

Athletic Handbook for Student Athletes and Parents

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Introduction

The goal of the Green Athletic Department is to provide every participant in athletic activities the opportunity to grow morally, mentally, emotionally and physically. The Green Board of Education and athletic department recognize that participation in interscholastic athletics is a privilege, not a right, which provides many benefits. Participation in athletics at Green High School and Green Middle School requires athletes to demonstrate the highest qualities of scholarship, leadership and citizenship. With emphasis on these character traits, we feel our athletes will become leaders and exert a positive influence in our school and community.

This Student Athletic Handbook has been developed to compile pertinent information pertaining to the Green Athletic Department and the student/athlete. It should be used as a guideline and information source by parents and students for athletic rules and policies at Green High School and Green Middle School. It should be understood that these are general rules and policies that are used by the athletic department and that individual coaches will distribute team rules for their specific sports.

Green High School

Athletic Rules, Regulations and Policies

A. Sportsmanship

1. Within the framework of the Green Athletic Program, the responsibility for good sportsmanship is vested in all of those who are in any way associated with the program - coaches, players, administrators, officials and spectators. Each has their share of the responsibility.
2. The behavior expected of those involved in our program is outlined by the following:
 - a. Show respect for the opponent at all times – the golden rule in action.
 - b. Show respect for the officials – good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
 - c. Know and appreciate the rules of the contest – good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
 - d. Maintain self control – good sportsmanship is concerned with the behavior of all involved in the game.
 - e. Recognize and appreciate skill in performance regardless of affiliation – this acknowledgment is one of the most highly commendable gestures of good sportsmanship.
 - f. **In all circumstances, show your class.**

B. Athletic Forms

1. Every athlete will be required to have the following forms on file in the athletic office **before participation begins**. This includes all practices, try-outs and games.
 - a. Completed Physical Card
 - b. Emergency Medical Treatment Consent/Waiver and Release Form
 - c. Insurance Waiver Form

- d. Acknowledgement of Risk/Transportation/Code of Conduct Form
- e. OHSAA Parent Confirmation Statement

C. Scholarship and Eligibility

1. The rules and regulations of the Ohio High School Athletic Association and the Green Board of Education govern the academic eligibility of the student/athlete at Green High School and Green Middle School. **Academic eligibility is based on the previous nine-week grades** and will be monitored by the athletic director.
 - a. In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have **received passing grades in a minimum of five one-credit courses or the equivalent**, which count towards graduation. (OHSAA Bylaw 4-4-1). To determine the credit amount pertaining to block scheduling, the credit of the course is usually doubled.
 - b. A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled. (OHSAA Bylaw 4-4-3).
 - c. 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 7th or 8th grade must be currently enrolled and must have been enrolled in school the preceding grading period and received passing grades in 75% of those subjects carried the preceding grading period in which the student was enrolled. (OHSAA Bylaw 4-4-4).
 - d. In addition to the OHSAA eligibility requirements, the Green Board of Education has implemented the GPA requirement of 2.0. Those athletes that have a GPA below a 2.0 must enroll in the Green Academic Assistance Program. This G.A.A.P tutoring program will be required based on the following GPA's:

1. GPA of 1.5 – 1.9 will require 4 hours of G.A.A.P. tutoring per week.
 2. GPA of 1.0 – 1.49 will require 6 hours of G.A.A.P. per week.
 3. GPA below a 1.0 will be declared ineligible.
- e. Students ruled ineligible because of grades would only be permitted to practice with the team. Ineligible students may not participate in an athletic contest. Any game, meet, match, preview or scrimmage involving participants from another school or any independent or organized adult team constitutes an athletic contest.

D. Attendance

1. In order for a student to be eligible to participate in an extracurricular activity, the student must be in school the **last half** of the school day that the event will be played on.
2. In the case of activities on a non-school day, following a day of absence, the athlete's parents will be responsible for contacting the coach as to the reason for the absence. The coach will then make the judgement as to whether the athlete will be allowed to participate.
3. Any athlete that has received an out of school suspension **will not** be permitted to participate in any extra curricular activity during the time of the suspension. This includes practice and scheduled contests.
4. Any athlete that has received an in school suspension will be permitted to practice, but not permitted to participate in a scheduled contest during the time of the suspension. The time of suspension will end at 2:25 on the last day of ISS.
5. The building principal must approve any exception to the above policy.

E. Athletic Code of Conduct

1. The Green Board of Education desires to regulate and control student participation in extracurricular activities as a matter of discipline, and to promote the welfare, health and morals of its students, and to insure the proper order, management and efficiency of the Green Schools.

2. The authority to control student conduct includes conduct on school premises, at school-related activities, and off-school conduct or non-school related activities having a direct, indirect or immediate effect on the discipline or general welfare of the school. The code of conduct major and general violations are as follows:

a. **Major Conduct Violations:** A student's participation shall be limited or denied in any one or more elective activities for violation of any of the following rules **during in-school or out-of-school times, including summer vacations**. No student at any time or in any location shall:

1. Possess, handle, transmit, conceal, use, consume, sell, and conspire to sell or be under the influence of illegal drugs, imitation drugs, tobacco or alcohol.
2. Become involved in criminal activities and/or adjudicated a delinquent.

b. **Penalty Assessment: Major Conduct Violation**

1. **1st Offense:** For activities, which have a schedule of public playing dates, the student will be suspended from participation in the Green Athletic Program for **20%** of the current season in which the athlete participates. The athlete must complete a full season of practices and contests for that sport in order for the suspension to be recognized as completed. If 20% of the current season does not remain, the penalty will be carried over into the next activity having public playing dates in which the student becomes involved. This may pertain to the upcoming school year.

For activities that do not have a schedule of public playing dates, the student will be denied participation in the equivalent of 50% of the scheduled activities, such equivalent to be determined by the advisor of the activity and the principal. Students who violate the major conduct code will be placed on probation for a period of one year.

2. **2nd Offense:** A second offense that occurs during the probation year will result in the suspension of the student from activities for the remainder of the probation period or a minimum of 18 weeks, whichever is greater.

- b. **General Conduct Violations:** The athletic director, advisor, coach or teacher in charge of any elective activity or the principal may limit or deny a student's participation in such activity. The denial or limitation would be the result of student misconduct which is reasonably determined by the athletic director, advisor, coach, teacher in charge, or principal to be disruptive to the activity, good order, discipline of the school, or the authority of the supervisor in charge. Examples of the types of misconduct which may result in such disciplinary action include, but not limited to the following:
 - 1. Insubordination to a coach, advisor, teacher or administrator in charge of or responsible for the elective activity.
 - 2. Violation of the constitution or rules governing the elective activity.
 - 3. Failure to comply with the training regulations, safety requirement, or other directions or requests set forth by the advisor, coach, teacher, or administrator in charge of the activity.
 - 4. Engaging in any conduct that materially and substantially interferes with the educational process of the elective activity, including the use of obscene or profane language or gestures.
- c. **Penalty Assessment: General Conduct Violations**
 - 1. A student may be removed from participation in the specific elective activity for a period to be determined by the advisor, coach, teacher or administrator and other action may be taken as deemed appropriate by the principal and the person responsible for the activity.

F. Equipment and Uniforms

- 1. Green Schools provide the highest quality equipment and uniforms to its athletes. The equipment meets all specified standards as outlined by the Ohio High School Athletic Association. The following equipment guidelines will be enforced.

- a. Equipment is to be worn only for the purpose for which it was purchased.
- b. All issued equipment is on loan, is the responsibility of the athlete and must be returned promptly as directed by the coach in as good of condition as possible.
- c. All athletes will be held financially responsible for any lost or misplaced school issued equipment or uniforms not turned in when requested. Report cards will be held or your senior transcript will be held until equipment is returned or payment is made.
- d. Athletes may be declared ineligible if the uniform or equipment has not been turned in from a previous season.
- e. Any team member found stealing athletic equipment will be subject to disciplinary action.

G. Transportation

1. Athletes are expected to ride to and from the event on the team bus. An exception can be made for an athlete to ride to and/or from an event with **a parent or guardian** when an unusual situation exists. A signed note from the parent or guardian must be turned into the athletic office at least **24 hours in advance** of the contest and approved by the athletic director.
2. In case of an emergency at an event where an athlete must leave **with the parents**, the coach and parents must complete an emergency transportation form.
3. Nothing shall pass through the bus windows including arms, legs, head, etc.
4. **NO** obscene gestures and/or profanity will be permitted.
5. Be quiet at all railroad crossings.
6. Stay in your seats at all times when the bus is in motion and abide by the bus driver's requests.
7. Keep the buses as clean as possible.
8. **Team Members are not permitted to drive to or from any away scrimmage or game.**

H. Leaving a Team

1. Athletes are strongly encouraged to make a commitment to complete the full sport's season. If a problem exists that may prohibit the athlete from finishing the season, and a solution cannot be found, the following should be adhered to:
 - a. A conference between the athlete and the head coach will be held to discuss the matter.
 - b. The athlete will return all uniforms and equipment.
 - c. The coach will notify the athletic department of the removal of the athlete from the roster.
2. Prior to the final roster determination, or the first contest in sports that do not require roster cuts, an athlete may try out for another sport with the permission of the head coach of that sport.
3. Subsequent to the final roster determination, or once the first contest has been held in sports that do not require roster cuts, an athlete leaving one sports squad may not join another without prior approval of the principal. This shall include open gyms and conditioning.

I. Hazing

1. It shall be the policy of the Green Board of Education that hazing of any type is inconsistent with the educational process and shall be prohibited at all times in the Green Local Schools. No student, including but not limited to, leaders of student organizations, shall plan, encourage or engage in the hazing of any persons.
2. Students who violate this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with the Ohio Revised Code.
3. As used in this policy, "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 and/or physical harm to any person. The negligence, consent, or assumption of the risk of an individual subjected to hazing does not lessen the prohibition contained in this policy.

J. Injuries

1. All injuries should be reported to a member of the coaching staff or the athletic trainer.
2. When a school or team physician is present, the physician is in complete authority and is responsible for the welfare of any injured athlete.
3. The trainer shall administer first aid in the absence of a doctor and shall accept medical responsibility.
4. If the trainer is not available during an injury, the coaching staff shall accept medical responsibility, following appropriate procedures.
5. Athletes and parents are asked to keep the medical staff and coaches updated as to an athlete's medical condition.
6. Communication is very important to the quick recovery of an injured athlete.
7. If the athlete is under the care of a physician, a **doctor authorized medical release** is needed for an athlete to resume participation.

K. Team Lettering Policy

1. The following are the basic qualifications for a varsity award:
 - a. **Baseball** – the athlete must play in 50% of the number of varsity regular season contests or 50% of the total number of contests played-regular and post season combined.
 - b. **Basketball** (Boys & Girls) – the athlete must play in one-half of the number of regular season quarters the varsity team plays or one-half the total number of quarters played – regular and post season combined.
 - c. **Bowling** (Boys & Girls) – the athlete must play in 50% of the number of varsity regular season contests or 50% of the total number of contests played-regular and post season combined.
 - d. **Cross Country** (Boys & Girls) – the athlete must compete in 50% of all varsity regular season meets or 50% of all meets-regular and post season combined.
 - e. **Football** – the athlete must play in one-half of the number of regular season quarters the varsity team plays or one-half the

total number of quarters played – regular season and playoffs combined.

- f. **Golf** (Boys & Girls) – the athlete’s score must count in 50% of all regularly scheduled varsity matches and tournaments or 50% of all matches-regular and post season combined.
 - g. **Gymnastics** – the athlete must compete in all four events throughout the season.
 - h. **LaCrosse** (Boys & Girls) – the athlete must play in 50% of the number of varsity regular season contests or 50% of the total number of contests played-regular and post season combined.
 - i. **Softball** – the athlete must play in 50% of the number of varsity regular season contests or 50% of the total number of played-regular and post season combined.
 - j. **Soccer** (Boys & Girls) – the athlete must play in one-half the number of regular season periods the varsity team plays or one –half the total number of periods played – regular and post season combined.
 - k. **Swim** (Boys & Girls) – the athlete must achieve event time requirements as set by the coach.
 - l. **Tennis** (Boys & Girls) – the athlete must play in 50% of the regular season varsity matches or 50% of the total number of regular and post season matches combined.
 - m. **Track** (Boys & Girls) – the athlete must score an equivalent of 20 points during regular season meets, relays and invitationals or score, as an individual or as a member of a championship relay team, in the league meet or post season competition.
 - n. **Volleyball** – the athlete must play in 50% of the total number of varsity games played during regular season matches or 50% of the total number of game played – regular and post season combined.
 - o. **Wrestling** – the athlete must participate in matches and tournaments totaling one-half the number of regular season match/tournament contest points or 50% of the total regular and post season contest points combined.
2. When the preceding qualifications are met, a Varsity Award will be earned. Varsity Awards will consist of the following:
- a. First Year Award – Letter/Pin
 - b. Second Year Award - Pin

- c. Third Year Award – Small Plaque/Pin
 - d. Fourth Year Award – Large Plaque/Pin
3. Any athlete who participates for Green in a team sponsored sport, or as an individual in a sport for which a team is not sponsored, and advances to the second level of an OHSAA state sponsored competition **may** be awarded the appropriate varsity award with prior approval of the Athletic Director and Principal.
 4. Certificates of Participation will be awarded to athletes on the bases of attitude and attendance if varsity award requirements are not met.
 5. Coaches are authorized to issue the appropriate first, second, third or fourth year awards to any senior who, for lettering purposes, has only met participation requirements.
 6. With prior approval of the Athletic Director and Principal, coaches may issue the appropriate first, second or third year varsity award, to an athlete who has met participation requirements but not varsity award requirements, on the basis of **exemplary contributions** to the team, with regard to practice participation, spirit, loyalty and attitude, etc.
 7. A freshman, upon completing his first season, as a member of a team at any level will be awarded class numerals in addition to the Certificate of Participation or letter awarded.
 8. Managers, statisticians, student trainers and other student assistants may earn a letter based upon the criteria of the coach for each sport.
 9. Suburban League Scholar Athlete Awards are awarded to athletes that earn a GPA of 3.5 or above during the grading period of season of participation. In addition, a scholarship pin is awarded to those athletes that earn a GPA of 4.0 or above in the same grading period.
 10. **To receive an athletic award, an athlete must also complete the season as a member of the team and account for all equipment that was issued.**

L. Green All Sport Booster Club

The Green All Sport Booster Club is just as the name states, an **All Sport** Booster Club. It provides financial assistance to the athletic department for tournament expenses, awards and for individual team equipment needs. The booster club is a vital financial part of the athletic department. Every parent is encouraged to join and become involved with this outstanding volunteer support organization.

Meetings are held on the first Monday of each month, in the high school library. Booster club information may be obtained through the athletic department or at www.bulldogfans.com.

M. General Athletic Rules

1. Team members shall attend all practices and games.
2. Excused absences include, but are not limited to the following as determined by the athletic office:
 - a. Illness of the participant.
 - b. Death of an immediate family member.
 - c. Religious observance.
 - d. Contest conflict with another Green High School obligation.
3. An unexcused absence may result in a loss of playing time as determined by the team rules. Loss of playing time due to unexcused absences (i.e. family vacation, concerts, etc.) from games or practice *may not* result in a penalty of more than 10% of the current season's scheduled games. The coach for each incident of absences may initiate loss of playing time.
4. Individual coaches may establish curfews for their respective sports and failure to adhere to curfews may result in disciplinary action.
5. Individual coaches may establish standards of dress and grooming for their respective sport. Failure to meet prescribed dress and grooming standards may result in disciplinary action.
6. Any appeals of the above general rules must be made to the athletic director and high school principal.

N. Student Event Conflict

The students at Green High School and Green Middle School are encouraged to take part in as many extra-curricular and co-curricular activities as they can handle and still maintain their best possible GPA. Academic excellence is the primary goal and will remain the priority in this process. The staff and administration realize that the students' participation in extra-curricular and co-curricular activities helps to make them a more rounded and productive member of society. We realize that conflicts will sometimes arise when students partake in multiple activities. To avoid distress on the part of

students, parents and staff, the following procedures will go into effect:

1. All academic activities will take precedence.
2. If two co-curricular or extra-curricular activities have a common practice time the two advisors or coaches should meet to come to a mutually agreeable settlement. If a mutually agreeable conclusion cannot be reached then the principal will make a decision. However, in order for an athlete to participate in two extra curricular athletic activities, the athlete must be able to attend daily practices and contests deemed necessary by the head coach. Practices are necessary for the development of skills for both optimum performance and injury prevention.
3. If two co-curricular or extra-curricular activities have a conflict between a practice and a contest, the student will attend the contest.
4. If two co-curricular or extra curricular activities have a common game or performance time, the two advisors or coaches should meet to come to a mutually agreeable settlement. If a mutually agreeable conclusion cannot be reached then the principal will make a decision.
5. If a student has a conflict between a school scheduled event and a non-school event, the student will attend the school event. If he/she chooses not to attend the school event, the policy on conflicts between school and non-school events will be used.
6. The student athlete must notify the athletic director of their intent to participate in multiple sports
7. Any appeals of the above event conflict rules must be made to the athletic director and high school principal.

(When situations such as these arise, the students will in no way be held responsible for the decision that was reached.)

We realize that there are many demands on today's student athletes. Demands from both inside and outside the school setting are very common. With this statement in mind, the following guideline will be in effect.

1. A student may participate in other activities that occur both in school and outside the school setting. These could include but are not limited to church, family activities, YMCA and many other

activities. The only limitations that the GHS Athletic Department will place in effect are on game days. The student athlete is not permitted to practice or be involved in a competitive, non-school athletic activity on the same day as a GHS/GMS contest.

Parents are also encouraged to use their “parental guidance” in urging and encouraging their son/daughter to not over extend themselves in activities. In doing so, injuries could result from fatigue.

Coaches, instrumental instructors, vocal instructors and other advisors are strongly urged to encourage students to partake in as many extra-curricular and co-curricular activities as each individual student can manage successfully. The term “manage” refers to the ability of the student to maintain his/her best academic performance no matter how many other activities, both within and outside the school that they are involved in. The main goal of Green Local Schools is to create the optimum learning atmosphere that enables each student to be challenged to reach his or her potential. The well-rounded student is the student who is successful in the classroom and an active participant in other activities. These types of involvement will carryover over for students as they leave GHS and continue to become “well-rounded and productive members of society”.

O. New Sport Criteria Revised

The following criteria will be used in the establishment of a new interscholastic athletic program in the Green Local School District:

- The indication of sufficient student interest.
- The availability of qualified coaching candidates.
- The availability of existing playing facilities.
- The availability of existing local competition for contests.
- The ability to provide adequate funding for the activity.
- *The assessment of ‘participation’ (intramurals) vs. ‘excellence’ (varsity) in relation to the sport and other concurrent sports.*
- *Current or future OHSAA status must be addressed.*

Once the above criteria have been met, a "pilot" program may be established on a "club basis". This pilot program will be regulated by the following guidelines:

- Establishment of a "club" program for a minimum of three years with an annual evaluation by the high school

administration and athletic council.

- A limited number of contests/events (not to exceed the same in a similar sport).
- Establish beginning and ending dates for the season.
- Club sports will not interfere with those board-approved programs already in existence.
- Participants will adhere to all Athletic, Student Activities, and the Green Local School District Code of Conduct.
- All revenue/funding raising efforts will be the primary responsibility of the club/participants, but must be approved by the administration prior to any such events.
- All fund-raising monies must be deposited into the Green Athletic Department, athletic account for the purpose of the following:
 - Payment for all rental fees (practice and/or games).
 - Payment for all equipment, clothing, etc.
 - Fees for entry into tournaments.
 - Payment of officials.
- Current OHSAA athletic physical forms must be on file in the athletic office along with evidence of insurance and emergency medical data prior to the start of the season.
- Fees for entry into one tournament may be paid by the Green Local School's Athletic Department. All other entry/participation fees to be paid for by the club.
- Coach(s) of the activity must hold a valid Ohio Pupil Activity Supervisory Permit and a current CPR card.
- Compliance with all appropriate OHSAA regulations and by-laws.
- Official's fee, if applicable, will be the responsibility of the club.

Other guidelines to be considered:

- Green Local Schools will provide board-owned facilities free-of-charge.
- Admission may be charged at contests to off-set expenses (uniforms, game officials, game administrative personnel and/or transportation). Essential equipment will be provided by current district inventory, if available.
- Board-approved athletic programs and school-related activities (assemblies, concerts, etc.) take precedence over club activities with

regard to events scheduling and facility usage.

- A statement of purpose and budget must be completed by the club coach/advisor for approval by the athletic director and building principal.
- Should the club sport show growth and stability for an appropriate period of the time the awarding of a "varsity" letter **MAY BE APPROVED** by the Green Local Schools Athletic Council. Criteria for lettering will parallel similar sports.
- Coordination of transportation and issues regarding travel will be formulated between the club coach/advisor and the athletic director prior to the start of the activity. There will be a maximum limit of 100 round trip miles of travel for any athletic club event, paid for by Green Local Schools.
- Board approved sports and activities will have transportation priority over all clubs.

Upon completion of a three year grace period the Athletic Council and School Board will CONSIDER and MAY grant Varsity Status to these clubs which would give these groups the following benefits:

- Inclusion in all Athletic Office publications to the media and community including the end of season banquet programs.
- Ability to compete in the end of season OHSAA tournaments.
- Paid coach(s) by the Green Local School District.
- Recognition for athletes to earn a varsity letter.
- Equipment and official's payment will become the responsibility of the Green Athletic Department.

[Established, July, 2010]

P. Sample Forms

The following pages are samples of the forms used by the Green Athletic Department for athletic participation. All of these forms, which will be distributed by the coaches, must be on file in the athletic office **prior to participation in a practice, try-out or contest**. Forms must be completed

for each sport season. For your convenience, the forms are also available in the athletic office.

When forms are distributed, please take time to complete them as accurately as possible, as they contain valuable and necessary information pertaining to our athletes. Please note that many of the forms require signatures by the parents/guardians and athlete. **All signatures are required.**

As always, please contact the athletic office with any questions or concerns that you may have.