

# ADA JUNIOR/SENIOR HIGH SCHOOL ATHLETIC HANDBOOK

The Ada Junior/Senior High School Athletic Handbook shall be the guidelines administered within the athletic program, grades 7-12, from the time the Ada Exempted Village School Board adopts said handbook until the revisions for the following year are proposed and adopted for the next school year.

## Philosophy

It shall be the purpose of Ada High School to provide a well-planned and well-balanced program of interscholastic athletics for our students, who are enrolled, attend, and who meet the academic and residential standards of the Ada School District. Competitive sports are an important part of the total education program for students in our school. Athletic activities will provide educational experiences not otherwise provided in the curriculum. Emphasis will be upon teaching through activities in addition to teaching the skills of the activities. Every attempt will be made to provide numerous opportunities for students to participate in activities, which promote growth and development, teach social and recreational skills, and develop leadership qualities. Participation in athletics is not a right but a privilege to those students that follow the rules of the code of conduct. The interscholastic athletic program will operate and be managed under policies and guidelines set forth by the Ada Board of Education, the Ohio High School Athletic Association, and the Northwest Conference.

The athletic program shall be based on the following premises:

1. That interscholastic athletics are an integral part of the overall educational program.
2. That the total development of the student is our main concern.
3. That the fundamental functions of the school lie in the work within the classrooms and that extracurricular work should supplement, not interfere with the basic functions for which schools are established and maintained.
4. That the contest rules, regulations, and supervision of the programs should ensure the maximum protection of the health and safety of the participants.
5. That athletics is an important area, in the total operation of the school program, which is exposed to public view.

## Ada Athletic Code of Conduct

### Eligibility and Training Rules

By participating in athletics at Ada High School, students are accepting the responsibilities of an athlete and will abide by all policies, rules, and regulations established by the Ada Board of Education, the Ohio High School Athletic Association, the Northwest Conference, and the coach on and off school property. The Code of Conduct takes effect the first day of practice and continues to the end of the season as described by the OHSAA.

Members of the athletic teams at Ada must be aware of the important role they have in representing their school and community. Team members are recognized outside the school. For this reason, students must be willing to accept this unique role as ambassadors of the schools. If athletes are to truly accept this role, they will reflect this in their conduct and training all year as well as the time in season.

The following rules and regulations have been developed to serve as a basis for all sports at Ada.

#### *I. Participation*

The seasons for two or more sports may be held concurrently. An athlete may be a participant in one and only one sport at the same time except for the specific exceptions described below. If an athlete is on a squad after the first game in that sport, he or she cannot be a candidate for another concurrent sport during the school year.

Exceptions: Cheerleading and cross country athletes will be eligible to participate in another sport simultaneously. Also, an athlete on a different simultaneous sports team may serve as the kicker for the football team. Students will be required to earn at least a 2.5 GPA in the prior grading period to be eligible for this opportunity. If a grading period ends in the middle of a sports season, the students will be required to earn at least a 2.5 GPA to maintain participation in both sports. All athletes interested in participating in the opportunity described above will be required to communicate with the athletic director prior to the start of either season. The athletic director will facilitate a meeting between both coaches, the student's parents, the student and the AD. All parties must agree to the expectations and plans outlined during that meeting for the student to gain approval. If the student is approved but fails to meet the outlined expectations during the season, the student may be removed from one of the teams at the discretion of the athletic director.

#### *II. Scholastic Eligibility*

Students must meet all Ohio High School Athletic Association scholastic eligibility requirements as well as those established by the Ada Board of Education. Eligibility for each grading period is determined by the grades received the preceding grading period. **Semester average, exams, and yearly averages have no effect on eligibility.**

## OHSAA Requirements for Grades 7–12

- GRADES 7–12: To be eligible, a student-athlete must be currently enrolled in member school and have received passing grades in a minimum of five one- credit courses, or the equivalent, in the immediately preceding grading period (4-4-1)

## Ada Board of Education Requirements

1. GRADES 9-12: A student must have achieved a minimum GPA of 2.0 and meet OSHAA eligibility requirements.  
The principal may take an exception to the GPA requirement if the student has been participating in an intervention program and has shown satisfactory progress towards achieving the minimum GPA. The student would be placed on a “Gray Sheet”. The teachers of the student who did not meet the GPA standard will fill out this weekly progress report. This is then presented to the principal for his decision on whether the student will be eligible for the week. This process will continue for the entire 9 week grading period or until the season is completed. If a student does not meet the minimum GPA after being on the “Gray Sheet” they will be ineligible. A student can only be on a “Gray Sheet” once during a school year.
2. If a student, who becomes ineligible under these standards, improves his/her GPA during the current grading period enough to meet the eligibility standard, the athlete may be reinstated at the beginning of the next grading period.
3. In the case of a student being educated on an IEP, the IEP Team shall determine whether or not the student has met eligibility standards appropriate for participation.
4. GRADES 7-12: A student must not have failed more than 1 subject in the previous grading period.  
**Note: An athlete may begin practice for a sport during the grading period in which he/she is ineligible, but he/she may not participate in any scrimmage or game contest until he/she is eligible for participation.**

### III. Non-Interscholastic Participation

Participation in a non-interscholastic contest, while a member of a school squad in the same sport, is prohibited. An athlete becomes a member of a squad by participating in an interscholastic event (scrimmage, preview, or regular season contest). (10-3-1) An athlete may have no contact with the school coaching staff in a non-interscholastic program except from June 1 – July 31. (4.2)

### IV. Citizenship

- A. The school has the right to subject any athlete to disciplinary consequences for any misconduct by an athlete that occurs on or off school property owned or controlled by the district. Also, any misconduct by an athlete that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.
- B. Hazing/Harassment of other athletes or students will not be tolerated and will be handled by the coaches and administration. No district employee shall plan, direct, encourage, aid in, permit, condone, or tolerate hazing or harassment in any form. An athlete involved in hazing or harassment will first be removed from the team while an investigation is conducted. Following the investigation, a determination will be made by the administration based on its finding as to whether or not the athlete will be permitted on the team again. Also, further disciplinary consequences could occur at the discretion of the administration.
- C. Ada Schools recognizes the prevalence and impact of social media accounts. Student athletes are required to follow the Code of Conduct online as well and to post information that reflects positively on themselves, the school and their team.

### V. Attendance

An athlete must attend school a half-day to be able to participate or play the same day. **A half-day is from 8:30-12:00 AM or 12:00-3:30 PM.** If an athlete has an excused absence from the office, other than illness, they will be able to participate or play that day. Athletes too ill to be in school a half-day, are not permitted to practice.

### VI. Appearance

- A. Athletes are expected to dress in a manner deemed appropriate by the coach.
- B. The wearing of jewelry is prohibited during practices, scrimmages, and games.
- C. Hair must be worn at a length appropriate for the individual sport; taking into consideration such factors as safety, liability, vision, and traditional team standards. The head coach will have final say on hair length at all grade levels.
- D. Teams or squads shall sit together at all games.

### VII. Travel

All athletes and cheerleaders must ride the approved transportation to and from competitions. Exceptions will only be made through the principal or athletic director.

### VIII. Misconduct

Major Violations:

- 1) Use, possession, or sale of alcohol, tobacco (including vaping related items), or any drugs not prescribed to the student athlete (including performance enhancing drugs), or the misuse of prescription drugs.
- 2) Participation in any illegal activities resulting in criminal charges being pressed against the student athlete.
- 3) Hazing/Harassment of other athletes or students.

- 4) Misconduct directed at any district officials or employees (including their property)
- 5) Any other offenses deemed by the administration to be of great severity

Penalties for above violations:

1. First Offense – athlete will be denied participation in the specified number of contests as follows:
  - a. 2 regular season/tournament contests – football, track, wrestling, cross country and football cheerleading
  - b. 3 regular season/tournament contests – soccer
  - c. 4 regular season/tournament contests – volleyball, golf, basketball, baseball, softball, tennis, and basketball cheerleading

Denial of participation in athletic contests will carry over into the next sports season. (ex: If only 1 game remains in the football season, and the athlete is suspended for 2 games, the athlete will be denied participation in the first game of the next sports season in which he/she participates in.)
2. Second Offense – athlete will be denied participation for the remainder of the season and/or 40 % of the next sports season. In addition, the athlete must attend an assessment program and follow all recommendations made by the program. The athlete will be denied participation until this requirement has been met. The athlete has one week to contact a licensed/certified assessment group to set up sessions. All costs associated with the assessment/education will be the responsibility of the athlete and his/her family.
3. Third Offense – athlete will be denied participation in all athletic activities for one calendar year. The athlete must also receive an assessment and follow all recommendations of the assessment. The athlete will be denied participation until this requirement is met.
4. Fourth Offense – athlete will be denied participation in all athletic activities for the remainder of his/her high school career. In order for an athlete who has been denied participation due to drugs/alcohol/tobacco use to return to the athletic program, he/she must complete the recommendations of the assessment program including a written report indicating the athlete's successful completion of the recommendations presented to the principal.

Minor Violations:

Other, less severe acts of misconduct which reflect negatively on the team, the school, or the athlete may subject students to discipline including:

- 1) Meeting with parents, coach, and administration to address behaviors
- 2) Denied participation for one day
- 3) Denied participation for one week

Note: Repeated Minor Infractions may be treated as a Major Violation

Denial of Participation Procedure

When an offense is reported, the principal or athletic director and coach will interview the athlete as soon as possible. (2 staff members will be in the meeting). Parents will be notified of the situation. Based on the review of the facts in this meeting and/or any subsequent investigations, the decision will be made by the athletic director to deny or not to deny participation. The athlete and the parent/guardian will be notified in writing if the decision is to deny participation. The athlete may appeal this decision to the principal. The athlete's appeal must be in writing and submitted to the principal within 48 hours after receiving written notification from the athletic director or the right to appeal will be waived. The final authority to deny participation rests with the principal. Until a decision is reached on the appeal, the student will be denied participation. *Violations of the athletic code of conduct are cumulative from the beginning of the athlete's seventh grade year to the final day of possible participation of an athlete's senior year.*

## General Athletic Guidelines

### Pre-Season Parent's Meeting

At the beginning of each sports season there will be a mandatory preseason meeting which requires the attendance of athletes and their parents. This meeting shall consist of (a) a review of the student-eligibility bulletin and key eligibility requirements; (b) a review of the school's Athletic Code of Conduct; and (c) a sportsmanship, ethics, and integrity component as directed by the OHSAA.

### Squad Selections

It is the philosophy of Ada High School that athletic participation be open to as many students as possible. However, due to limitations of space, equipment, and number of players needed, it is sometimes necessary to limit the number of athletes on a particular squad. The criteria and date for squad selections will be established by the coach and explained to all candidates. If not selected for the squad, coaches will provide individual athletes feedback upon their request regarding how to improve for future squad selections. Athletes and parents should note that squad selection is, by its very nature, subjective in judgment. As long as the coach follows the principles listed previously, the administration will not intervene.

### Communication/Chain of Command

Any communication/grievance athletes or parents have must be channeled through the following people in the following order:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education

### Awards

Ada athletes will be honored at the conclusion of the fall, winter, and spring sports seasons.

1. All athletes who complete a sport season will receive a certificate of participation. Awards will be made at the end of each sport season as determined by the head coach of each sport. There will be no individual or team awards for reserve, freshman or junior high teams.
2. Additional awards beyond the above certificate are:

- a. A Varsity "A" will be awarded only once in an individual's career
  - b. A bar will be given for 2<sup>nd</sup> year awards
  - c. A plaque will be given for 3<sup>rd</sup> year awards
  - d. A trophy will be given for 4<sup>th</sup> year awards
3. An athlete who is selected 1<sup>st</sup> Team All-Ohio by the AP/Coaches poll or is one of the top three state finalists in an individual sport, will be honored with a large picture on the wall of the gymnasium lobby.
  4. Athletes will be honored with a small picture on the wall of the gymnasium lobby for achieving the following: a relay that reaches the state podium in its respective sport, an individual who reaches the state podium but does not place in the top three, an athlete selected 2<sup>nd</sup> Team All-Ohio by the AP/ Coaches poll.
  5. Any league champion or regional qualifier teams will have a banner placed in the high school gymnasium.
  6. Any state championship or runner-up teams will have a team picture placed in the high school gymnasium. A team that makes the state semi-finals will be honored with a picture in the lobby of the gymnasium.
  7. Any league champion or district champion teams will have patches awarded to team members.
  8. Coaches are permitted to award special awards for their sports individual efforts. These must be cleared through the athletic director before presentation.

### **Basis for Varsity Awards**

#### Fall Sports:

Cross Country- Participant in all meets.

Golf – score in one varsity match and/or participate in four varsity matches

Girls' & Boys' Soccer – attend all scheduled games, play in a minimum of 16 halves

Volleyball – play in a minimum of 1/2 of all varsity matches

Football – play in 20 quarters

#### Winter Sports:

Girls' & Boys' Basketball – play in 40 quarters

Swimming – attend all scheduled meets, score in one meet

Wrestling – wrestle in 1/2 of the allowable points for the season

#### Spring Sports:

Softball & Baseball – non-pitchers must play in a minimum of 1/5 of all innings played, pitchers must meet one of the following criteria: a. win 3 games, b. win 1 game and pitch a minimum of 16 complete innings, c. pitch a minimum of 23 innings

Tennis- Participant in half scheduled matches.

Girls' & Boys' Track – attend every meet, earn 10 points up to the NWC meet, or score in the NWC meet, or compete as one of our top 2 in 60% of the invitational meets

Cheerleading – complete the season on the varsity football or basketball squad

**FOR ALL VARSITY SPORTS: A letter may be granted to an athlete having fewer than the minimum participation requirements in cases involving injuries, weather, and loyal service. Coaches also have the right to take into consideration the following: general conduct, sportsmanship, loyalty, and overall contributions to the squad.**

### **Evaluations**

The evaluation procedure for athletic personnel is as follows:

1. The athletic director will be the evaluator of each head coach. If the athletic director is a head coach, the principal will be the evaluator of that head coach.
2. The head coach will be the evaluator of his/her assistants.
3. The principal will be the evaluator of the athletic director.

### **Financial Policies**

- Requisitions for ordering all equipment and supplies as well as any request for the expenditure of athletic department funds shall be approved by the athletic director.
- Any spending not approved by the athletic director is subject to non-payment from athletic funds and become the responsibility of the coach.
- The head coach will provide the athletic director with a year-end inventory of equipment and submit a list of all anticipated needs for purchasing for the next year.
- Funds will be provided for coaches to attend coaching clinics and his/her state tournament.
- The athletic department will reimburse coaches mileage for scouting or other related coaching trips when they use their own vehicles.
- Coaches should not accept any donations to their respective sports without prior approval of the athletic director.

### **Fundraising Policy - Ada Schools abides by the policy set forth by the NWC**

"The Northwest Conference, and its member schools, may support the Ohio High School Athletic Association and Other Support Organization's awareness causes, but will not be used as a fund raising entity by any of those organizations. All fund raisers held at sporting events, must have prior approval from the administration and athletic director."

### **Participation Numbers**

The following is a list of minimum numbers of students required in order for the squad/sport to be offered:

- Varsity and Junior Varsity Football	22
- Freshman Football	14
- Junior High Football	18
- Varsity Volleyball	8
- Junior Varsity Volleyball	6
- Junior High Volleyball	6
- Varsity Basketball	8
- Junior Varsity Basketball	6
- Freshman Basketball	5

- Junior High Basketball	5
- Golf	5
- Varsity Soccer	14
- Junior Varsity Soccer	12
- Varsity Baseball and Softball	12
- Junior Varsity Baseball and Softball	10
- Junior High Softball	10
- Coed Varsity Track	12
- Coed Junior High Track	12
- Coed Varsity Swimming	10
- Junior High Wrestling	7
-Wrestling	7
- Varsity Football Cheerleaders	6
- Junior High Football Cheerleaders	6
- Varsity Basketball Cheerleaders	6
- Junior Varsity Cheerleaders	4
- Freshman Basketball Cheerleaders	4
- Junior High Basketball Cheerleaders	6
- Cross Country	5
- Boys Tennis	7
- Girls Tennis	7

If a sport does not have the minimum number of students required noted above, the sport will enter a one-year probationary period for the following season. If during the probationary season the sport once again does not maintain the minimum number of students required, the sport will be dropped from the Ada High School Athletic Program.

**Volunteer Coaches**

Any person desiring to serve as a volunteer must be recommended by the head coach with permission from the athletic director and principal. Volunteers shall abide by applicable policies and regulations of the Ada Board of Education. They will be required to complete a BCI/FBI check, CPR, and PAS training. All volunteers must observe all rules of conduct, dress codes, and behavior codes as required of the professional staff members with whom they are associated, and uphold the standard of behavior on the part of the athletes with whom they work.

**Inclement Weather Practice Sessions**

In the event of cancellation of school, practices at the varsity level are allowed if traveling conditions have improved. The safety of the athlete is to be given prime consideration in making the decision to hold practice. At no time will the athlete be required to attend a practice if the safety of the athlete is in question. All junior high practices will be cancelled. The one exception would be if school was cancelled due to fog and it has lifted.

**Dismissal/Quitting**

Any athlete who has been dismissed from a squad for any violation during a sport season will not be eligible to participate on any other athletic squad or conditioning program during the same sports season. If an athlete quits a squad after the first scheduled contest, they must obtain a release from the head coach in that sport and be given approval by the athletic director before they enter a conditioning program of another sport in the same season.

**Spectator Consequences**

A spectator is expected to respect all athletes, coaches, and officials. Failure to do so can lead to disciplinary action. This action may include but is not limited to:

- verbal warning
- written warning
- one-game suspension (next regularly scheduled contest)
- exclusion from all contests