



2022-23 COACHES HANDBOOK

<GUIDELINES FOR COACHES>

Electronic Handbook Available On:

www.circlevilleathletics.com

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CIRCLEVILLE CITY SCHOOLS ATHLETIC CONTROL SYSTEM

BOARD OF EDUCATION

SUPERINTENDENT OF SCHOOLS

ASSISTANT SUPERINTENDENT OF SCHOOLS

HIGH SCHOOL PRINCIPAL

MIDDLE SCHOOL PRINCIPAL

ATHLETIC DIRECTOR

ATHLETIC DIRECTOR

HS HEAD COACHES

MS HEAD COACHES

HS ASSISTANT COACHES

MS ASSISTANT COACHES

MISSION STATEMENT

Promote the core values of character, sportsmanship, self-confidence, teamwork, unselfishness, responsibility, leadership, competitive spirit, quality decision making, and physical fitness.

LEAGUE / DISTRICT INFORMATION

Circleville High School is a member of the Ohio High School Athletic Association. The rules and regulations developed by the OHSAA are designed to protect fair play and promote sportsmanship while ensuring the safety and welfare of all student-athletes. Circleville High School agrees to abide by and cooperate with all rules and regulations set forth by the OHSAA.



Nickname: Tigers

Colors: Red & Black

Alma Mater: “The Red and the Black”

League: Mid-State League (Buckeye Division)

Buckeye Division Schools - Logan Elm, Teays Valley, Bloom Carroll, Fairfield Union, Amanda-Clearcreek, Hamilton Township, Liberty Union

District: Southeast District

Superintendent: Dr. Kimberly Halley

Assistant Superintendent: Kirk Henderson

High School: Principal – Chris Thornsley
Assistant Principal- Vicki Scott
Athletic Director- Brandon Wright
CHS Office – (740) 474-4846
CHS Fax – (740) 474-3987

Middle School: Principal – Kevin Fox
Assistant Principal– Chad Michael
Athletic Director- Brandon Wright
CMS Office – (740) 474-2345
CMS Fax – (740) 474-6684

Circleville High School Sports by Season:

Fall

Boys Golf
Girls Golf
Boys Soccer
Girls Soccer
Volleyball
Football
Girls Cross Country
Boys Cross Country
Girls Tennis

Winter

Boys Basketball
Girls Basketball
Wrestling
Swimming
Boys Bowling
Girls Bowling

Spring

Baseball
Softball
Boys Track
Girls Track
Boys Tennis



Fight Song

Fight the team across the field
show them we are here. Set the earth reverberating with a mighty cheer...Rah, Rah,
Rah!
Hit them hard and see how they fall. Never let that team get the ball. Hail, Hail, the
gang's all here and we're in for a fight tonight.

Alma Mater

Although Yale has always favored
the violets dark blue,
And the gentle sons of Harvard
to the crimson rose are true,
We will own the lilies slender nor
honor shall they lack,
While the Tiger stands defender of
the Red and the Black

HEAD COACH INFORMATION

Fall

Football	Steve Evans	steve.evans@cvcasd.com
Boys Soccer	Ryan Walker	ryan.walker@cvcasd.com
Girls Soccer	Joe Stitt	joseph.stitt@cvcasd.com
Volleyball	Danielle Perkins	danielle.perkins@cvcasd.com
Cross Country	Bill Search	william.search@cvcasd.com
Girls Tennis	Clint Marcum	clint.marcum@cvcasd.com
Boys Golf	Luke McConnell	luke.mcconnell@cvcasd.com
Girls Golf	Eric Evans	eric.evans@cvcasd.com
Cheerleading	Haley Cooper	haley.cooper@cvcasd.com

Winter

Boys Basketball	Cody Carpenter	cody.carpenter@cvcasd.com
Girls Basketball	Brian Bigam	brian.bigam@cvcasd.com
Cheerleading	Haley Cooper	haley.cooper@cvcasd.com
Wrestling	Trent Brooks	trent.brooks@cvcasd.com
Boys Bowling	Rich Hixon	rich.hixon@cvcasd.com
Girls Bowling	Sarah Ruff	sarah.ruff@cvcasd.com
Swimming	Mike Williams	mike.williams@cvcasd.com

Spring

Baseball	Brian Bigam	brian.bigam@cvcasd.com
Softball	Dave Truex	dave.truex@cvcasd.com
Boys Track	Jason Wells	jason.wells@cvcasd.com
Girls Track	Brian Lennex	brian.lennex@cvcasd.com
Boys Tennis	Clint Marcum	clint.marcum@cvcasd.com

THE ROLE OF COACHES

Coaches must demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of sports rules and regulations, honesty, and sportsmanship at all times on and off the playing field/court. It is necessary and important that the coach acts in a responsible and professional manner at all times because he/she represents the school, community, profession, faculty, and student body. The coach must set a good example for all participants. While everyone wants to do their best and hopefully win the contest, coaches must remember that interscholastic athletics is an extension of the classroom and that the coach is probably the most influential person at the contest, and whose actions will be reflected in the behavior of others.

RESPONSIBILITY OF THE COACH

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards.
- Respect the integrity and personality of the individual athlete.
- Set a good example for players and fans to follow—refrain from arguments in front of players and fans; do not make inappropriate gestures to officials or opponents, and do not throw objects in disgust. Shake hands with officials and the opposing coaches before and after contests in full view of the public.
- Respect the integrity and judgment of 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.
- Teach sportsmanship and reward your players that are good sports.
- Be no party to 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 fans in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Treat opposing coaches, administrators, participants and fans with respect.

REQUIRED STEPS FOR COACHING

In order to be approved by the Circleville City School Board of Education the following must be completed:

1. Current Pupil Activity Permit:

- Steps to complete your Pupil Activity Permit are located on the following website:
<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits>
- Application for the Pupil Activity Permit can be found at this link:
<http://education.ohio.gov/getattachment/Topics/Teaching/Educator-Licensure/Additional-Information/Complete-List-of-Applications/Pupil-Activity.pdf.aspx>

2. NFHS Fundamentals of Coaching on-line course:

- <http://www.nfhslearn.com/>
- To be completed one time

3. Approved Online Concussion Education Course:

- <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>
- Must be taken each time you apply for a Pupil Activity Permit or every 3 years

4. CPR Certification:

- You must complete and have on file a current CPR card with the district office.
- CPR training must be completed with a certified CPR instructor.
- No on-line courses to complete this requirement are acceptable.

5. Clear BCI and FBI fingerprint reports:

- All new employees to Circleville City Schools are required to present clean BCII and FBI fingerprint reports.
- Background checks can be completed at the CCS District Office. Please call 474-4340 to schedule an appointment.
- You will need your Ohio driver's license and either cash or money order in the amount of \$65.00.
- If you choose to use another agency to obtain your fingerprint reports, be sure they are sending results to ODE.

6. Van training:

- Contact Jerry Mogan, Transportation Supervisor, to make arrangements for van training. His phone number is 477-5569.

7. Completed I-9 Form:

- This form must be obtained from the District Office when you turn in your paperwork.
- In order to complete this form you must present two forms of identification.
- The most easily obtained documents are your driver's license and social security card. You will need your social security card for payroll purposes. Bringing in this form of identification serves both purposes.

8. Sudden Cardiac Arrest: Coaches must watch Required Video and complete quiz annually

Board Approval:

Once all documents are turned in, a recommendation will be made at that time to the board for your coaching position:

**Volunteer coaches need the same documents as paid coaches EXCEPT van training.
ALL DOCUMENTATION IS NEEDED PRIOR TO BEGINNING ANY COACHING DUTIES**

JOB DESCRIPTION OF THE HEAD COACH

- I. Responsibility:
In the performance of their duties, the head varsity coaches are responsible to the athletic director.

- II. General Duties:
The head coaches of each sport are responsible for the coordination of all athletic activities as they relate to their sport. They shall supervise the action of all coaches, players, and managers involved in the program. In discharging their duties, coaches should always conduct themselves in an exemplary manner.

- III. Specific Duties:
 1. Work directly with the athletic director in the purchasing of equipment and budget necessities, including those purchases through the Athletic Boosters.
 2. Have a good knowledge of athletic injuries and application of first aid treatment, through CPR and sports medicine training.
 3. Attend coaches' clinics to increase knowledge in their particular sport.
 4. Deliver speeches at athletic banquets and civic gatherings.
 5. Assume responsibility for the behavior of players at games.
 6. Schedule staff meetings with coaching staff periodically.
 7. Submit a complete roster of players to the athletic director by the end of the first full week of practice and keep the roster current and accurate.
 8. Be responsible for collecting physical cards, certification of insurance, responsibility of participation, emergency medical forms and team rules, giving these to the athletic director.
 9. Assist the athletic office with completion of eligibility list on players, turning this in to the athletic director as soon as possible after the opening practice.
 10. Submit a season-end report to the athletic director within two weeks of season completion.
 11. Be responsible for inventory, cleaning, and storing of equipment immediately after the close of the season.
 12. Be familiar with local school policies and procedures as well as those of the state and national association.
 13. Be responsible for locker room and bus/van supervision before and after practices or games.
 14. Make plans for issuing of equipment.
 15. Be in attendance with the team before, during and after all practices and games.
 16. Arrange a scouting schedule for assistant coaches.
 17. Prepare a list of award winners for the assistant athletic director.

18. Explain and enforce the Circleville Athletic Code of Conduct.
19. Work cooperatively with the Athletic Boosters.
20. Assist the superintendent, principal and athletic director in selection of assistant coaches.
21. Schedule Bus Trips through FMX.
22. Develop team rules and have participants and their parents or guardians sign to amide by those rules.
23. Assist Athletic Director with the selection and scheduling of athletic competition schedule.
24. Carry out all other duties and responsibilities in their sport that may be assigned by the athletic director.
25. Attend middle school, freshmen and JV practices and games and provide assistant coaches with direction and support.

JOB DESCRIPTION OF THE ASSISTANT COACH

- I. Responsibility:
In the performance of their duties, the assistant coaches are directly responsible to the head coach.

- II. General Duties:
To help players become better athletes and assist the head coach in many details of coaching.

- III. Specific Duties:
 1. Know and abide by school rules and policies.
 2. Know and abide by state and national rules.
 3. Carry out all assignments as made by the head coach.
 4. Assume all responsibilities as delegated to them.
 5. Be at all practices and games for their level of coaching.
 6. Attend staff meetings when required by the head coach.
 7. Contribute actively to the program in which they are involved.
 8. Attend the sports banquet.
 9. Attend coaches' clinics.
 10. Work cooperatively with the Boosters.
 11. Remain loyal to the head coach.
 12. Have knowledge of injuries and treatment of such injuries through CPR and sports medicine training.
 13. Be capable and fulfill the responsibility of coaching sport specific skills to the building level athletes associated with the supplemental position and contract.
 14. Carry out all other duties and responsibilities in their sport that may be assigned by the athletic director and/or the head coach.

HIRING OF ASSISTANT COACHES/VOLUNTEER COACHES

- All assistant coaches should be recommended by the Head Varsity Coach of a particular sport. Recommendations should be forwarded to the Athletic Director.
- These recommendations should be submitted well in advance of the official starting date for coaching so the assistant coaches can be approved by the Board of Education.
- Please keep in mind that all volunteer coaches must be approved by the Board of Education, which requires several documents. Refer to the section on Coaching Requirements.

BOARD POLICY

3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board of Education may employ professional staff for co-curricular/extra-curricular activities. However, the Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures.

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy [3121](#)).

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one or more years, without first offering the position held by that individual to employees of the District who are licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.

No individual employed by the Board for any co-curricular or extra-curricular activity may accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties or as a supplement to his/her compensation from the Board.

No individual serving as a volunteer for co-curricular/extra-curricular activities may accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.

R.C. 2909.34, 3319.303, 3313.53, 3313.539, 3319.39
A.C. 3301-27-01, Ohio Ethics Commission Advisory Opinion 2008-01

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R.C. 2909.34, 3313.53, 3319.291, 3319.303, 3319.39
A.C. 3301-27-01

ATHLETIC COUNCIL MEETINGS

The Athletic Director will hold periodic athletic council meetings that will need to be attended by all coaches. The function of these meeting will be to review athletic department policies, distribute paperwork, and share other important information. The dates of these meetings will be communicated well in advance of the meeting.

SCHEDULING CONTESTS, OFFICIALS, AND PRACTICES

CONTESTS

A schedule plan should be presented to the Athletic Director before a schedule is completed. The Head Coach will assist the Athletic Director with their schedules. The Athletic Director, after giving consideration to input provided by involved parties, will make the final decisions on scheduling contests, rescheduling contests, and postponing

or canceling contests. League schedules are established in all sports a year or more in advance of the actual season.

SCRIMMAGES

The Head Coaches are responsible for scheduling scrimmages for their respective sports. The scrimmage times, dates and locations need to be reported to the Athletic Director well in advance of the upcoming season so appropriate preparations and accommodations can be facilitated. If officials are needed for the scrimmage, adequate advanced notification (minimum of 2 weeks) needs to be made to the athletic office so officials can be secured. The Head Coaches are asked to collaborate with the athletic department in securing scrimmage officials.

OFFICIALS

All officials will be hired the Athletic Department. Head Coaches are responsible for rating officials on MyOHSAA in a timely manner.

PRACTICES

The Athletic Director will confer with the Head Coaches to obtain a practice schedule.

-Sunday Practices- There are to be no practices held on Sunday for any reason.

If extraordinary circumstances occur in the form of an OHSAA tournament game on the following Monday, practice may be permitted only after approval is gained from the Athletic Director.

PRACTICE GUIDELINES

1. No practices or competitions are to be scheduled on Sundays or on the following holidays: Thanksgiving Day, Christmas Eve, Christmas Day, Easter, or Good Friday without the permission of the athletic director. Students may observe their own religious days and holidays without penalty.
2. All practices should be concluded by 9:00 p.m.
3. Once the school year begins, any morning team practices for high school teams on school days must be approved by the administration.
4. The maximum number of middle school athletic contests on school nights permitted per week is two (any exception to this must be approved by the athletic director and/or middle school principal).
5. The following is a list of regulations for a snow day/early dismissal day due to weather conditions or other similar school closing:

- a. No practices or contests for students without the approval of the athletic director.
 - b. Students missing a practice on a snow day will not be penalized. A calling list should be established by the coach/advisor for purposes of calling off or changing practice schedules.
6. Coaches/advisors should have a written practice plan and provide each participant with weekly or monthly calendars.
 7. All athletes may take five consecutive days off before beginning practices for the next sport without facing any penalty. Exceptions to this rule may be approved by the athletic director upon affirmative consensus of the coach, parent, athlete, and trainer.

SQUAD SELECTION

The following are guidelines and procedures that will be used when selecting a squad or participants in an activity:

1. It is appropriate for a coach/director to determine the size of an athletic team/performance group based on the criteria of talent and work ethic of those trying out, number of individuals trying out, and optimum number determined by the coach/director to conduct productive practices/rehearsals and to ensure adequate substitutes.
2. Prior to conducting the selection of the participants, the coach/advisor must communicate the following items to the participants:
 - The length of the selection period.
 - The procedure that will be used to select the participants.
 - The criteria that will be used in the selection process.
 - The minimum and maximum number of participants who will be selected.
 - The commitments that the participants will be obligated to perform if selected for the activity.
3. "Cut" lists should not be posted. Rather, a private conference should be held between the immediate coach/director and each candidate, during which the coach/director explains the reasons why the student did not make the team/performance group and suggests possible alternatives for improving skills or other possible activities.
4. If a player is cut from one team/program, that player MAY then join another team/program during the same season if the opportunity falls within all other

rules regarding joining teams in the Circleville Athletic Policy; however, if said player makes a team where tryouts occurred (i.e.: a spot on the team was kept for this player) and then chooses to quit, he/she may not participate in another sport/program during the same season.

COACHES SUPERVISION RESPONSIBILITIES

EQUIPMENT AND FACILITIES

1. Most of the equipment and materials used by our athletes will be furnished by the school. This is good, high grade equipment used to help avoid injuries, and is furnished at considerable expense.
2. Only a certain amount of equipment can be purchased each year. Remind the athletes to care for their equipment so others will be provided the same benefits which they received.
3. All school athletic equipment issued is loaned to the athlete and they are under obligation to return it in as good a condition as possible.
4. No issued athletic equipment should be worn on the street, in school, or in any public places anytime!
5. THE COACH MUST ASSUME RESPONSIBILITY FOR THE EQUIPMENT THAT IS ISSUED FOR THE SEASON. AN INVENTORY MUST BE FILED WITH THE ATHLETIC DIRECTOR AT THE COMPLETION OF THE SEASON, AND IT IS ASSUMED THAT THIS WILL BALANCE WITH THE MATERIAL ON HAND AT THE BEGINNING OF THE YEAR. NO ATHLETIC EQUIPMENT IS TO BE GIVEN TO THE ATHLETE, OR PASSED TO THE MIDDLE SCHOOLS, REGARDLESS OF ITS CONDITION, WITHOUT ATHLETIC DIRECTOR APPROVAL.
6. Any and all equipment issued to an athlete that is to be collected at the completion of the sports season is a combined responsibility between the coach and the athlete. Not only will the athlete be responsible for the cost of replacing any lost, stolen, or non-returned issued equipment, also the athlete will not be allowed to participate in a subsequent sports season until this obligation is taken care of.

SUPERVISION OF GYM / LOCKEROOMS

1. Keys to the coach's office, locker room, training room, equipment room, or other areas are NOT to be given out to anyone not authorized to have them without immediate supervision by the coach or advisor.
2. The Coaches themselves are responsible for keeping the coaching rooms neat and organized.
3. The locker rooms or dressing areas are for the use of in-season athletes only.
4. Neatness and cleanliness of the locker rooms shall be the responsibility of the team, managers and coaches.
5. The Director of Athletics (through the building principal) shall see to it that the building custodians maintain proper levels of sanitation and maintenance in the locker rooms.
6. Game equipment is only permitted in lockers during days of the game.
7. Players shall be responsible for their own equipment.
8. The coach is to be the last one out of the locker room. It is the coach's responsibility to supervise all athletes involved in their sport from the time the athlete dresses for practice or game until the contest ends and all athletes have departed from the school grounds. This includes managers and statisticians.
9. The locker room shall be cleaned out and all equipment stored by the end of the following week after the conclusion of each season. This shall include the collection of locks, equipment, cleaning out of lockers, and the re-organization of the room. This is necessary in order to make room for the next sports season. This applies to spring sports as well.
10. Players of any sport are not to be released early for the purpose of dressing for practices or games unless travel time makes this necessary, and then the release time must be approved by the Athletic Director and Principal.
11. Each coach should keep the students in the area of the facility in use. Students should not be allowed to be throughout the school.
12. NO spikes or cleats are to be worn in the gym, dressing room, or school building.

USE OF FACILITIES

PRIORITY AS TO USE OF FACILITIES

1. Sports in season (with contests still on their schedules) shall have priority as to the use of an athletic facility.
2. The use of athletic facilities by coaches of out-of-season sports shall not conflict with in-season use of the facilities.

COACH, PARENT RELATIONSHIP / 24-HOUR RULE

Coaches and parents must have an open and honest relationship because each is directly involved in the athletes who are the center of the athletic program. This relationship should be characterized by the following standards:

1. Coaches will schedule a meeting with all the athletes' parents at the beginning of the season and explain all rules, procedures, games and practice schedules, and other information the parents will need in order to help their student/athlete meet his/her obligations to the team. (Parents who cannot meet with the coach should make alternate arrangements)
2. Coaches will explain such rules and other information to parents when they need clarification. However, coaches will not meet with parents during a practice, a game, or other times when the coach has a duty of care for other students or athletes.
3. Coaches should seek to be as cooperative as possible with parents when the parents have questions concerning the type of information referred to above. However, no coach should be subjected to questions and criticisms from parents concerning starting line-ups play calling, skill techniques, playing time, and other items that by their very nature can only be determined by the objective and/or subjective judgment of the head coach.
4. Athletes and Parents should utilize the "chain-of-command" as it relates to parent- coach communications. Whenever possible, athletes and parents should address questions and concerns at the lowest level first before channeling communications upward. Every effort should be made to resolve issues at the lowest level first, i.e....with the head coach.

The chain-of-command will be: 1. Head Coach

2. Athletic Director
3. Principal
5. Superintendent
6. Board of Education

5. **24 HR Rule: Due to the highly intense situations that game days create, parents should wait 24 hours before talking to a coach about game related matters.**

Open and honest communication between coach and parent that follows the principles above will lead to good relationships between parent, coach and athlete.

ATHLETIC TRAINER

Circleville student athletes are fortunate in the fact that the athletic department has an athletic trainer on staff provided by Ohio Health. When injured, our student athletes are encouraged to visit our trainer for an evaluation and treatment of their injury. The training room is open immediately after school, and the trainer is on duty until the last contest of the day is completed. During the fall and spring the trainer will be stationed in the Berger Fieldhouse, and during the winter, the trainer will be stationed in the training room behind the high school gym.

Rob Snow, ATC
Athletic Trainer
rob.snow@cvcsd.com

TREATMENT OF INJURIES

1. All indications of injuries should be considered serious and not ignored until they have been taken care of or known to be false.
2. The Coach, working through the Trainer, has a strong moral and legal obligation to see that injuries get prompt and satisfactory treatment. This shall not be left to a student manager or bystander.
3. Athletes do not all react the same to pain, making it difficult and sometimes impossible to find out that a loud complaint means nothing or indifference hides a serious injury. SPECIAL NOTE: The Head Coach, working through the Trainer, will operate under their advisement.

4. Coaches must carry the athlete's emergency medical form to all practices and all games.
5. At the time of an injury, if there are indications of seriousness or need for early medical attention, try to call the parent for consultation. Call the emergency squad if needed. An adult should accompany the injured athlete if he/she is transported – preferably a certified coach/staff member.
6. If injury is serious and any head injury should be reported to the Athletic Director and Principal immediately (after taking the proper steps above).

HEAD INJURY/CONCUSSION PROTOCOL

Sideline Management of Concussion

1. **Did a concussion take place?** Based on the mechanism of injury, observation, history and unusual behavior and reaction of the athlete, even without loss of consciousness, assume a concussion has occurred if the head was hit and even the mildest of symptoms occur. Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared with written authorization by an appropriate health care professional.
2. **Does the athlete need immediate referral for emergency care?** If confusion, unusual behavior or responsiveness, deteriorating condition, loss of consciousness, or concern about neck or spinal injury exists, the athlete should be referred at once for emergency care.
3. **If no emergency is apparent, how should the athlete be monitored?** Every 5-10 minutes, mental status, attention, balance, behavior, speech and memory should be examined until stable over a few hours. If appropriate medical care is not available, an athlete even with mild symptoms should be sent for medical evaluation.

No athlete suspected of having a concussion CAN NOT return to the same practice or contest.

Sideline Decision-Making

1. No athlete will return to play (RTP) on the same day of suspected concussion.
2. Any athlete removed from play because of a concussion must have medical clearance from an appropriate health care professional before he or she can resume practice or competition. In Ohio, an "appropriate health care professional" shall be a physician, as authorized under ORC Chapter 4731 and includes both doctors of medicine (M.D.) and doctors of osteopathy (D.O.) and an athletic trainer, licensed under ORC Chapter 4755." No immediate family member should be used to clear an athlete to play. The Association has not adopted any official form to be used by physicians or athletic trainers to authorize return to participation. The school and or the health care professional shall determine the form to be used. Please be advised that once the contest official has removed the player from a contest, the removal shall be noted on the score sheet, if one is used in that sport, and there is no further responsibility of that official to monitor this process. Such monitoring is the responsibility of the head coach in conjunction with health care professionals. The written authorization to return to play does not have to be provided to the official but shall be kept on file at the school.
3. Close observation of athlete should continue for a few hours. Parents should be notified. (Athlete must go home with parent or guardian.)
4. After medical clearance, RTP should follow a stepwise protocol with provisions for delayed RTP based on return of any signs or symptoms.
5. All concussions must be reported to athletic office.

OVERNIGHT TRIPS

All athletic contests requiring overnight trips must be approved in advance by the Circleville Athletic Department and the Circleville City Schools Board of Education.

All requests for approval of overnight trips involving athletic contests must be accompanied with a detailed itinerary outlining times, dates, and locations of contest, accommodations, meals, supervision, transportation, and arrival/departure logistics. Each coach should distribute to parents and athletes appropriate miscellaneous paperwork.

DEAD WEEK

It is a policy of the CCS Athletic Department that the first week of July each year will be known as "Dead Week." During this week there will be no athletic related activities taking place throughout the district. Coaches are not permitted to schedule any functions for their respective teams. This is a time for athletes to rest, go on vacation and enjoy time with their families.

UNIFORM PURCHASES / BUDGETS / PURCHASES

Uniform Rotation - Purchasing

As the Athletic budget allows, Varsity uniforms will be replaced every 4 years. Uniforms will be worn 4 years and handed down to the JV level. A quote must be submitted to the Athletic Department. The Athletic Department will submit a requisition and be granted a P.O. # to make the purchase. The Booster Club will then reimburse the Athletic Department.

Uniforms purchased must stay consistent with school colors: **Red / White / Black.** Uniform purchases must stay consistent with school colors, logos, font styles. We use KIRSTY font for all uniform purchases. Prior to purchasing any uniforms please follow the "chain of command" for approval and submit these to the athletic director prior to ordering. (Script Tigers May also be used, if approved by administration)

Budget

Head Coaches will be informed of their budget each school year. Please do not anticipate having the same budget each school year, as it could change.

Purchases

1. Submit all requests for supplies and equipment by a quote with estimated shipping to the CHS Athletic office.
2. Turn this request in to the athletic secretary to be approved.
3. The requisition will then be written up by the secretary, approved by the Athletic Director and Principal, and then sent to the Superintendent's Office. (Note: A

purchase order is official after the Superintendent and Treasurer have signed and **NOT** before).

4. IF YOU PLACE AN ORDER YOURSELF, BEFORE OFFICIAL APPROVAL, YOU ARE FINANCIALLY RESPONSIBLE.

AWARDS BANQUET

All Coaches are expected to attend a special awards night or banquet for his/her team.

There will be one awards banquet for each sports season – fall, winter, and spring. The date for banquets will be scheduled by the athletic office with consideration given to date, time, and location as well as conflicts with the school calendar, facilities use calendar, customary holidays, and national holidays. Every effort that would exhaust all possible alternate dates will be taken prior to scheduling banquets that are in conflict with any of the above mentioned activities. The Athletic Department will work closely with head coaches and administration in the scheduling of these awards banquets.

PUBLIC RELATIONS

As we all know, coaching deals with much more than X's and O's. An important job for any coach is public relations. There are, at least, four public groups you will be dealing with to a great extent. The way you deal with them can have a great deal to do with your success and the success of the entire athletic department and school system. As the athletes are examples to the public while on the field, you are our example in public appearances. Here are the four areas with which you will have to deal:

A. **Parents**

Perhaps the most challenging group to deal with is the parents. They all believe their child is the most important person and this is the way it should be. Make a point to never discuss their child in the presence of others. Do not, even jokingly “tear down” their child at an awards program, booster’s meeting, etc. Be prepared to deal with questions like, “Why is my child not playing more?” Parents can be our greatest ally or our worst enemy. We do not need their “coaching” but we do need their support.

B. **Newspaper, Radio, Television**

The media and their representatives are another important ally. However, remember that whatever you say can and will be used in the newspaper, on radio, etc. Be very careful of “off the record” comments.

Don't criticize officials, opposing coaches, or players to the media. It does not help anything and only tends to lower your credibility.

C. Civic Groups

Some of our coaches may be asked to speak before the Lions Club, Rotary, Kiwanis, etc. This is an excellent chance for the coach, the athletic department, and the school to get "our" message across. Prepare for these occasions. You will be talking to the leaders of the community and you need to be an example of the first class coaching staff and athletic department at Circleville High School. Be enthusiastic and **positive**. Don't attack other schools, individuals, or programs; just "build" yourself, our athletes, and our school.

D. Booster Club

The Booster Club provides thousands of dollars to your program every year. Because of this, they deserve our support. Some coaches are only seen at Booster Club meetings when they want something. The meeting of the Club is the first Wednesday of every month. Make arrangements to be there, talk to them about your programs and do anything else you can to help them help you.

PUBLICITY / MEDIA

Coaches should be alert to the possibilities of publicity in the: Circleville Herald, Sporting Pumpkin, Columbus Dispatch, WKKJ-94.3 FM and WBEX-1490 AM, Associated Press, CGTV5 site as well as various other news outlets.

SPECIAL NOTE: The above Media will be contacting you with phone numbers and information on how to get your game results and information to them. It is the coach's responsibility to communicate results – win, lose or draw! If the above mentioned media does not contact you, please contact them.

Transfer Students

Coaches should direct any transfer questions to the Athletic Director/Principal.

Coaches should not interact with parents or students who are potential transfer students.

Simply direct all questions, concerns to the Guidance Office and/or Athletic Department to avoid any recruiting violations.