERTIFICATION:

1. The State Department of Education requires that each coach earn a Pupil Activity Permit. This includes all board-approved coaches, including volunteers.

2. To serve as a coach, you must complete all Coach's Tool Chest requirements.

2.02 RULES INTERPRETATION MEETINGS MANDATORY:

Any school sponsoring a sport recognized by the OHSAA in which a state tournament is held, must have the head varsity coach or assistant varsity coach in that sport, or the athletic administrator, attend an OHSAA sponsored State Rules Interpretation meeting in that sport if such a meeting is held in order for teams or individuals from that school to be eligible to enter the OHSAA sponsored tournament.

2.03 PRE-SEASON DUTIES OF HEAD COACH OR ASSISTANT ASSIGNED TO A TEAM:

1. Present team members with a written copy of team rules and regulations of the program and go over them with the squad. Have a copy signed by each team member and his/her parent/guardian and keep on file.

2. Assure collection/completion of the following before any athlete may participate in the first official practice:
   - A. Current Physical Exam Form
     Note: Physical Exam Forms are valid for 13 months.
   - B. Completion of all Online Athletic Forms
     1. OHSAA Authorization Form
     2. Emergency Medical Form
     3. Student/Athlete Code of Conduct
     4. Pamphlet/Medical Coverage
     5. Sportsmanship For Parents Form
     6. Media Release Form
     7. Lindsay's Law Form
     8. Concussion Information/Form

3. Participation Fee
Note: There is a $50 participation fee per athlete for each middle and high school sport. Participation fees are due before the first official contest. There is a $250 family cap per school year for siblings living within the same household.

3. Provide the athletic administrator with a list of all squad members so that an eligibility list may be prepared and student athletes are certified for participation prior to the first contest.

2.04 POST-SEASON DUTIES OF HEAD COACH OR ASSISTANT ASSIGNED TO A TEAM:

(Within two or three weeks after the final game)

1. Submit to the athletic administrator a written complete inventory of equipment and supplies.

2. Provide a list of athletes owing money for equipment not turned in.

3. Submit to the athletic administrator a written request for equipment for next year.

4. Assist the athletic administrator in preparing the budget for next year.

5. Provide a list of award and letter winners to the athletic administrator. The athletic department secretary will give you blank award sheets and a copy of last years' award sheets to help guide you.

6. Submit team statistics and game scores to the athletic administrator. Assistants should make a copy also for the head coach.

7. Attend the banquet at the end of the season.

2.05 SCOUTING:

Scouting assignments shall be arranged by the head coach. If at all possible, assignments should be made prior to the start of the season for the convenience of those involved. Scouting is a part of every coach's job description and every coach shall be expected to scout when asked by the head coach.

SECTION 3.00 – SUGGESTED COACHING GUIDELINES

3.01 GENERAL COACHING GUIDELINES:

1. A coach should always try to be the first person in the gym or on the practice field and the last person to leave.

2. Dress and look the part of a coach for practice sessions.

3. A good coach will strive to be fair and consistent. These are two things players respect in a coach.

4. Must be willing to cooperate with each other and the administration.

5. All coaches should stress discipline in all phases of their sport.

6. Be prepared when you report to practice - have a written practice plan.

7. All coaches should see as many games in your sport program as possible. Show all athletes that you are interested.

8. Show loyalty to the Marlington Athletic Program, its players and its coaches. Take every opportunity to point out the positive things.

9. Coaches should have a proper blend of praise and criticism in dealing with their players.

10. No athlete should be dismissed from the squad without the approval of the varsity head coach in that sport and then, only after following due process.

11. Young athletes are easily influenced; if they are not shown enthusiasm by the coaches, they will not be enthusiastic.

12. Game and season statistics must be kept for each sport and turned in at season end review.

3.02 PUBLICITY:

It is the responsibility of each coach to contact the newspapers and radio stations with the results of their contests. He/she may designate someone to call in the report. Usually the home team is responsible for reporting. The coach should also make sure results of their contests are announced over the P.A. to the students. Announcements should be emailed to s_miller@marlingtonlocal.org, and t_costoff@marlingtonlocal.org.

SECTION 4.00 – REQUIRED FORMS FOR COACHES

4.01 EMERGENCY MEDICAL FORMS

1. Each coach responsible for a team must have each participant complete an online emergency medical form prior to participation. These forms should be signed electronically by the parent/guardian and filed with the coach where he has immediate access in case of injury.

2. These forms must be taken to all away games and scrimmages. No athlete, manager, statistician or cheerleader should be permitted to practice, play in a game or scrimmage or travel with the team without the medical form completed and on file with the coach.

4.02 PHYSICAL EXAMS:

1. OHSAA requires a physical exam each year of high school competition.
Physicals are valid for 13 months.

2. No athlete will be permitted to begin practice or competition without a physical exam form signed by the parent/guardian and placed on file by the head coach. It is the coach's responsibility to make sure each athlete has a physical exam form on file.

3. Physical exam paperwork and medical consent forms; and athletic participation forms should be kept on file in the athletic administrator's office.

4. Expense of the physical examination is the responsibility of the parent/guardian.

4.03 INSURANCE AND WAIVERS:

1. Insurance for athletes is available for parents/guardian to purchase. The athlete must either purchase the school insurance or be insured by the parent's/guardian's insurance to participate in athletics. These waivers are included in the pre-participation forms and must be filled out with all other information for student-athletes to be eligible to compete.

4.04 TEAM ROSTERS:

It is the responsibility of the head coach to give the athletic administrator, no later than two weeks prior to the first game, a roster of all the members of his/her team. The roster should include all information that the coach wishes listed in the game program -- if there is a game program for that sport. This information should include name, height, grade level, and jersey numbers. The names will be used in determining eligibility lists.

If a player is added to the team during the season the head coach must notify the athletic administrator so that an eligibility form can be established.

4.05 TRANSFERS/NEW PLAYERS:

Coaches must notify the athletic administrator of any transfers or participants that did not attend the Marlington Local Schools the past school year prior to participation. Eligibility needs to be determined before student-athlete participates. All OHSAA eligibility rules apply.

4.06 EQUIPMENT:

Players are responsible for all equipment issued. Each coach will make an inventory and mark all equipment issued at the beginning of the season, will collect same equipment after the season, and be responsible for billing any athlete for missing items.

SECTION 5.00 – ELIGIBILITY

5.01 ACADEMIC REQUIREMENTS:

Eligibility - In order to be eligible to participate in any interscholastic extracurricular activities, students in grades 7-12 must receive a passing grade in a minimum of five (5) one credit courses, or the equivalent, which counts toward graduation (BY LAW 4-4-1 of OHSAA Handbook). In addition, a student must achieve a grade point average of at least 1.5 during the previous nine weeks. If a student has below a 1.5 in the previous 9 weeks of the season and has passed a minimum of five (5) one credit courses, or the equivalent, the student-athlete will be given a specific academic coaching plan that must be followed in order to participate in games as determined by administration.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

EXCEPTION 1: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

EXCEPTION 2: A student coming off the “ineligible status” may become eligible 24 hours after the mandatory grade reporting date (a date established by board policy which cannot be the same day as the end of the grading period) established by the board of education or other similar governing body for that school’s district, provided said grade reporting date is applicable to all students in that district. (BY-LAW 4-4-3 of OHSAA Handbook)
A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled. (BY-LAW 4-4-4 of OHSAA Handbook)

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. (BY-LAW 4 4-5 of OHSAA Handbook)

Summer school and other educational options may not be used to substitute for failure to meet the academic standards specified in Bylaw 4 during the last grading period of the school year. (BY-LAW 4-4-7 of OHSAA Handbook).

5.02 INELIGIBLE ATHLETE:

If an athlete is not eligible for a sport season on the basis of his/her prior nine week's scholastic work, he/she may not play, dress, or participate in games, previews, or scrimmages in any way during the entire period of ineligibility except for normal daily practice. The head coach may or may not permit the ineligible athlete to practice.

5.03 GENERAL ELIGIBILITY:

See Athletic Administrator for any questions regarding eligibility issues for OHSAA.

SECTION 6.00 – INJURY PROCEDURE

6.01 ATHLETIC INJURY POLICY:

1. Emergency First Aid - The trainer and/or coach will administer emergency first aid as needed by the athlete.

2. In the event the injury is of a more serious nature or the injured athlete must be transported to a hospital, every attempt should be made to contact the parent/guardian listed on the emergency medical form and inform them of the situation.

3. The hospital listed on the emergency medical form is the hospital to which the injured athlete should be transported in the event the parent/guardian cannot be contacted.

4. Contact the emergency ambulance service for transporting the athlete.

5. Notify the athletic administrator and/or the principal and the athletic trainer of the action taken that evening or immediately the next morning.

6. Documentation -- as soon as possible a school injury report form should be completed and placed on file in the athletic trainer's office. This is required for all injuries where medical attention is needed.

7. All head coaches must review the action plan for handling injuries/emergencies in their sport. It shall be shared with all levels of their supervised sport.

SECTION 7.00 – ATHLETIC CODE OF CONDUCT

7.01 REASONABLE CONDUCT ATHLETIC PARTICIPATION

Student participation in athletics is a privilege, not a right. Students that wish to participate in an athletic program must be willing to accept the guidelines, rules, and responsibilities set forth by the school and the coach of that sport. Athletes can be suspended or removed from teams/squads for general misconduct, which includes but is not limited to insubordination, repeated absenteeism, fighting, sexual misconduct, negative/apathetic attitude, unsportsmanlike conduct, inappropriate language or gestures, destruction of school property, police arrests and any inappropriate behavior in public domain, etc. Also recognizing the varying degrees of severity, types of misconduct and an athlete's previous record of conduct, each situation will be considered individually. This policy is in effect 365 days, 24 hours per day

Student athletes must be aware that all school, team, and OHSAA conduct policies are in effect at games, practices, and on any school transportation for athletic participation. The conduct code applies to game officials, auxiliary personnel, security, maintenance, game workers, etc., as well as coaches and administration.

7.02 DENIAL OF PARTICIPATION/CODE OF CONDUCT VIOLATIONS:

The board of education believes that participation in extra-curricular activities, events, teams and programs, is a privilege.

The following procedures are hereby established to govern the same in the Marlington Local School District:

1. Actions and decisions shall be determined as to appropriateness in accordance with adopted rules and regulations and procedures relative to the activity as well as within the sound discretion of the staff persons and/or administrators supervising the program.

In situations where actions involve both curricular and extra curricular activity, judgments would be separated as to domain where possible, but with the understanding that the building administrator shall make appropriate rulings as to domain when a conflict exists. Denial of participation may be for part or all of the remainder of the activity(s) for the current school year. (In accordance with Board Policy: 5610.05)

7.03 QUITTING A TEAM:

Any athlete who decides to quit a team must notify the head coach and return all equipment issued to him/her. Any athlete who quits a team is not permitted to begin practicing or playing with another Marlington team or off-season conditioning program during that sport season unless mutually agreed to by both coaches involved and the athletic administrator.

7.04 STUDENT ACTIVITY DRUG, (INCLUDING STEROIDS) ALCOHOL, TOBACCO USE/POSSESSION/DISTRIBUTION POLICY:

Since the board of education, administration, activity advisors, coaches and activity directors believe that athletics and extra-curricular activities are a privilege for each participating individual, it is important that students, parents, and interested persons be aware of the necessary rules and regulations. These activities involve an extra dimension of voluntary participation and thus necessitate additional guidelines. Everyone should realize that the participant represents the Marlington Local School District in a very visible arena.

Each sponsor or coach must meet at the beginning of their activity year or season with both the parents and participants so that the rules and regulations, and procedures of discipline are discussed and understood. These rules and regulations are to be signed by the participant and parents and submitted to the responsible advisor or coach before the student may participate in any extra-curricular activity. ***The following policy is effect 365 days per year 24/7.***

Athletes shall not possess, use, or distribute any controlled or counterfeit substance including but not limited to narcotics, hallucinogens, alcohol, tobacco, steroids, marijuana, and/or any paraphernalia including but not limited to electronic cigarettes and/or any vapor device related to any of these substances.

A. First Offense:

An athlete found in violation of this policy will be denied participation for 20% of the remaining scheduled contests (season or tournament) based on the number of regular season scheduled contests in that particular sport of primary rostered team. If the suspension does not cover the remainder of that sport season, said suspension will carry over into the next sport the athlete participates in. Athlete will enter "Substance Violation Measures" noted below, with the exception of a first-time tobacco violation.

B. Second Offense:

An athlete found in violation of this policy a second time will be denied participation in 50% of the scheduled contests of that sport (regular season and tournament) and will also be required to attend an intervention program in addition to the suspension to regain eligibility. Non-attendance of the intervention program will require a meeting with the athletic administrator and building principal before participating in athletic contests. A second violation will carry over to the next sport in which the athlete is participating, if suspension does not cover the remainder of said sport season. Athlete will enter "Substance Violation Measures" noted below.

C. Third Offense:

An athlete found in violation of this policy for a third time in the same school year will be excluded from athletic participation one full year from the date of the third infraction. After the penalties for the third offense have been satisfied, any future offenses will then revert back to the first offense and progress from that point. Athlete will enter "Substance Violation Measures" noted below.

Note: Any athlete denied participation must finish said sport season in which they are serving suspension in order to meet suspension requirements. In suspension calculations mathematical rounding rules apply. (i.e.: .5 and above rounds to the next whole number, less than .5 rounds down to the previous whole number.)

Substance Violation Measures

Athletes who are suspended for Athletic Policy 7.04 will be required to schedule an assessment at CommQuest in Alliance or another approved court ordered drug/alcohol center at the parent's expense. This assessment will require a drug test and determination if an underlying issue exists. CommQuest will make recommendations, if needed, for further counseling. CommQuest will provide the Athletic Director with a signed release of satisfaction of completion of the assessment and its requirements for return to play.

The results of the assessment and/or drug test will not diminish or extend the suspension length. Should the assessment require further counseling, the athlete may return to play after original suspension as long as the athlete adheres to the requirements set by CommQuest.

7.05 SOCIAL MEDIA POLICY:

Student-athletes and staff members are asked to use discretion when participating in social networking avenues. For good or for bad, you are always "on the clock" when it comes to representing Marlington and your programs.

Student-athletes are representatives of Marlington and are in the public eye more so than other students. Assume anything you post on your personal account could be read by Marlington's staff, teammates, classmates, opposing teams, alumni, parents or other family members, media members, a current employer, future employers or coaches.

What is social media?

- Social media connects people in various corners of the world, helping to build relationships through social interaction using highly accessible communication techniques
- Examples include Twitter, Facebook, YouTube, Vimeo, Instagram, Tumblr, LinkedIn, TikTok, Flickr, Foursquare and blogs

Best practices

- Remember that the Internet is permanent
- Avoid posting offensive or inappropriate language, pictures, videos or comments
- Ensure content posted on these sites does not depict inappropriate or illegal activities
- Don't post anything you wouldn't say in a public forum when representing Marlington, or anything you wouldn't say to the media
- Be in the right state of mind when you make a post - don't post when you're angry, upset, or your judgment is impaired in any way
- Check your privacy settings. It is recommended that the strongest security settings be used for Facebook, and that student-athletes have "protected tweets" on Twitter, wherein only approved followers will be able to view tweets
- Never post your home address, local address, phone number(s), birth date or other personal information. You could be a target of predators. For additional safety measures, it is recommended that student-athletes do not include their location in Facebook posts and tweets
- Understand that anything posted online is available to anyone in the world - any content placed online becomes the

property of the site(s) and is completely out of your control the moment it is placed online, even if you limit access to your page

- Ensure any information placed on the website(s) does not violate our athletic department or student codes of conduct
- Do not comment on athlete injuries, rosters, playbooks, game plans, officiating or any other team information that should be kept confidential

Student-athletes could face discipline and even dismissal from the team for violations of this social media policy.

7.06 ABSENCE OF ATHLETE FROM SCHOOL:

1. To participate in games or practice, an athlete must be in school for at least one half of the scheduled school day, (3 1/2 hours) that school day. A certified note from a medical professional will release an athlete for competition if they miss more than one half (1/2) day. The building principal must make any other approvals.

2. In the event of a Saturday contest and the athlete is absent all day Friday, athletes are permitted to participate unless the coach deems athlete is at risk physically or is being disciplined for some other reason.

3. Athletes who are under suspension or expulsion from school may not participate for the duration of the suspension or expulsion. This applies to practices, games, or any other team activity.

7.07 EARLY DISMISSAL OF ATHLETES:

Our basic athletic department philosophy is that we should attempt to minimize the frequency which missing of school is needed. However, on special situations and circumstances, the need may be there, so please use the following format to fulfill this need.

1. No contracts for contests will be scheduled unless this is anticipated and approved by the principal and athletic administrator in advance. (This will avoid any last minute situations).

2. If unexpected or situational circumstances arise during the season, this should be brought to the athletic administrator's attention immediately, before any agreement or arrangements are made. The athletic administrator will make the final decision on any schedule changes.

7.08 PROCEDURE FORMAT FOR EARLY DISMISSAL OF ATHLETES OR TEAMS:

1. Obtain approval from athletic administrator.

2. Athletic administrator will contact principal and the transportation coordinator (if needed).

3. List of athletes and times needed excused should be turned into the athletic office by the coach a minimum of 48 hours in advance.

SECTION 8.00 – TRANSPORTATION OF ATHLETES

8.01 BUS AND VAN REQUESTS:

It is the responsibility of the coach to notify the athletic administrator of the date, destination, and departure time if a bus or van is needed for a trip. Transportation request forms can be obtained from the athletic office and must be turned in to the athletic office at least a minimum of a month before the trip so the bus drivers can pick trips ahead of time. Trips that need to be scheduled on short notice should be requested at least five days prior to the trip if possible as per OAPSE contract. Capacity of the van is limited to seven (7) athletes plus the driver for a total of eight (8) people. If more than eight (8) participants are involved, then a bus must be requested. You must have a van endorsement to drive the school vans.

8.02 BUS TRIPS:

1. Coaches should check the departure times on the bus schedule that is provided, and make adjustments several days in advance if necessary.

2. Participants are to travel in the provided school transportation to all athletic contests and scrimmages. Exceptions are to be approved by the principal or athletic administrator in advance. A written request must be made by the parent/guardian in advance if unusual circumstances exist.

3. An athlete is not permitted to go home from a contest with anyone else except a parent/guardian. An exception may be made if written permission is given to the coach by the parent/guardian in advance.

4. No one other than players, coaches, managers, trainers, statisticians, cheerleaders, and other team personnel may ride the bus to games and scrimmages.

5. A coach has the responsibility of accompanying the team on the bus.

6. Proper bus conduct is expected at all times. The coach is responsible for bus conduct of his/her team at all times. The athletes will follow school district rules regarding bus riding.

SECTION 9.00 – CLINICS AND PROFESSIONAL MEETINGS

9.01 ATHLETIC CLINIC POLICY:

It is the practice of the Marlington Athletic Department to encourage coaches to attend sports clinics, which will help them to become better prepared to coach, and thereby make a greater over-all contribution to the athletic program.

1. All requests to attend clinics must first be cleared with the athletic administrator. If it is scheduled on a day school is in session it must also be approved by the principal and superintendent.

2. All information received at the clinic should be shared with other coaches of that particular sport.

3. Marlington Local Schools will pay for clinic registration, preferably pre-registration. Hotel accommodations must also be pre-paid and payment will depend upon school finances and could change from year to year. Meals and other expenses will be paid from fundraiser accounts, booster clubs, or personal payment.

4. Each coach regardless of the number of sports coached is limited to two professional days per school year.

SECTION 10.00 – BUDGET/FINANCES/ PURCHASING POLICY

10.01 ATHLETIC PURCHASING POLICY:

Recommendations for the purchase of athletic equipment are to be made by the head coach of each sport. These recommendations shall be for the entire program.
(Grades 7-12)

Every effort will be made to fulfill the requests.

1. Requisitioning procedures: The head coach and athletic administrator will work together on ordering and the athletic administrator must approve all purchase orders.

2. All major purchases of athletic equipment must be submitted to competitive bidding.

3. After all equipment needs are known and purchase has been authorized it is the responsibility of the athletic administrator to place the order.

4. Emergency orders for safety equipment will be handled with dispatch. Verbal contact between the athletic administrator and coach may be used to facilitate the purchase. Follow through with the requisition procedure must occur.

5. End of season cleaning and reconditioning will be guided by the athletic administrator and the head coach.

10.02 PURCHASE OF EQUIPMENT:

1. All purchases or contract services must be within the approved budget for that activity.

2. Purchase orders will be filled out by the athletic department with the information given to them from the coach.

3. The athletic department secretary will electronically send the requisitions to the athletic administrator who will be responsible for approving them and sending them electronically to the administration office for a purchase order number.

4. Any item purchased in which the above procedure is not followed will be the financial responsibility of the person making the purchase.

10.03 DISPOSITION OF EQUIPMENT:

No athletic equipment, supplies, etc. shall be sold, given away or otherwise disposed of by any coach or his representatives without the signed approval by the athletic administrator, principal and the treasurer of a written request which indicates the type, quality, and amount of equipment to be so disposed of and to whom it is to be given.

Before any material is disposed of, it would be offered to the physical education department for consideration. Similarly, no athletic equipment or material should be given away, sold or otherwise disposed of by any physical education instructor without similar approval by the athletic administrator, principal and treasurer of a written request.

Money collected from any approved sale of equipment is to be turned in to the athletic administrator for deposit in the athletic account.

10.04 FUND RAISING ACTIVITIES:

Any fund raising activity by a sports team or teams where students are involved in selling/collecting money must be approved in advance (a minimum of two weeks) by the principal, athletic administrator and by the superintendent.

10.05 BOOSTER CLUBS:

The Marlington Athletic Booster Club and the Marlington Soccer Boosters meet monthly, specific meeting dates and times can be found on the school web calendar. All coaches are encouraged to attend as many meetings as possible. Any financial request a coach has of the booster club should be cleared and approved by the athletic administrator and/or principal and then will be submitted to the appropriate booster club board for approval.

Coaches are asked to cooperate with booster clubs fund raising projects. Good public relations are established by helping the booster clubs with their various projects throughout the year.

SECTION 11.00 – ATHLETIC AWARD POLICY

11.01 MARLINGTON MIDDLE SCHOOL AWARDS:

1. 7th and 8th grade athletics - all sports and cheerleaders.

A. All participants of each team will receive the certificate of participation designating the sport in which the athlete participated.

B. This includes managers, scorekeepers, etc. with proper designation.

2. Qualification for award:

A. Be a member of his or her team in good standing throughout the playing season.

B. Be a contributing factor to the welfare of his/her team, his/her school, and his/her coach.

11.02 NINTH GRADE AWARDS:

1. Be a member of his or her team in good standing throughout the playing season.

2. Has been a contributing factor to the good and welfare of the team, school, and coach.

11.03 HIGH SCHOOL AWARDS:

1. Awards for players (boys and girls), managers and cheerleaders:

VARSITY	RESERVE
1st Year - Letter (M) Chenille and numerals	Certificate of Participation and numerals
2nd Year - Silver Certificate	Marlington Scholar Award (3.5 GPA or higher during season)
3rd Year - Gold Foil Certificate	
4th Year – Photo Award	

A. In order to receive an award a student athlete must have been a contributing factor to the good and welfare of the team, school, and coach.

B. Participation requirements for a varsity letter. Any participation in a quarter constitutes one full quarter towards letter requirement. The same applies to participation in a contest.

Football	50% of the total quarters
Flag Football	50% of the total halves
Basketball	50% of the total quarters
Volleyball	50% of the contests
Golf	40% of the contests
Tennis	40% of the contests
Cross Country	40% of the contests
Wrestling	40% of the contests
Track	Score in 1/2 the meets or total of 15 points.
Baseball	50% of the contest (the coach will decide in the case of pitchers)
Softball	50% of the contests (the coach will decide in the case of pitchers)
Soccer	50% of the total halves
Cheer	Competition Cheer 100%
	Sideline Cheer 50%
Swimming	Score in 1/2 of the meets
Bowling	50% of the contests
Athletic Trainer	Complete the season requirements set by Athletic Trainer

C. A varsity award will be made to seniors who do not have the necessary amount of playing time, but have participated in said sport for 3 seasons.

D. The head coach may recommend an athlete for an award, even if the participation requirement has not been met, when extenuating circumstances (e.g., injury, pitcher-specific roles, etc.) warrant consideration.

E. All athletes who remain on the squad for the entire season but don't qualify for a varsity award will receive a reserve certificate.

11.04 SCHOOL PICTURE PLAQUE AWARDS:

1. Football (3)
2. Basketball (4) (2 Boys, 2 Girls)
3. Volleyball (3)
4. Wrestling (3)

5. Soccer (4) (2 Boys, 2 Girls)
6. Baseball (3)
7. Softball (3)
8. Track (4) (2 Boys, 2 Girls)
9. Golf (4) (2 Boys, 2 Girls)
10. Cross Country (4) (2 Boys, 2 Girls)
11. Tennis (3)
12. Swimming (4) (2 Boys, 2 Girls)
13. Bowling (4) (2 Boys, 2 Girls)
14. Cheer (4) (2 Cheer, 2 Competition)

11.05 SPECIAL YEAR END HIGH SCHOOL AWARDS:

A. The Scholar Athlete Scholar Award
B. Walter S. Headley Award
C. Howard Kitzmiller Memorial Athletic Scholarship

MARLINGTON SCHOLAR ATHLETE SCHOLARSHIP AWARD

The Academic SCHOLAR-ATHLETE Award is selected from a list of seniors who have lettered in at least 2 different varsity sports during their high school career and who carry a minimum 3.0 GPA. The athletes are rated based upon the following criteria

1. Academics Evaluation will be based on a 25 point scale.

ACADEMIC RATING SCALE

AWARDED	GRADE	POINTS
	4.0	25
	3.9	24
	3.8	23
	3.7	22
	3.6	21
	3.5	20
	3.4	19
	3.3	18
	3.2	17
	3.1	16
	3.0	15

The following criteria are based on a 5 point scale (5 points Outstanding, 4 points Above Average, 3 points Average, 2 points Below Average, 1 point Poor)

2. Character
3. Reliability
4. Leadership
5. Teamwork
6. Coachability

The results are totaled and winner is determined by dividing students by possible points.

OHSAA SCHOLAR ATHLETES –

The OHIO HIGH SCHOOL ATHLETIC ASSOCIATION SCHOLAR ATHLETE AWARD is presented through the Ohio High School Athletic Association to 2 student athletes per school who received a minimum of 4 varsity letters during their high school career and have achieved academic excellence while participating in interscholastic athletics. On behalf of the Ohio High School Athletic Association, we applaud the strong academic and athletic efforts of these two outstanding athletes.

The winner will be announced at the year-end awards assembly. The student will receive a trophy or plaque with his name inscribed on it and the name will be placed on the permanent wall plaque that commemorates this award.

WALTER C. HEADLEY AWARD

Each sport has the opportunity to nominate one member. This member should be endorsed, and presented by the head coach of that sport. Naturally the most valuable player award winners probably should merit a priority since they reflect the approval of their teammates and the support of their coaching staff. However, this does not have to hold true since the final selection for any representative is left up to the judgment of the head coach of that particular sport.

The following criteria should be strongly considered in placing an athlete up for consideration:

1. Attitude towards team.
2. Positive character traits.
3. Competitive spirit.
4. Desire, drive, and determination to excel.
5. Willingness to cooperate with teammates and coaching staff.
6. The example this person sets forteammates.
7. Attitude toward his school and in the classroom.
8. Overall school behavior should be above question by teachers and administration.

A special athletic council meeting is called to nominate the candidates for this award to be voted on by the coaches.

Each coach may elaborate on his/her nomination, if he/she so wishes, prior to the voting. At the May 16th, 1997 meeting of the athletic council, it was voted on and passed that the procedure for voting on the Walter Headley candidate is as follows: A coach may vote for the athlete that they nominate. Also, each coach present gets one vote regardless of the number of varsity sports they coach. The winner will be announced at the awards assembly. The winner will receive a trophy or plaque with his name inscribed on it and his name will be placed on the permanent plaque, which commemorates this award.

HOWARD KITZMILLER MEMORIAL ATHLETIC SCHOLARSHIP

In 1979 the Marlington Athletic Booster Club asked for and received from the board of education permission to establish the Howard Kitzmiller Memorial Athletic Scholarship Fund. The sponsoring group will determine the amount of money. This award will be presented annually at the awards assembly to a senior boy or girl athlete meeting the qualifications.

To be eligible to receive the scholarship, the applicant must be a graduating senior boy or girl who has earned a varsity letter in two separate sports during his/her senior year. Advanced training may be at a technical school, four-year institution or in nurses training.

A selection committee consisting of the athletic administrator, the principal in charge of awards and the high school counselors will screen the applicants and make the decision as to the winner of the scholarship.

The following criteria will be used by the committee in the selection process:

1. The best athlete
   a. Number of sports participated in.
   b. Number of years of participation in each sport.
   c. Number of letters earned in each sport.
   d. Awards or honors received during their high school athletic career.

2. School citizenship

3. Grade point average

SECTION 12.00 – OFF-SEASON CONDITIONING WEIGHT PROGRAM/OPEN GYM

12.01 OFF-SEASON CONDITIONING AND WEIGHT PROGRAM:

Under no circumstances shall a coach, either directly or indirectly, influence an athlete to “concentrate” only on his/her particular sport. Coaches should encourage their athletes to participate in a variety of athletic activities to benefit both the athlete and the total athletic program.

12.02 WEIGHT ROOM:

The purpose of the weight room is to develop Marlington athletes. Therefore, it is not open to the general public. Former Marlington athletes, however, may work out with the Marlington athletes with the permission of the coach in charge when the room is open. Any student who follows the workout and safety program set forth by the coach in charge may use the weight room.

Athletes may use the weight room after school only if supervision by a coach is provided. No student or athlete will be in the weight room during the summer except at the supervised times.

12.03 OPEN GYM:

The Marlington High School gym and the Moulin Community Center are available for off-season workouts. These workouts must be supervised by the coaching staff. The coach who desires the use of the gym has the responsibility of scheduling the workouts through the athletic administrator, then supervising them.

Priority will be given to those teams that are in season. The supervising coach is responsible for security of the building including lights out and doors locked.

SECTION 13.00 – MISCELLANEOUS POLICIES AND REGULATIONS

13.01 COMPLIMENTARY PASS POLICY:

1. Current staff members will receive one (1) general admission pass.

2. In accordance with the MEA contract, effective January 15, 2011, each bargaining unit member shall receive a Family Athletic Pass, providing admission to all home events for themselves, their spouse or one other adult living in the household, and all of the children K-12 all of whom must reside in the household - use Marlington I.D.

3. All Eastern Buckeye Conference passes will be issued by the athletic administrator.

4. Youth, middle school and freshman teams may be admitted free to one varsity contest per year in the same sport, providing the coach makes the request to the athletic administrator in advance and it is approved. The coach is responsible to provide a list of players in advance to the ticket sellers.

5. Board members will be issued a complimentary pass that will admit themselves and one (1) guest.

13.02 EXCUSING ATHLETES FROM SCHOOL, CLASS, OR STUDY HALL:

No squad members, including managers, may be excused from school, class, or study hall without the permission of the principal. Squad members may not be excused from study hall unless they are directly supervised by the excusing coach and those students must not be in hallways, the gym, or areas in use by other persons.

13.03 SCHOOL REPRESENTATIVE MUST ACCOMPANY TEAM:

The principal or some faculty member(s) authorized by the principal, in addition to the coaches, shall be present throughout all varsity football and varsity basketball games. In all other sports, the coach or a person authorized by the board of education shall be present throughout the contest. (BY-LAW 3-2-1 of OHSAA Handbook)

13.04 EJECTION OF COACH/PER OHSAA GUIDELINES:

Any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in all contests for the remainder of that day. In addition, the coach shall be suspended from coaching for all contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection.

If the ejection occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season in the next school year.

A coach who has been suspended from coaching may not attend the contest. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the commissioner at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with Bylaw 12.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When a suspended coach is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA tournament regulations. In accordance with Bylaw 8-3-1, the decisions of contest officials are final.

13.05 RELATIONSHIP WITH OFFICIALS:

Any team leaving the contest area before the conclusion of the contest because of dissatisfaction with the officiating will render the school liable to disciplinary action by the OHSAA. (BYLAW 8-3-3 of the OHSAA Handbook)

13.06 POSTPONEMENT OF GAMES:

1. All postponements shall be made through the athletic administrator.
2. If school is closed (due to inclement weather e.g.) all games with the exception of varsity, and reserve and freshman level will be automatically canceled. Exception: It is an accepted practice among Eastern Buckeye Conference Schools to allow middle school wrestling to compete on days school is cancelled due to inclement weather. Because they compete on the same night as the high school team and travel together. This exception is for matches only. Practices will still be cancelled when school is closed due to inclement weather.
3. If Marlington is the home school and school is in session, but the visitors do not have school (due to inclement weather, e.g.) it will be the prerogative of the visitors if they want to play the contest that evening. If they do not wish to play, then the contest will be rescheduled if possible. If Marlington does not have school, it will be the decision of the administration whether or not to play the game.

13.07 INCLEMENT WEATHER SCHOOL CLOSING:

On days when school is closed due to inclement weather, girls and boys varsity and reserve teams are permitted to practice. Attendance is not mandatory. Notification should be made by coach of intent to practice to athletic administrator or principal.

There will be no practices or games for teams below the reserve level.

13.08 SUNDAY PRACTICES:

At the direction of the Superintendent, there are to be no Sunday practices. An exception may be made at tournament time with the approval of the principal and superintendent in advance. These practices will not be mandatory.

13.09 HAZING:

Hazing of any type is inconsistent with the educational process and shall be prohibited at all times at Marlington Local Schools. No student shall plan, encourage, or engage in the hazing of any person. No administrator, faculty member, or any other employee of the school shall encourage, condone, tolerate, or permit the hazing of any person. Any employee or student who violates this policy may be subject to disciplinary action and may be liable to civil and criminal penalties in accordance with Ohio law. Marlington Local School Board Policy 5516.

Hazing means doing any act or coercing another, including the victim, to do any act that causes or creates a substantial risk of causing mental or physical harm to any person.

13.10 SAME SEASON MULTIPLE SPORTS PARTICIPATION

Purpose
1. To enhance the varsity sports program at Marlington High School.
2. Permit athletes when possible to enlarge their scope of opportunities.
3. Provide a guide for developing a plan for a same season multiple sport athlete.

Guidelines
1. A contract must be signed by the athletic administrator, coaching staffs, athlete, and parent prior to the first practice.
2. One sport is primary and one is secondary.
3. Athlete must declare a primary sport.
4. The secondary sport may not be a sport that uses a cut policy or that uses practice time to determine playing time. *See table below
5. The athlete must attend all practices, games, scrimmages, meetings and responsibilities of the primary sport before taking part in any activities of the secondary sport. Secondary sport participation will only take place when there is no conflict, or by permission of the head coach of the athlete's primary sport.
6. The coaches of both sports must agree that they are willing to share the athlete. The coach of the secondary sport is under no obligation to accept the athlete of another primary sport.
7. An athlete cannot switch primary sports during the current season without forfeiting the right to participate in both sports, except by mutual consent of both coaches and the athletic administrator.
8. An athlete who quits the primary sport forfeits the right to participate in either sport, except by mutual consent of both coaches.
9. The athlete must follow the rules of each sport.
10. The following sports must your primary sport: Football, Soccer, Cheerleading, Tennis, Volleyball, Basketball, Wrestling, Baseball, and Softball.
11. The following can be used as secondary sports: Football (kicker only), Golf, Cross Country, Swimming, Gymnastics, Bowling, and Track.

Marlington Local Schools

Same Season Multiple Sports Participation Contract

The following guidelines have been agreed upon by the_____and_____coaching staffs. An athletewho choose to participate in both sports must agree to the following terms:

1. Each athlete that elects to participate in two sports in the same season must declare a primary sport prior to the first official day of practice as set forth by the Ohio High School Athletic Association.

2. The athlete agrees to participate in all primary sport functions (contest, practices, scrimmages, etc.). Secondary sport participation will only take place when there is no conflict, or by permission of the head coach of the athlete's primary sport.

3. All athletes who participate in two sports are expected to follow any rules and regulations established by coaches of each sport. Extent of participation will be based on adherence to these rules, as well as coach's discretion.

4. An athlete who chooses to quit his/her primary sport, forfeits his/her right to participate in either sport. An exception may occur if there is mutual consent of both coaches.

5. An athlete may not switch primary sports during the season, unless there is mutual consent of both coaches.

Primary Sport_____Secondary Sport_____

Athlete's Signature_____ Date _____

Athlete's Parent Signature_____Date_____

Primary Coach's Signature_____Date_____

Secondary Coach's Signature_____Date_____

Athletic Administrator's Signature_____Date _____

13.11 HALL OF FAME:

Hall of Athletic Excellence Induction Procedures

1. Anyone can nominate. Must be done formally with the nomination form completed and turned into athletic department by designated date.
2. The nomination form will be placed on the school website and also be available through the athletic department office.
3. A nomination is not an automatic admission. Committee members still have the ability to not vote for candidates they do not deem worthy of the honor.
4. Athletes must have been graduated from Marlington High School for at least 5 years to be eligible for nomination.
5. Individuals that are selected will be honored at a game with a reception following. Inductees will be asked to provide a picture with permission to have the picture reproduced which will be placed on the Hall of Athletic Excellence.
6. Athletes may only be nominated for OHSAA sanctioned sports.
7. Former Coaches and former Athletic Directors may also be nominated.
8. Community members are also eligible for nomination such as team doctors, boosters, game personnel, etc.
9. Anyone who graduated prior to the year 2000 and has been omitted from the Hall of Athletic Excellence and had met the prior qualifications for induction into the Hall of Athletic Excellence will be inducted once his/her qualifications are verified.
10. Nominee must receive at least 2/3s of the votes to be inducted. A maximum of 5 former athletes and 1 service member will be inducted each year.
11. Once nominated, the individual will always remain a nominee.

Hall of Athletic Service Excellence Induction Committee Procedures

1. The service committee will consist of 6 individuals:
   a. Superintendent (Chair Person)
   b. School Board President or School Board Designee
   c. (2) Current Coaches (Selected by chairperson)
   d. (2) Retired School District Employees (Selected by chairperson)
2. Nominations are due by May 1st of each year.
3. During the Month of May the committee will meet to review nominees and vote on induction into the hall of fame.
4. The committee will begin the vote proceedings by voting from the list of nominees a maximum of 3 service nominees they feel deserving.
5. The chairperson will then tally the votes.
6. The committee will then openly discuss the top half of the vote getters.
7. After open discussion, the committee will vote again on a maximum of 3 service nominees each ranking them in order 1 through 3. (1 is most deserving)
8. In order to be selected the service person will need 2/3's vote.
9. If a tie occurs, the ranking system will be used to determine the tiebreaker. (lowest scores inducted)
10. During the month of June inductees will be notified of their induction and notified of the date of their induction.
11. At this time arrangements will be made with inductee pertaining to the picture to be used on the Hall of Athletic Excellence.

13.12 SPECTATOR CODE OF CONDUCT

Education-Based Athletics

The Marlington High School Athletic Department believes that interscholastic competition is an extension of the classroom. As a spectator, you play a vital role in the educational development of our student-athletes. To ensure a safe and positive experience for all, we require adherence to the following standards:

1. Support the Athletes

- Cheer for your team, not against the opponent. Positive encouragement is the only acceptable form of cheering.
- Respect the effort. Remember that these are students, not professionals. They will make mistakes; use those moments to model grace and resilience.

2. Respect the Officials

- Zero Tolerance for Harassment. Officials are an essential part of the game. Verbal abuse, heckling, or personal threats directed at officials will result in immediate removal from the facility.
- Accept the Call. Understand that officials are doing their best to ensure a fair and safe contest**.**

3. Honor the Coaches

- Let the Coaches Coach. Avoid shouting instructions from the stands. Conflicting instructions create confusion and pressure for the athletes.

Professionalism. Respect the strategy and personnel decisions made by the coaching staff.

4. **Maintain the Environment**

- **Language.** The use of profanity, racial slurs, or derogatory comments regarding gender, ability, or ethnicity is strictly prohibited.
- **Physical Safety.** Spectators must remain in the designated seating areas and away from the playing surface at all times.

5. **Be a Role Model**

- **Lead by Example.** Our younger "Junior" athletes are watching you. Show them how to win with humility and lose with dignity.

Notice of Enforcement: Marlington Local Schools reserves the right to eject any spectator whose behavior is deemed disruptive or unsportsmanlike. Depending on the severity of the incident, individuals may be banned from attending future athletic events. If a spectator is ejected they will need to meet with the Athletic Director or the Superintendent before a return date is issued.