

Vermilion Local School District

Coaches Handbook

2026-2027



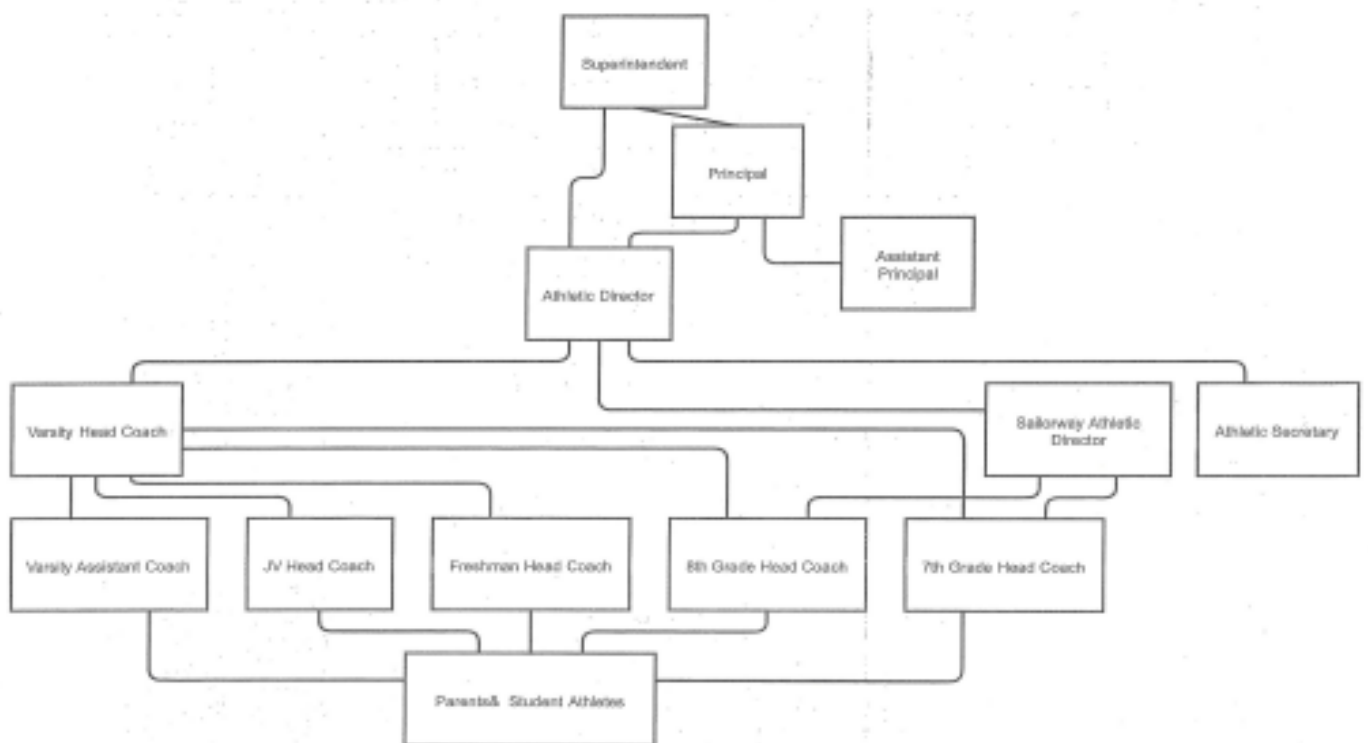
Board Approved 7/13/2026

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CHAIN OF COMMUNICATION

IT IS CRITICAL TO DEVELOP AND MAINTAIN A CULTURE THAT PEOPLE WANT TO BE A PART OF. VERMILION ATHLETIC'S CULTURE STARTS WITH OUR 'NO GOSSIP POLICY'. (GOSSIP IS DEFINED AS 'SAYING SOMETHING NEGATIVE ABOUT ANYONE OR ANYTHING TO SOMEONE WHO CAN'T DO ANYTHING ABOUT IT')
NEGATIVES GO UP, POSITIVES GO DOWN AND ALL AROUND



Introduction

A. Philosophy and Purpose of Athletics in the Total School Program

- The philosophy and purpose behind the organization and administration of the athletic program in Vermilion Local Schools is based upon the belief that every student may have an opportunity to participate in athletics at his or her level of interest and capacity.
- The athletic program of Vermilion Local Schools is an important part of the opportunities for learning and growth for the children and youth of the community. All of us, as coaches and teachers, are confronted with a tremendous challenge and opportunity of guiding every youngster that we encounter on a daily basis. Be it in the classroom, field, track, or court, it is our responsibility to assure that each child has benefitted physically, emotionally, intellectually, and morally from those experiences.

B. Purpose of this Guide

- This guide has been established for the purpose of providing a frame of reference under which the athletic program of Vermilion Local Schools can be organized, administered, and supervised. Every staff worker in this program is expected to be thoroughly familiar with the provisions of this guide and to carry out his/her individual responsibilities in line with the suggestions contained within.
- The rules and regulations in this handbook pertain to all athletes in grades 7–12. Having clearly stated policies and procedures, which govern students who participate in extracurricular activities, makes it easier to enforce rules, protect the administration from unnecessary challenges, and avoid unwanted litigation.

C. A Point of View About Athletics

- The mental and physical development of students who participate in after school athletics is supervised through a broad sports program extending from seventh grade through senior year of high school.
- Coaches at Vermilion Local Schools are expected to promote the broad educational development of youth. Coaches are in a position to exert considerable influence in guiding youth and encouraging them to achieve the highest level of their potential academically and athletically. Coaches are asked to check the grades of all squad

members. If an athlete's school grades are below average, the coach should talk to that athlete about the importance of having a good school record.

- Each student-athlete and coach makes the commitment to each season, the Vermilion High School team, and each member on the team. The sports season commitment begins with OHSA's specified date and extends through the completion of the season of that particular activity. Teaching life skills (Coachability, Attitude, Respect, Dedication) toward success today, tomorrow and beyond is another facet of the entire athletic program, which is a goal that the entire school district strives to achieve on a daily basis.

General Athletic Information

A. Care and Treatment of Injuries

- In the interest of providing for the prudent care of any athlete who suffers an injury while participating in the Vermilion High School Interscholastic Athletic Program, the following policies and procedures will be followed by the members of the coaching staff at both the high school and junior high level of participation.
- Under no circumstances will any student be permitted to participate (practice or play in a game) without having an OHSA physical examination completed and signed by all appropriate parties.
- When an injury occurs and the Athletic Trainer (ATC) is available, his/her services should be utilized to provide first-aid care when deemed necessary.
- When the injury appears to be of a serious nature, the athlete should be immediately transferred to a hospital emergency room. Either the coach or the ATC shall contact the athlete's parents and inform them of what has happened and to which hospital the athlete has been taken. NOTE: Coaches and/ or ATCs should have available emergency contact numbers for all athletes in FinalForms.
- When an athlete goes home from practice or a game with a questionable injury, the parents should be notified that day or evening regarding the extent of the injury, how it occurred, and whether it would be in the athlete's best interest to have him/her see the family physician.
- Once an athlete is placed under the care of his/her physician, he/she is not permitted to return to any form of participation without a written release from the attending physician. However, should the parents decide to place their son or daughter under the care of another physician who is willing to authorize participation, the school will accept their written statement granting permission to participate.
- All members of the coaching staff for all sports should make every effort to be as well informed about first-aid procedures as possible and to act in the most prudent manner

when handling injuries. See pages 12-13 for more information on Pupil Activity Permit requirements.

B. Chain of Communication

One of the most important considerations for a coach, athlete, or parent is where to go to ask questions about any matter that may be of concern. The following Chain of Communication should be used by everyone so that proper steps are followed to resolve any problems, answer questions, or clear up concerns about athletic matters. Each level of the chain of communication will guide issues to the appropriate level and communicate with appropriate parties.

The following Chain of Communication should be followed:

- i) Athlete/Parent or Guardian
- ii) Head Coach/Assistant Coach
- iii) Athletic Director
- iv) Building Principal
- v) Superintendent of Schools
- vi) Vermilion Board of Education

Parent - Coach Communication

Communication a Parent Can Expect From the Coach

- 1. Philosophy and Expectations
- 2. Information regarding practices, games, and team events
- 3. General concerns about the student athlete
- 4. Ways the student athlete can improve
- 5. Discipline
- 6. Banquet and fundraising information
- 7. Rescheduled events and cancellations

Appropriate Communication from a Parent to a Coach

- 1. Notification of schedule conflicts
- 2. General information about your student that will help the coach better understand them
- 3. Information/updates on injuries or health
- 4. Ways to help your student improve
- 5. General questions/concerns

Issues Not Appropriate To Discuss With Coaches

1. Team strategy and personnel decisions
2. Other student athletes
3. Other coaches/school employees

Guidelines for Chain of Communication

- Please do not approach a coach about a concern before/after a game/practice or in a public setting. Please communicate with them via email or phone call to have your question answered or set up a meeting with a time/place that works for both parties.
- Communication is expected to be professional in nature. A meeting can end at any moment when profanity, insulting, demeaning, or generally inappropriate comments are made. These can be emotional times, but communications/meetings will only be conducted when all parties are emotionally stable.
- Meetings should be between the parents/guardians of a student and the coach or coaching staff. Meetings with several parents at one time should never be conducted regarding concerns by groups. These meetings are never productive.

C) Conflicts between Activities

If there is a conflict between two activities regarding a student/athlete, then the coaches/advisors of the activities must meet with the student/athlete to come to a solution. Part of this is completing and submitting a Two-Sport Participation Form. It is the hope that all staff will work together for the betterment of all programs. We need to be supportive and work together. Participation in more than one sport during the same athletic season is discouraged. However, with the approval of both coaches, the athletic director, and the parents, permission to do so can be obtained.

Schedule Conflicts - Board Policy ag2430

Many students have multiple talents and interests they wish to develop or pursue through participation in District sponsored activities and groups. Since the District's policy is to encourage such participation, the following guidelines have been established for dealing with potential schedule conflicts a student could experience when participating in more than one (1) activity.

1. At the beginning of each semester or season, each staff member in charge of a credit course, co curricular, or extra-curricular activity is to prepare a schedule for any practices, performances, or other after-school obligations involved in participation. This information is to be sent to the school office and the guidance department when completed.

2. By the first day of an activity, students are to be made aware of the schedule of any practices and performances as well as other obligations. Each staff-member-in-charge is to determine which, if any, students will have conflicts with other activities in which they wish to participate.
3. If such conflicts exist, the staff-members-in-charge of the activities in conflict are to meet for the purpose of resolving the conflict. The emphasis should be on modifying the requirements so the student can participate in both activities.
4. If it is not possible to resolve the conflict without seriously undermining the integrity of the activity program, the following procedure is to be followed:
 - a. If one of the activities provides the student with credit and the other one doesn't, the student and his/ her parents are to be made aware of the possible consequences of not enrolling in each activity and of not meeting the obligations for participation.
5. If both activities are credit activities, the student is to be advised to contact the principal to work out a solution that does not penalize the student.
6. If one of the activities is an after-school, off-shoot of a credit activity but is not, itself, a credit activity, e.g., jazz band from concert band, the requirements for the credit activity may not be imposed as a condition for participating in the noncredit, after-school activity.
7. When the activity or program begins, the students are to be informed of the following: a. If a student encounters a previously-unforeseen conflict during the semester or season, s/he should inform both staff-members-in-charge as soon as possible in order to increase the likelihood that an accommodation can be worked out.
8. If, during the year, an ad-hoc situation develops which creates a conflict in schedule for a student, s/he should discuss the conflict with the principal who, in turn, will work with the staff-members-in-charge to try to reach an accommodation that is most advantageous to the student and least disadvantageous for the activities involved.
9. If a student is experiencing difficulty in deciding between activities, s/he should make contact with the guidance counselor to discuss the alternatives rather than discuss it with the staff-members-in-charge.
10. Under no circumstances is the student to be intimidated while making a decision by threats of penalties or future consequences.

D) Homecoming

- a) The Homecoming football game will be determined by the head varsity football coach and athletic director.
- b) **2026 Homecoming Game Friday, October 9th, 2026**

E) Inclement Weather

- a) When school is closed due to inclement weather:
- b) A decision regarding middle school and high school practices and games will be made by 1:00 PM. At no time should an athlete be punished for not attending a practice when school is not in session. All such practices will be considered optional.
- c) Early dismissal (because of weather) There will be no practices or other student activities.

F) OHSAA Preseason Parent Meeting

OHSAA requires a meeting to be held no later than two weeks after the beginning of each sports season. All OHSAA requirements will be completed through FinalForms.

G) Participation Rules and Regulations

Each participant will abide by the rules and regulations as set forth by the Vermilion Local School District, Athletic Conference, and the Ohio High School Athletic Association.

H) Prom

Prom will be held Saturday, May 8th, 2026

I) School Facilities Use

The use of school facilities by in-season athletic teams (9-12) will be scheduled by the athletic administrative assistant. Middle School athletic practices/games/workouts will be scheduled by the Sailorway Athletic Director(s). This will be documented using the Districts facility scheduler software, FMX. A public calendar is available and should be reviewed to be sure your space is reserved. District facilities will be scheduled in a prioritized fashion.

- i) In-season athletics and activities
- ii) Out of season athletics and activities (HS then MS)
- iii) Vermilion community youth athletics and activities
- iv) Non-Vermilion renters

v) A School Facilities Use Application Form must be completed on-line with accompanying liability insurance if applicable. This form must be completed for all community or youth organizations.

J. Season Start Dates and Completion Dates

Season start dates are set by OHSAA. Any changes made by OHSAA will be followed.

- i) Baseball
 - i) February 22, 2027
- ii) Bowling
 - i) October 30, 2026
- iii) Boys Basketball
 - i) November 6, 2026
- iv) Girls Basketball
 - i) October 30, 2026
- v) Cross Country
 - i) August 1, 2026
- vi) Football
 - i) August 1, 2026
- vii) Golf
 - i) August 1, 2026
- viii) Soccer
 - i) August 1, 2026
- ix) Softball
 - i) February 15, 2027
- x) Swimming
 - i) October 23, 2026
- xi) Girls Tennis
 - i) August 1, 2026
- xii) Boys Tennis
 - i) March 8, 2027
- xiii) Track and Field
 - i) February 22, 2027
- xiv) Volleyball

- i) August 1, 2026
- xv) Wrestling
 - i) November 13, 2026
- xvi) Conflict between seasons due to tournament runs.

- i) An athlete and coach can agree to a later start date if an athlete's previous season extends due to the tournament.
- xvii) Season Completion Dates
 - i) An athlete's season is considered complete after the final contest of the highest designated level of the team they participate on. It is RECOMMENDED that an athlete takes one week off of practices and workouts after their season is complete before they start the next season.

K) Senior Nights/Games

- The head coach and athletic director will coordinate the date and time of Senior Nights/Games
- Flowers will be purchased for senior athletes
- OHSAA and Athletic Conference policy will be followed for the event

L). PROGRAM DESIGN

Youth Levels

- A. This would detail any age/grade up to 6th grade.
- B. You may and should oversee these feeder programs as they are the life blood to the varsity programs. Often your coaches and 7th thru 12th grade student-athletes will help out at practices or competitions. This is a great way to build relationships with the kids and parents that will soon be in your immediate care.
- C. VLSD does not accept or process funds or requisitions for any youth program income or expenses.
- D. Youth programs should be their own non-profit entity separate from VLSD. Vermilion youth programs may use the district facilities but may be subject to custodial costs if days/hours of use are outside of our staff's normal schedule.

Middle School

- A. Student athletes should be able to explore and expand their interests and abilities.

- B. Coaches should maximize opportunity for student participation. Every student should be afforded playing time in games.
- C. The major focus is on teaching and building sport specific skills and shall be outlined by the Varsity Head Coach to the Middle School Coaches.
- D. The student athlete should continue to love and enjoy and be encouraged to play the sport at the school level.
- E. The number one goal is to provide an experience so that a 7th grader returns to participate as an 8th grader and that an 8th grader returns to participate as a 9th grader. All Sailorway Middle School programs and coaches will be evaluated on this.

Freshman

- A. To increase interscholastic competition.
- B. A focus on participation will continue by developing innovative ideas for allowing opportunities for student athletes to participate in practices and contests.
- C. The continued emphasis on skill development will be stressed with an introduction of more defined team concepts in all aspects of play.

Junior Varsity

- A. A major transition occurs at this level of competition. There should be a balance between participation and winning. Whenever possible, the program will allow team members the opportunity to participate in practices and contests.
- B. Emphasis will be placed on preparing student-athletes for varsity level competition.

Varsity

- A. Varsity lends itself to an emphasis on competition. Coaches should be keenly aware of the opportunities given to student-athletes to succeed. Even though competition is the main focus, the program should never compromise integrity, good sportsmanship or welfare of the team members for a win at all costs mentality. At all times, learning should be a key priority and the scope of education-based athletics is of the utmost importance.

M) Coaching at Vermilion & Sportsmanship

Role of a Coach

The coach must demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of sport rules and regulations, honesty and sportsmanship always on and off the playing field/court. It is always necessary and important that the coach acts in a responsible and professional manner because he/she represents the school, community, profession, faculty, and student body leaders in this area. The coach must set a good example for those participants.

Coaches must always keep in mind that essentially the game belongs to the participants. The primary justification for including the athletic programs in the total school curriculum is based on the fact that athletics provides both physical and character-building values for those who participate in them. Student attainment of these values rests largely with the profession.

Leadership in this area is an extension of the educational process. It is necessary for all individuals involved in any interscholastic activity to relate and communicate when there are concerns about a rule, a regulation, or any matter concerning the welfare of all concerned. The interscholastic leader must show respect and maintain proper bench conduct before, during and after the athletic contest, thereby assuring common courtesy and honesty if a problem arises. The coach is the most influential person at an event and his/her actions will be reflected in the behavior of others.

Qualities of Good Coaching at Vermilion

1. OBSERVE

- a. Analyze
- b. Assess
- c. Evaluate

2. INSTRUCT

3. CORRECT

4. ENCOURAGE

5. EMPOWER

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical standards.
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit. Set a good example for players and spectators to follow. Refrain from arguments in front of players and spectators. No gestures which are intended at mocking, criticizing, or showing up opponents/officials.

- Respect the integrity and judgment of the game officials. The officials are doing their best to help promote athletics and the student-athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to game statistics and on positives that can be drawn moving forward.
- Emphasize sportsmanship and use the sport as an avenue to teach character character-based lessons.
- Have no part in the use of profanity, obscene language, or improper actions.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking, and intimidation will not be tolerated.
- Instruct participants and spectators on proper sportsmanship responsibilities and demand that they make sportsmanship the number one priority.
- Treat opposing coaches, athletic directors, participants and fans with respect.

PROCEDURES FOR BECOMING APPROVED TO COACH AT VERMILION

Complete all coaching certifications (two options)

1. Complete Coaches' Tool Chest

- a. One online course per year (1.5 hours) for only \$44 when taken through the Lorain County ESC. Complete the course and forward your certification to Mrs. Schuetz or myself. This takes care of CPR/AED, First Aid, Fundamentals of Coaching, Concussion, Cardiac Arrest and Mental Health all in one course. Click on link below: <https://www.loraincountyesc.org/COACHESTOOLCHEST.aspx>

OR

2. Complete all of the following individually

- a. CPR/AED - Any organization will work (online included) - Every two years
- b. First Aid - Same as CPR, every two years
- c. Fundamentals of Coaching - www.nfhslearn.com - \$65 - One time only
- d. Concussion - www.nfhslearn.com - Free, every three years
- e. Lindsey's Law/Cardiac Arrest - www.nfhslearn.com - Free, Every year

3. Upload your certifications to FinalForms or forward all certifications via email or hard copy to Mrs. Schuetz or myself.
4. Make an appointment with Marianne Prete (mprete@vermilionschools.org) to get fingerprinted (background check) - \$60 cash or check
5. Go to the Ohio Department of Education website and sign up for an OHID account if you don't have one already.
<https://ohid.ohio.gov/wps/portal/gov/ohid/login>
6. Apply for a Pupil Activity Permit and submit application (via website) to Vermilion Local Schools. - \$45
7. Once the application is approved (by the superintendent), please forward certification to Diane or myself.

A recently passed state bill requires that all new PAP applications must have a mental health component as a part of the certifications that you keep updated (CPR, AED, First Aid, etc). The Coaches Tool Chest includes this component. If you don't take the CTC route then the mental health certificate must be uploaded as a part of the PAP application. There are a few good resources which will qualify you for an approved PAP application. Here are the links:

<https://nfhslearn.com/courses/student-mental-health-and-suicide-prevention#crsOutline>

<https://www.loraincountyesec.org/COACHESTOOLCHEST.aspx>

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<https://coachesmentalhealth.com/>

<https://osucosw.catalog.instructure.com/courses/coach-beyond-supporting-student-athlete-mental-health-nonceu>

I would say that the best 'bang for your buck' is the Coaches' Tool Chest as offered through the Lorain County ECS. As a coach for Vermilion you are eligible to take this online course for only \$44. This course is taken once a year and will include ALL of your certificates needed to get your PAP approved.

Again, the mental health piece is only required to be updated when you apply or re-apply for your pupil activity permit on the OHID website.

YOU MAY NOT BEGIN COACHING OUR ATHLETES UNTIL YOUR PAP IS UP TO DATE.

SALARY SCHEDULES

The salary schedules for all coaching positions are part of the negotiated agreement with the teacher's union. A copy of the current schedule can be obtained from the Athletic Director.

ASSISTANT COACHES/VOLUNTEERS

Assistant coaching positions will be posted according to the guidelines in the negotiated agreement. If there is a vacancy and the posting has closed, the Head Coach will be the first step in interviewing candidates for the position. The Head Coach will make recommendations to the Athletic Director to fill those positions. If the Athletic Director approves, the process will move forward with the procedures of becoming a paid board approved coach. Adding additional paid coaching positions will follow the outline described in the negotiated agreement.

The use of volunteer coaches is subject to the approval of the Athletic Director and the Vermilion Board of Education. Volunteer coaches that are deemed necessary will be recommended by the Head Coach to the Athletic Director. If the Athletic Director approves they will be sent to the Board of Education for their approval. All volunteer coaches must always be under the supervision of an employed coach of the school district.

Volunteers are required to complete the same process as a new paid coach. By Ohio Revised Code, they must complete all of the above before they can be in a supervisory role around students. Volunteer coaches cannot run practices without the employed coach being present.

COACHES CLINICS/CONFERENCES

Vermilion High School Athletic Department encourages all coaches to continue professional development through attending clinics and conferences that directly relate to the training of their athletes. Coaches interested in attending a conference/clinic and having the school pay for the registration should present the information to the Athletic Director at least 30 calendar days in advance of the registration being due. If approved for payment by the school the Athletic Director will process the registration. Coaches who are certified teaching staff must submit a professional leave form to their building administrator if the clinic/conference falls upon a school

day.

COACHES ASSOCIATION MEMBERSHIPS

Vermilion High School Athletic Department encourages all head coaches to become members of their individual specific organizations. The athletic department will pay the membership dues for these organizations when the coach submits to the Athletic Director the application of the organization at least 30 calendar days in advance of the registration due date. Being a member of these organizations allows our athletes to obtain awards outside the school and the conference. Being professionally involved in your sports coaches associations is an important part of being a coach at Vermilion.

STUDENT-ATHLETE PAPERWORK

Head Coaches need to submit their rosters to the Athletic Assistant as soon as you are able. Head Coaches in each sport have the ability to monitor ALL paperwork from students via Final Forms. The student MUST be registered on FinalForms to participate. Parents will be notified via FinalForms concerning their son's/daughter's pay to participate fees.

N) SQUAD SELECTION/CUTS

It is considered a privilege to be a student-athlete. All athletes must follow general training rules and specific rules for the sport prescribed by the coaching staff. This is education-based athletics. Coaches are encouraged to keep as many participants as they can without impacting the integrity of the sport. If there are cuts to be made, the Head Coach of the sport must inform the Athletic Director before making a final decision. UNDER NO CIRCUMSTANCE SHOULD A PLAYER BE INFORMED THEY ARE CUT IN FRONT OF OTHER PLAYERS. The best practice would be to meet individually with each player and send them out of the building so they do not have to return to the area where other athletic candidates may be waiting.

COMMUNICATION WITH PLAYERS/PARENTS/SOCIAL MEDIA

Coaches may utilize school email, Final Forms or a one-way social media account to deliver information about practice, games, or team events. Using a personal cell phone can bring up issues which could leave a coach in a vulnerable position. It is best to utilize school email for all communication, Twitter or Remind without the ability to instant message individual accounts. Please contact the Athletic Director about best practices when it comes to communication with student-athletes. It is EXPECTED that communication through social media is for information only, and is NOT to be used as a forum to friend or follow students, expound on personal beliefs, or otherwise publicize thoughts that show a less than professional attitude toward others. It should ONLY be used as a public relations tool, to publish and promote your program in an always positive manner, and to support the efforts of other positive coaches and educators.

Violation of VLSD Social Media policies may result in disciplinary action, up to and including removal from your position as a coach at Vermilion Local Schools.

ABUSE/NEGLECT/SUICIDE PREVENTION PROTOCOLS

Anytime a staff member encounters a student who verbalizes or appears to be a victim of child abuse, neglect, or contemplating suicide, staff must notify Erie County Children Services (419-626-6781) [Lorain County = 440-329-5340] then notify a building principal/administrator and school counselor/social worker directly of concerns to make sure they are communicated immediately. Email may not be used as the source of notification as staff may not have access to email at all times. If students are in need of medical attention or in immediate/urgent crisis of possible harm to themselves staff should dial 9-1-1 and then alert a building principal.

Concerns Outside of Work Hours

There may be times where staff may hear of student safety concerns that involve suicide ideation outside of work hours. If staff are made aware of a safety or suicide risk outside of work hours the following steps should be taken:

- A. Call 9-1-1 and share all information known to the dispatcher and request a well check for the student or family.
- B. Call your building principal immediately to ensure safety measures can be put into place for students expressing a potential risk.

TEAM RULES

The Student Activity Guide is the guide concerning extracurricular rules. Each team may have team rules beyond what is stated in the handbook, but the student handbook is the starting point for all rules and regulations in regard to student-athlete participation. These rules should be established and addressed to all team members and parents at the pre-season meeting.

New team policies and rules should be discussed with the Athletic Director before they are implemented and approved by Vermilion Athletic Administration. Please refer to the student handbook for specific school policies.

SCHEDULING OF GAMES/SCRIMMAGES

The Athletic Conference will establish all schedules for conference competition. The Athletic Director will establish schedules for all independent contests. The Head Coach is encouraged to work collaboratively with the Athletic Director in the completion of the independent portion of his/her schedule. A coach is never to make a change with another school unless prior permission has been granted by the Athletic Director.

It will be the responsibility of the Head Coach to schedule all scrimmages. The Head Coach must submit this information to the Athletic Director to ensure the availability of facilities and/or transportation.

WEIGHT ROOM PROCEDURES

All students training in the weight room MUST be under the supervision of an approved Vermilion Local Schools Coach or Athletic Administrator, and all supervisors MUST have current Pupil Activity Permits. This is a place where major injuries can take place if students are left unsupervised to act in an inappropriate manner. The scheduling of the facility will be collaborative and flexible and should be done by contacting the Athletic Director and/or the Athletic Assistant. All students performing power lifts should be actively spotted.

Also, under OHSA By-Law 3-5-1 and Vermilion BOE Policy, all students MUST have a current, signed, and valid physical on file with FinalForms to participate in the Vermilion Athletic Program and the weight room. The supervisor/coach MUST have current Emergency Medical Information on each student participating in off season conditioning in their possession. Without these two items, students are prohibited from participating in off season strength and conditioning workouts, in-season team practices, strength and conditioning, or games. The Athletic Director and Head Coach is responsible for overseeing these requirements.

All students are encouraged to participate in non-mandatory out-of-season open gyms, lifting, and conditioning to improve their abilities. All coaches shall take attendance during practice and strength and conditioning sessions. If a student is participating in a current season they are not allowed to attend out of season open gym, lifting, and conditioning. The goal is for the student to dedicate themselves to their in-season sport. This can be waived upon the agreement of the in-season coach.

SUPPLEMENTS

Dietary supplements, protein shakes or bars, vitamins, or any other supplement to a normal diet SHALL NOT BE DISTRIBUTED to any person by any approved employee of Vermilion Local Schools.

UNIFORMS & EQUIPMENT

The school will provide uniforms and basic practice equipment to athletic teams. Teams that fall under activities as well as clubs will provide their own uniforms. The team will be responsible for purchasing additional equipment or other items that are outside of the basic necessities. Major items that the athletic department cannot afford will be jointly funded through fundraised money by the teams in coordination between the Athletic Director and Head Coach. There is an established uniform rotation. The school will buy uniforms for teams the year they are up on the rotation. The Athletic Director has sole discretion on adjusting the rotation based upon the needs of the department.

COLORS/LOGOS

Our school colors are Purple and Vegas Gold. All game uniforms must represent these colors. Black, white or grey accents are acceptable. All uniforms and color schemes must be approved by the Athletic Director before the order is placed for them. There is only one approved logo for the Vermilion Athletic Department and school teams. It is the V and Anchor. This logo can be obtained from the Athletic Director. Coaches are not allowed to use any other logo to promote their teams. Any deviation from this protocol MUST be approved by the Vermilion Administration.

VERMILION ATHLETIC BOOSTER CLUB

The VABC plays a very important role and purpose within the Vermilion Local Schools. The purpose of the Booster Club is to promote the interscholastic sports at Vermilion High School and Sailorway Middle School as well as the community. The Athletic Director shall serve as the liaison between the school and the Booster Club. Varsity Head Coaches are expected to attend Booster Club meetings. If a coach is unable to attend the meeting then they must find a Vermilion BOE approved assistant coach to represent them in their absence.

FUNDRAISING PROCEDURES & GUIDELINES

Head Coaches are expected to take part in Booster Club meetings, and assistant coaches are always invited to attend. Each team is allowed to have TWO fundraisers a year, not including Youth Camps, Dine to Donate Nights, Donations, and Service Oriented Activities. All fundraising activities MUST be OK'd through the Athletic Department and monies should be given to the VABC treasurer or Athletic Administration staff within 48 hours of collection. Please see the step-by-step instructions below for purchases from Vermilion LSD or the VABC.

STEP-BY-STEP INSTRUCTIONS FOR PURCHASES

If a coach wishes to purchase something for their program from their VABC or VLSD account they must complete the following steps.

1. Submit a quote to the Athletic Director or VABC board member. **THIS MUST BE COMPLETED BEFORE A PURCHASE IS COMPLETED BY THE COACH.** Coaches cannot purchase items from their personal accounts and expect to get reimbursed. If a coach purchases an item before their request is approved they may be personally responsible for any invoice, bill, or financial obligation incurred.
2. All requests should include all necessary information including: Vendor, what is being purchased, cost of items, and quote. A purchase order (PO) will be created and the order placed through the athletic office.
3. For Booster Club purchases, the VABC will review large requests at their monthly executive meeting. Coaches will be informed on the status of their request during the general meeting or after the meeting if additional time is needed.
4. VABC requests that are approved for reimbursements incurred because of team related expenses will only be distributed upon proof of payment. This most commonly will come through a receipt.
5. Coaches must follow Booster Club protocol in regard to banquets. Requests must be made in advance.

BANQUET REQUIREMENTS

All high school programs are required to have a post-season banquet. Middle school teams are not required to have a banquet. The banquet should be held within the first month of the last game of the season. The Head Coach must meet with the Athletic Director to determine a date after the conclusion of the season for this banquet to occur. A document listing freshman/junior varsity/varsity letter winners and any other special awards must be submitted no later than the Head Coach's end of season meeting with the Athletic Director. All members of the program must be invited to the banquet. It is solely the coach's responsibility to organize the banquet. Any group wishing to use the school facilities must receive approval from the Athletic Director and/or Athletic Assistant. If the coach is going to hold an awards banquet outside of the school facilities, the coach must submit a brief description of the logistics of the banquet to the Athletic Director. **BANQUETS SHOULD BE A POSITIVE EXPERIENCE WHERE THE FOCUS IS ON CELEBRATING THE PLAYERS AND SEASON.**

AWARD GUIDELINES

The following guidelines have been established to assist the coaching staff in determining varsity letter criteria. The general rule of thumb should be a student athlete who participated in

at least 50% of the varsity games during the season will letter for that season. Each varsity coach may establish their own criteria for the selection of the letter winners but the department philosophy is to encourage more participation and to reward student athletes then to hold them to a set number of appearances. Student-athletes should be informed of the criteria prior to the start of the season. Any student-athlete who quits or is removed from a team automatically forfeits any and all post-season awards given out by the school. Coaches will not nominate these students for any post season honors up to and including all conference, county, district, regional, state, and all-star teams.

Freshman Certificates – Awarded to freshmen who complete a season at the freshman level.

Junior Varsity Certificates - Awarded to any sub varsity participant that did not meet the criteria to earn a varsity letter.

Varsity Certificates - Awarded to a participant that earns a varsity letter. This certificate will accompany a Varsity Letter and/or Sport Pin.

Numerals -These are provided to any student-athlete that requests them. Student-athletes should stop into the athletic office to make a request.

Varsity Letter - Awarded to members of varsity squads who have earned a letter and who have not lettered in any other sport at Vermilion High School. No athlete will receive more than one letter.

Sport Pin – Awarded to all letter winners for their sport regardless of if they have lettered in that or any other sport.

Three Sport Letter - Awarded to the student-athlete that has achieved three varsity letters in one school year. Max one per school year.

Special Awards – Prior to the evening of the award banquet, each head coach should meet and discuss such awards with the Athletic Director.

TRIPS OF OVER 75 MILES/OVERNIGHT/OUT OF STATE TRIPS

All trips will be permitted only if the Athletic Director grants prior approval. Once prior approval is granted, appropriate arrangements may then be made. All athletic trips that are overnight stays, or trips out of state, require approval of the Vermilion Board of Education and must be in accordance with the policies of the OHSAA. This approval needs to be completed not less than 45 days prior to the trip. Furthermore, any trip of more than 75 miles one way, which does not include an overnight stay, or is not out of Ohio, must be approved by the Vermilion Administration. The OHSAA permits schools to travel out of state to compete in contests in states or provinces of Canada that are contiguous to Ohio regardless of distance of travel. These states include Indiana, Kentucky, Michigan, Pennsylvania, West Virginia as well as the

province of Ontario, Canada. Additionally, schools may travel out of state one time per sport per interscholastic season to compete in contests in states or provinces of Canada that are not contiguous to Ohio, provided there is no loss of school time. School-sponsored teams and individuals may not travel out of state for practice purposes. This rule also holds true for summer sponsored VHS team activities, such as camps, summer leagues, etc.

TRANSPORTATION RESPONSIBILITIES

A complete roster of all coaches, managers, and participants should be submitted to the Athletic Director and Athletic Assistant. No family members or students who are not approved participants of the program can be transported with the team on school transportation unless prior approval from the Athletic Director has been granted. Students should be encouraged to always ride the bus to and from contests. Statistically, a school bus is the safest way to transport kids. If a parent/guardian needs to transport their child to or from an event, the coach must be notified so that the coach is not looking for them, wondering where they are.

COACHES SHOULD NEVER TRANSPORT ANOTHER STUDENT-ATHLETE UNLESS THE SITUATION IS AN EMERGENCY (Accident or Death in the Family are two of the very limited reasons). If a transportation emergency arises, the Superintendent must approve before transporting a student. Please call the Athletic Director to start this approval process.

WHO YOU CAN COACH

You are only allowed to coach the specified athletes that you are board approved to work with. The exception to this is if multiple teams are working together at the same time and all coaches/volunteers are sharing supervision over the entire group of athletes, then you may work with the athletes who are grouped together. Under no circumstance is a coach/volunteer allowed to pull players from teams they are not board approved to coach and instruct them in a sport they are NOT contracted to coach.

MANDATORY COACHES MEETING

The Athletic Director will hold a mandatory coaches meeting three (3) times per school year prior to the start of each sports season, to go over pertinent information. This will be mandatory for all Middle School and High School coaches of that specific season either paid or voluntary.

SEASON START UP

Starting up a season is one of the hardest things to do in public school coaching. Here is a checklist of items the head coach for the Middle and High school teams are responsible for:

1. A student or parent will use FinalForms to select a sport they are interested in joining.
2. The list should be reviewed by the Athletic Director to see who is eligible.
3. The list should be reviewed on FinalForms before the first practice and submitted to the Athletic Assistant to see which students need an OHSA Physical, Emergency Medical Form, or any other mandatory athletic participation forms.
4. Parents will be notified via FinalForms if anything is missing/needed.
5. A tentative roster should be created before the season starts. After the season starts you can add/delete athletes to your roster. An official roster with Name - # - Grade – Position i due at least 48 hours before picture day.
6. Transportation will be scheduled by the Athletic Assistant. This schedule will be based on your season schedule and/or DragonFly. Please be sure to check your trip tickets to\ confirm departure dates, times and locations.
7. Picture information will be distributed to families via FinalForms.
8. The Head Coach must have a parent meeting to discuss team rules, prior to the first regular season contest. Verification of this meeting should be submitted to the Athletic Director via email at least 7 days prior to holding the meeting. This meeting should cover all team rules, forms needed, Pay-to-Participate requirements, your philosophy on your program, and any other items pertinent to your team.
9. Communication avenues should be established before the season begins. The following are recommended: create a parent email group, establish a group text through the Remind App, and establish a Twitter/X page for the quick dissemination of information, or utilize Google Classroom to disseminate information.
10. Head Coaches should not need to discuss pay to participate fees with student-athletes. Parents are notified via FinalForms of any and all fees due.

SUPERVISION OF ATHLETES

1. Athletes are not to start practices or open gyms until there is a coach supervising them.
2. Coaches are to wait until the last student-athlete is picked up from games, practices or open gyms before leaving.

3. No STUDENT or non-employee should ever have access to keys, FOBS, or equipment at VHS or SMS without direct supervision.
4. Locker room and bus supervision is of utmost importance. Please be visible and accessible during these most susceptible times.

SEASON WRAP UP

Wrapping up a season is the second hardest thing to do in coaching within a public school. Here is a checklist of items the coach is responsible for:

1. Organize the banquet. Set a date, identify roles/responsibilities of players/parents, and communicate it out to the team. This information should be communicated to the team within 7 days after the last game of the season. The banquet should be held within 30 days of the last game.
2. Submit awards form to the Athletic Director at least 15 calendar days before the banquet.
3. Arrange a team meeting date within one week of the last game. This should be a mandatory meeting. The collection of jerseys should take place at this meeting.
JERSEYS SHOULD NOT BE COLLECTED AT THE BANQUET. All equipment for the team including anything at the practice field or game fields should be stored away at this meeting as well. Individual exit meetings should take place with every player upon the close of the season. This is the opportunity for the coach to gain feedback from the players as well as give the players positive encouragement on their accomplishments and to also challenge them with areas of improvement. This is also a great time to set goals for the off-season.
4. Submit an equipment inventory to the Athletic Director.
5. Submit self-eval and athletic department feedback via Coach Evaluator to the Athletic Director.
6. Set up a meeting with the Athletic Director for a post-season evaluation once you have completed your evals on Coach Evaluator. You will also sign your completion of duties form which will allow you to get paid.
7. Conduct banquet
8. Ensure you have submitted all necessary contracts and tax paperwork to the Treasurer's Office to ensure you get paid in a timely manner. Any missing paperwork

will result in a delay in receiving payment.

9. Evaluations of every member of a coaching staff, paid or volunteer, shall be completed by the Head Coach at the end of a season. This includes evaluating the Middle School Coaches as well.

COACHING PAYMENT WILL NOT BE RELEASED UNTIL ALL OF THE ABOVE ARE SUCCESSFULLY COMPLETED FOR BOTH THE HEAD COACH AND ALL OF HIS/HER ASSISTANT COACHES

ANNOUNCEMENTS

All coaches should promote their team's upcoming events and results by posting game/meet results on the athletic website or social media. Any additional announcements can be submitted by emailing an announcement to the respective buildings administrative assistant. All announcements must be sent via email by 7:15am by a coach of the team. Announcements from parents will not be accepted.

VHS: ebarker@vermilionschools.org

SMS: tmontgomery@vermilionschools.org

POST GAME RESULTS

Each head coach or their designee is responsible for updating game/match/meet results in our athletic department app.

CANCELATIONS/RESCHEDULES

If a cancelation happens, please inform your team members immediately through your pre-established communication methods. **It is the coach's responsibility to contact the athletic assistant to arrange another bus for the rescheduled contest.** The Athletic Director should also be contacted regarding a cancelation and bus change. The coach will also need to communicate the date of the rescheduled game to all team members and any additional info such as bus departure dates and times.

ANYTHING THAT IS OUT OF THE GENERAL ROUTINE OF PRACTICES/GAMES

Head Coaches should always contact and work with the Athletic Director and/or Building Administration whenever you are looking to change traditional ways of running the athletic

programs and/or doing something new. Making changes without approval of the proper authorities can result in discipline. Communication is the key and most important aspect of working together in a public school district.

This Handbook is an evolving work meant to be a guide and quick reference. As issues arise it will be updated every year. School policy and the student handbook are the ultimate authority for all school matters.

IMPORTANT CONTACTS

(Numbers listed are personal cell numbers for emergencies only.)

Use office numbers during school hours/days)

VHS Office: 440-204-1701

VHS Athletic Director Andrew Stillman – 419-351-7338 astillman@vermilionschools.org

VHS Athletic Assistant Diane Schuetz – dschuetz@vermilionschools.org ext. 369

VHS Principal: Andrew Perry - 216-533-5035 aperry@vermilionschools.org

VHS Asst. Principal: Summer Burris - 440-227-0004 sburris@vermilionschools.org

Facility Manager: Neal Pierce – 440-308-5978 npierce@vermilionschools.org

Director of Operations: John Parsons 440-213-8727 jparsons@vermilionschools.org

SMS Office: 440-204-1702

SMS Secretary Tonya Montgomery – tmontgomery@vermilionschools.org ext. 506

SMS Principal: Wendy Callewaert - wcallewaert@vermilionschools.org

SMS Athletic Director: Katie Hayden – 440-315-5254 khayden@vermilionschools.org

SMS Athletic Director: Matt Pisano - 440-787-6536 mpisano@vermilionschools.org

Athletic Trainer: Dan Schultz – 419-366-4015 djschultz@mercy.com or
dschultz@vermilionschools.org

Transportation Supervisor: Amber Stolar – 440-789-6768 astolar@vermilionschools.org