Zane Trace Athletics

Athletic Handbook
Code of Conduct and
Substance Abuse Policy

Zane Trace High School and Jr. High School
946 State Route 180
Chillicothe, Ohio 45601
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Mission of the School
The mission of the Zane Trace Local School District is to provide an appropriate program and learning environment which will effectively meet the educational needs of its students and citizens as well as help its students accomplish goals which are: A. Significant, B. Durable, and C. Transferable.

Athletic Mission Statement
The mission of the Zane Trace Local School District Athletic Department is to produce responsible, emotionally and physically healthy students/athletes who excel in the educational athletics environment. This will be accomplished by providing them with coaches who teach integrity, honor, and character through interscholastic athletics and providing our students/athletes with opportunities to be successful.

Philosophy
A program of interscholastic athletics is a relevant part of the total program of instruction at Zane Trace Local School District. The Athletic program is essential in accomplishing the mission of the district. It should be developed to not only provide physical growth, but also the mental and social-emotional growth and stability of each student-athlete. To reach this goal, we need the organization, leadership, administration, cooperation, and effort of all school personnel and the community.

The purpose of the entire Athletic program is to provide experiences outside the regular educational setting and curriculum whereby students can learn. It must be remembered, however, participation in interscholastic athletics is a privilege and must be earned and maintained. Allowances will be made for differences in age, interest, maturity levels, and intelligence level in relation to the total school program, as well as each student’s individual needs.

Objectives
The interscholastic athletic programs at Zane Trace Local Schools is designed to accomplish the following:

1. To provide the experiences of striving to do one’s best.
2. To promote the student-athletes will to win.
3. To promote the concept and practice of good sportsmanship.
4. To encourage self discipline and dedication as necessary avenues for success.
5. To promote healthy habits in diet, exercise, and personal health.
6. To provide opportunities for social growth through developed friendships with team members.
7. To develop self-esteem in student-athletes.
8. To promote the team is more important than the individual in sports and life.
9. To create habits of hard work, commitment, and dedication to achieving goals.
10. To develop the athlete’s knowledge and skill level of the sport.
Athletic Chain of Command

The following represents the line of organizational authority within the Zane Trace Local School District. Athletes, as well as parents, are to discuss issues, concerns, or problems using this chain of command. If the matter is not or cannot be resolved the athlete/parent would proceed up the chain of command/authority until a resolution is completed. Each level of the chain of command should check with previous before responding to issues, concerns, or problems brought to them before addressing to assure chain of command has been followed.

1. Coach of the Sport/level
2. Athletic Director
3. Building Principal
4. Superintendent

Athletic Council

The athletic council was created through Article IV, Section of the Constitution of the Zane Trace District Athletic Association.
“This Association is organized for the purpose of handling all matters concerning the athletic programs of the Zane Trace Local School District.”
“This responsibility is limited in-so far as it does not supersede any regulations of policies here-to fore or hear after established by the Zane Trace Board of Education.”
“ To conduct business of the Athletic Association there shall be set up within said association an athletic council consisting of the following members with each entitled to a vote.”

1. Two members of the Zane Trace Board of Education.
2. Superintendent of Zane Trace Local Schools
3. High School and Middle School Principals of Zane Trace Local Schools
4. District Athletic Director
5. Middle School Athletic Director
6. Head Coaches of all Varsity Sports
7. Zane Trace Athletic Boosters president or designee.

“The Executive hearing Board members are the Middle School principal, High School principal, and District athletic director.”
Zane Trace 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. Zane Trace High School and Middle School agrees to abide by and cooperate with all rules and regulations set forth by the OHSAA.

Nickname: Pioneers
School Colors: Red, Blue, and White
District: Southeast

League: Scioto Valley Conference
Member Schools
Adena
Huntington
Paint Valley
Piketon
Southeastern
Unioito
Westfall
Sports at Zane Trace High School
Middle School*

**Fall Sports**

**Boys**
- Football*
- Soccer*
- Cross Country*
- Golf*

**Girls**
- Volleyball*
- Soccer*
- Cross Country
- Golf*
- Cheerleading*

**Winter Sports**

**Boys**
- Basketball*
- Wrestling*
- Swimming
- Bowling

**Girls**
- Basketball*
- Wrestling*
- Swimming
- Bowling
- Cheerleading*

**Spring Sports**

**Boys**
- Baseball
- Track and Field*

**Girls**
- Softball
- Track and Field*

**Supporting Organizations**

Many organizations and groups support the Zane Trace Athletic Programs; however, a few are considered vital to the success of the athletic programs at Zane Trace Local Schools.

- Zane Trace Athletic Boosters Club
- Touchdown Club
- Tip-Off Classic Committee
- Zane Trace High School Marching and Pep Bands
The most important goal of the interscholastic athletic program is to provide every participant the opportunity to grow mentally, physically, and emotionally. To assure the program can provide these opportunities, a degree of self-discipline is required by the student-athlete. Self-discipline involves compliance with the rules and regulations concerning personal behavior. Rules promote order and safety, and assist participants in reaching their full potential.

The Zane Trace athlete is a respected leader among the students. He/she must earn this respect and do nothing to lessen it. Therefore, anything that reflects poorly on the athlete or the school cannot be condoned. The athlete must use his/her influence to improve school, not just bring attention to him/herself. Remember, participation is a privilege. The Zane Trace Athletic Policy is in effect from the date of signing and is in effect for a 12-month period. The Athletic Policy must be signed and completed on Final Forms before participation each new school year. Exception: If a change is made by the Board of Education or Ohio High School Athletic Association a new policy will be signed. The Athletic Substance Abuse Policy and Code of Conduct will be enforced during participation and out of season as well. The student/athlete is expected to conform to the guidelines set forth in this policy at all times.

Zane Trace has a tradition of winning, but winning within the rules of play. These rules that are set forth in this Athletic Policy are to be viewed as positive guidelines, not as a hindrance to a student/athlete's activities.

By obeying the rules and following stated policies, the younger students who will follow will learn the same ideals and standards. An athlete should never forget that many younger students, as well as adults look to them as being a special group of students. The following rules and policies do not cover all situations that may arise. However, should such an occasion arise, that problem will be dealt with in the same spirit and philosophy as these board approved written rules.
Zane Trace Local Schools
Interscholastic Athletic Code of Conduct and Substance Abuse Policy
Section I. Definitions

1. **Athlete:** Any student participating in an athletic sport as a contestant, statistician, manager, trainer, or cheerleader.

2. **Sport Season:** Sport season begins the first official day of practice established by the OHSAA and terminates with the sport awards reception and program.

3. **OHSAA:** Ohio High School Athletic Association

4. **Possession:** The custody or control of property

5. **Self-Referral:** Seeking help before a violation is detected

6. **Drug-Alcohol Rehabilitation Program:** A recognized treatment program with a history of tangible results. (all costs are responsibility of the athlete and his/her family)

7. **Penalty Carry Over:** Consequences carried over to another sport season or school year.

Section II. Code of Conduct

A. Athletes will comply with all eligibility requirements of Zane Trace Local Schools and the OHSAA, including but not exclusive to those requirements pertaining to age, scholarship, residence, and attendance.

B. Athletes must be in attendance at least ½ day of contests and practices. Athletes must be at school by 10:30 on days of practice or contests to be eligible to participate unless excused by the building principal.

C. Athletes expelled or suspended from school under section 33313.66 O.R.C. are not eligible to participate in practices or contests during the period of suspension or expulsion.

D. Athletes shall not engage in criminal activity or violation of civil law. Consequences for involvement in breeches in criminal or civil law may result in minor reprimand to denial of participation for a calendar year, depending on the nature of the offense.

E. Athletes may participate in two sports during the same season. However, athletes are to make known their preference to which sport they wish to participate in, in case of conflicting events. This must be done prior to the sport season starting and shall be done in writing to the Athletic Director or designee.

F. Athletes who knowingly deface or alter equipment, or whose careless or irresponsible actions result in the loss or damage to equipment shall be required to make restitution for said equipment. The cost of replacement and age of equipment is not a factor. Athletes will be denied participation on any interscholastic team until restitution is made.
Zane Trace Local Schools
Interscholastic Athletic Code of Conduct and Substance Abuse Policy

G. Failure to return school issued equipment or uniforms may result in legal action being taken, denial of participation on any interscholastic team and or forfeiture of amateur status in accordance with OHSAA regulations.

H. Any athlete choosing to quit a sport or is denied participation for a violation or rules after the first official practice of that sport will not be allowed to participate in open gym, weight lifting, conditioning, or other activities for any sport until the season has been completed for all athletes involved with that sport. This does not apply to athletes who are cut or do not make a team.

I. An athlete who is a two sport athlete in a season and quits the primary sport will not be permitted to continue participation in either sport and will be held accountable to the above regulations. If the athlete quits the secondary sport participation may continue in the primary sport.

J. All Athletes are expected to behave in a manner that reflects positively on the school, athletic department, and team. Behaviors which reflect negatively would include, but are not limited to such offenses as.
   1. Repeated truancy from school and class.
   2. Acts of vandalism or abuse of persons or property.
   3. Repeated infractions of school rules or chronic incorrigible behaviors.
   4. Abusive language, gestures, or profanity.
   5. Behavior, attitude, or unsportsmanlike conduct during athletic contests, practice sessions, school, or school sponsored events.

K. Coaches can have additional rules of conduct for their individual sport. Rules should be distributed and signed by athletes and parents/guardians. Individual sport rules in some areas may be more specific. Athletes are encouraged to take concerns to the coach and then follow a chain of command on issues and complaints.

The penalties for violations of Section II: A-J will be determined by the coach and Athletic Director and/or building principal.
Section III: Tobacco Policy

I. Athletes shall not use and or possess tobacco products in any form at any time. Including Vapor and e-Cigarette products containing nicotine.

A. FIRST OFFENSE: Any athlete found in violation shall be denied participation for 33% of the scheduled sport season or the next sports season. If the athlete agrees to participate in a tobacco education program approved by the Athletic Director or Principal, the penalty shall be reduced to 10% of that season or the next sport season. Refusal or failure to complete the tobacco education program shall result in the full 33% denial of participation penalty. The athlete may practice and must be in attendance, in street clothes, during the prescribed denial of participation period. All training rules and regulations must be followed.

- **Self Referral Policy:** Prior to a violation, if a student seeks assistance for dealing with a tobacco problem by self referral to their coach, the athletic director, and/or the principal, there shall be **no denial of participation**. Refusal or failure to complete the tobacco education program shall result in the full 33% denial of participation penalty. Self referrals that result in no denial of participation are still considered first violations.

B. SECOND OFFENSE: Any athlete found in violation for a second time (during the calendar year) shall be denied participation for 50% of the scheduled sport season or the next sports season. If the athlete agrees to participate in a tobacco education program approved by the Athletic Director or Principal, the penalty shall be reduced to 33% of that season or the next sport season. Refusal or failure to complete the tobacco education program shall result in the full 50% denial of participation penalty. The athlete may practice and must be in attendance, in street clothes, during the prescribed denial of participation period. All training rules and regulations must be followed.

- **Self Referral Policy:** Prior to a violation, if a student seeks assistance for dealing with a tobacco problem by self referral to their coach, the athletic director, and/or the principal, after having a first violation, the violation is considered a second offense. If the athlete agrees to participate in a tobacco education program denial of participation will be reduced to 33% of scheduled contests. Refusal or failure to complete the tobacco education program shall result in the full 50% denial of participation penalty.

C. THIRD OFFENSE: An athlete found in violation for a third time shall be denied participation in interscholastic athletic program for one-calendar year from date of violation.

- After 6 months from the date of the third violation has passed, the athlete may petition the Athletic Council Executive Committee to return to participation in the interscholastic athletic program. The athlete will have the opportunity to present evidence that indicate a continued effort to cope with the tobacco problem. Approval or disapproval will be made my the athletic council executive committee. The Athletic Director or Principal will inform the student and parent/guardian in writing of the decision.
Section IV: Substance Abuse Policy

I. Athletes shall not be under the influence of, buy, use, or possess drugs- narcotics, hallucinogens, intoxicants, counterfeit drugs, controlled substances, alcohol, or other intoxicants, or misuse prescription drugs or over-the-counter medications. (Except under medical supervision or with a prescription.)

A. FIRST OFFENSE: If an athlete is found to be in violation the athlete will be denied participation in interscholastic athletics for one calendar year from the date of the violation. If the athlete agrees to participate in a drug/alcohol assessment program approved by the Athletic Director and/or Principal, the penalty may be reduced to 33% denial of participation upon completion of the program. Refusal or failure to complete the program shall result in the full year denial of participation penalty.

- **Self Referral Policy:** Prior to a violation, if a student seeks assistance for dealing with a tobacco problem by self referral to their coach, the athletic director, and/or the principal, there shall be **no denial of participation**. Refusal or failure to complete the tobacco education program shall result in the full year denial of participation penalty. Self referrals that result in no denial of participation are still considered first violations.

B. SECOND OFFENSE: An athlete found in violation for the second time shall be indefinitely denied participation in the interscholastic athletic program. Following the initial 12 month period for the second violation with no participation in the interscholastic athletic programs, the athlete may petition the Athletic Council Executive Hearing Board to have participation reinstated. The athlete will have the opportunity to present evidence that a drug/alcohol assessment approved by the Athletic Director and/or principal has been successfully completed or that the athlete is in a continued successful rehabilitation or counseling program. Approval or disapproval will be made by the athletic council executive committee. The Athletic Director or Principal will inform the student and parent/guardian in writing of the decision.

- **Self Referral Policy:** Prior to a violation, if a student seeks assistance for dealing with a drug or alcohol problem by self referral to their coach, the athletic director, and/or the principal, after having a first violation, the violation is considered a second offense. If the athlete agrees to participate in a drug/alcohol assessment approved by the Athletic Director or Principal and follow the assessment recommendations, the denial of participation may be reduced to not less than 6 months. Refusal or failure to complete the assessment and assessment recommendations shall result in the full denial of participation penalty.

C. THIRD OFFENSE: An athlete found in violation for the third time shall be permanently denied participation in the interscholastic athletic program.
Section IV: Substance Abuse Policy cont.

II. Athletes shall not be under the influence of, buy, use, or possess drugs- narcotics, hallucinogens, intoxicants, counterfeit drugs, controlled substances, alcohol, or other intoxicants, or prescription drugs or over-the-counter medications.

A. An athlete found to be in violation will be immediately denied participation in interscholastic athletics for a minimum of one calendar year from the date of the violation.

B. The principal will notify the local law enforcement. All evidence and pertinent information shall be submitted to the authorities.

C. The principal shall contact the parents or guardians of the athlete in violation.

D. The principal may recommend to the superintendent that the athlete be expelled.

After the initial 10 month period of no participation in the interscholastic athletic program, the athlete may petition to be reinstated for participation in the interscholastic athletic program. The athlete will have the opportunity to present evidence that a drug/alcohol assessment approved by the Athletic Director and/or principal has been successfully completed or that the athlete is in a continued successful rehabilitation or counseling program. Approval or disapproval will be made by the athletic council executive committee. The Athletic Director or Principal will inform the student and parent/guardian in writing of the decision.

Section V: Due Process

When a student-athlete is denied participation either through a violation of the athletic policy, code of conduct or substance abuse policy, the following steps will be taken to ensure the student-athlete was given their due process.

1. The athlete will be given written notice.
2. The athlete will be given the opportunity for an informal hearing before the athletic director and coach of the sport to challenge the rulings and reasons for suspension.
3. The athlete and parent/guardian will receive written notice of consequences.
4. The athlete will have the right to appeal the decision to the athletic council. Further appeals can be made to the superintendent and school board. The athlete has the right to be represented in the appeal by a representative of his/her choosing.
**Student Athlete Eligibility**

Zane Trace High School and Junior High School are members of the Ohio High School Athletic Association. This school's coaches and athletes are expected to abide by all OHSAA rules and regulations as well as the rules and regulations established by the Zane Trace Board of Education.

1. **Enrollment**: In order to maintain eligibility, you must be officially enrolled in an OHSAA member school, or participating in accordance with state law, and you must have a biological and/or adoptive parent who lives in Ohio.

2. **Academic: Middle School**
   - A. All incoming seventh graders are eligible insofar as the scholarship bylaw regardless of previous academic achievement.
   - B. To maintain eligibility, 7th-8th grade students must have received passing grades in a minimum of four (4) classes in the immediately preceding grading period.
   - C. Maintain a minimum 1.5 Grade Point Average

3. **Academic: High School**
   - A. All incoming ninth graders must have received passing grades in a minimum of four subjects in the immediately preceding grading period.
   - B. All grades must be recorded in a student’s academic record.
   - C. To maintain eligibility, high school students must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period.
     - An exception to the GPA requirements may be made by the principal if the student has been participating in an intervention program and shown satisfactory progress toward achieving the minimum GPA.
     - If a student who becomes ineligible under these standards improves his/her GPA during the current grading period to meet eligibility standard, he/she may be reinstated at the beginning of the next grading period.
     - Summer school grades and credit recovery grades cannot be used in place of failing grades in the final grading period.

4. **Semesters of Eligibility**
   - A. At the HS level, a student may be eligible for eight semesters taken in order of attendance, regardless of whether the student participates or is even eligible to participate.
   - B. At the 7/8 grade level, a student may be eligible for four semesters taken in order of attendance, whether the student participates or not.

5. **Age Standards**
   - A. High school students will be ineligible whenever they turn 20 years old.
   - B. Seventh- and eighth-grade students who turn 15 before August 1st are also ineligible for 7th and 8th grade sports but MAY BE eligible to participate in high school athletics.
Student Health and Safety

1. **Pre participation Physical Exam:**
   A. Before the season’s first practice (or prior to your first participation should you join the team after the season has started), you must have had a physical examination within the past 13 months AND an examination clearance form must be on file at the school.

   B. Physical examinations are valid for 13 months from the date of the exam. Exams taking place from May 1 to June 1 are valid for one year plus through the end of the next school year’s spring season.

2. **Final Forms:**
   A. The Following forms must be completed on Final Forms by the parent/guardian and student athlete before participation in practice or competition.
      1. Emergency Medical Authorization
      2. OHSAA Preseason Meeting Presentation
      3. OHSAA Student Athlete Eligibility
      4. Concussion Acknowledgement Form
      5. IMPACT Testing Consent
      6. Sudden Cardiac Arrest Awareness
      7. OHSAA Authorization
      8. Athletic Handbook Agreement Form

3. **OHSAA Tobacco Statement**
   A. The OHSAA does not permit the use of any form of alcohol, tobacco (including electronic cigarettes) or illegal drugs at the playing site of an athletic contest.
   B. Besides the health risks involved, use of any of these items will result in students being disqualified from contests and violators likely facing additional school and legal penalties.

4. **Performance Enhancing Drugs/Steroids**
   A. Use of these drugs will result in disqualification from all interscholastic athletics.
   B. Besides the health risks involved, use of any of these items will result in students being disqualified from contests and violators likely facing additional school and legal penalties.

5. **Mental Health Awareness**
   A. Students are highly encouraged to discuss any issues related to their mental health with their parents, coaches and/or mental health experts.
### Sportsmanship and Contest Conduct

The Zane Trace Local School District’s vision for positive sporting behavior is built on expectations. It calls on the school community — administrators, contest officials, coaches, students, parents and fans — to strive for positive sporting behavior in everything they do by teaching the values of ethics, integrity, equity, fairness and respect.

That means you are expected to accept the responsibility and privilege of representing your school and community while participating in school sports. You are expected to:

- Treat opponents, coaches and officials with respect.
- Ensure that your actions do not incite fans or other participants or attempt to embarrass, ridicule or demean others.

#### Additional Expectations:

1. Shake hands with opponents before and after the game as deemed appropriate.
2. Respect the official’s judgment in the interpretation of the rules of the game. Never argue or indicate a dislike for a decision.
3. Accept both victory and defeat without being boastful or bitter.
4. Cooperate with the coach and fellow teammates in promoting good sportsmanship.
5. Accept seriously the responsibility and privilege of representing the school and community.
6. Players should always refrain from the use of profanity.

#### Contest Ejections:

- If you are ejected from a contest you will be subject to an additional two-game suspension (one game in football).

- If you are ejected from a contest for the second time during the same season then you will be ineligible for the remainder of that sports season.
Additional Guidelines

1. **Activity Fee:** An Activity fee of $100.00 per season is required for all athletic programs in grades 7-12 to be paid before the first regular season contest.

2. **Transportation:**
   A. Official school district transportation is to be used to and from school activities. The Transportation should be a school bus or a licensed charter bus. Parental authorization forms will be used if transportation by private vehicle is required.
   B. Students are not permitted to drive to activities away from school or transport other students involved in any school related activities.
   C. Students must return with the team from away contests. Exception: Signed out by parent or guardian. No notes, phone calls, or text messages for permission to ride with other drivers will be accepted.
   D. Athletes who miss the bus without prior arrangements with the coach may be subject to disciplinary action.

3. **Dual Sport Participation:**
   A. Students are permitted to participate in two sports in the same season
   B. Student must declare primary sport before season begins
   C. Primary sport takes precedence in conflicting events
   D. Coaches can release players in extenuating circumstances
   E. Declaration of Primary Sport and Secondary sport must be submitted to Athletic Director and both coaches.

4. **Conflicts with other sport programs.** Many athletes participate in sports programs such as AAU, YMCA, or club sports. During the sport season, of which the athlete is the participant, the school sponsored sport takes precedence. This encompasses practices, meetings, and games of the sponsored sport.
Athletic Awards

An Athletic awards policy was recommended and adopted by the Zane Trace Board of Education on February 15th, 2006. The policy is meant to be consistent throughout grades 7-12 in all recognized and approved sports. Letter requirements are the discretion of the head coach.

- 7th and 8th grade- Certificate
- Freshman- Certificate and Graduation Numerals
- Junior Varsity- Upgraded certificate
- 1st Year Varsity letter- Letter, sport pin, and bar
- 2nd Year Varsity letter- Certificate and bar
- 3rd Year Varsity letter- Certificate and bar
- 4th Year Varsity letter- Certificate and bar
  ○ 3rd and 4th Year Letter winners will receive a plaque at the Spring Awards Night.

Special Awards
- The athletic department will sponsor and pay for sportsmanship and coaches award plaque for all High school levels.
- All Varsity teams will be able to award 3-5 special awards purchased by the athletic department.

Hall of Fame
Sponsored by the Zane Trace Student Council
Recognizes student athletes that have achieved All Ohio Status*
- Track and field/Cross County must place in the top 8 at the state meets.
- Wrestling must participate in the state meet.

Jersey or Number Retirement

A Zane Trace athlete will have a player jersey and number retired and placed on the wall in the hall based on the following criteria.
1. Player is selected as “Player of the Year” in the State of Ohio in their sport.
2. Player must also be 1st Team All Ohio
3. Sport must be recognized by the OHSAA
4. Sport must be a sponsored sport by Zane Trace Local School District.
5. Honor must be voted on by the Associated Press or State Coaches Association.
ATHLETIC ADMINISTRATION

Section 1: Requirements to Coach
1. All coaches and volunteers are to be approved by the Board of Education.
2. Coaches (paid or unpaid, volunteer) must complete a BCI/FBI check, approved CPR course, Fundamental of Coaching, SCA Course, Concussion Course, and Sports Medicine Course.
3. All athletes are to have a current physical (valid for 1 year) before participating in practice or a game.
4. All athletes have completed required paperwork and a complete list of participants provided to the Athletic Director to determine eligibility.

Section 2: Communication Between Parents & Coaches/Activity Sponsors
1. Coaches/Activity Sponsors are under no obligation to discuss playing time with the parents of the athletes/participants.
2. Coaches/Activity Sponsors are under no obligation to discuss game entry with the parents of the athletes/participants.
3. Coaches/Activity Sponsors are required to communicate practice times, game schedules and bus departure times with the parents of the athletes/participants.
4. No coach/activity sponsor shall be verbally abusive toward a parent.
5. No parent shall be verbally abusive toward a coach/activity sponsor.
6. Coaches/Activity Sponsors are not to discuss matters with parents/guardians that involve athletes that are not the children of said parents/guardians.
7. Parents, guardians and general spectators are not to communicate with a coach during a game.
8. Parents, guardians and general spectators are not permitted on the sidelines, bench or dugout of any game.
9. Coaches/sponsors are expected to meet with parents who request a conference related to violations of school policy or rules set forth in the athletic manual.
10. Absolutely no form of retaliation shall be used against a student as a result of a parent/coach interaction.
Section 3: Communicating with the Athletic Director

1. Anyone is welcome to contact the athletic director at the high school by calling 740-775-1809 or sending an e-mail.
2. Though publicly advertised, the athletic director’s cell phone and home phone are not for use by everyone. They are for use by school administration, coaches and other schools and athletic directors wishing to contact Zane Trace High School about scheduling events and day-of-game issues.
3. If a parent has a complaint about athletics, then he/she must follow procedures set forth in the Conflict Resolution section of this manual. Circumventions of this process will not be acknowledged.
4. Complaints about the athletic program made verbally and in-person to the athletic director will not be pursued. All complaints must be registered on an official Conflict Resolution form.
5. Only complaints submitted on the Conflict Resolution form (found in the Table of Forms and on the athletic website) will be appropriated for the necessary time for investigation.
6. Anonymous complaints, whether by phone or letter, will not be processed.
7. As can be found on the Conflict Resolution form, only matters that involve a clear violation of a school policy will be investigated. A rule policy or guideline must be cited on the form. Evidence supporting the claim must also be listed.
8. The athletic director will not discuss playing time with any parent or guardian.
9. The athletic director will not discuss play calling with any parent or guardian.
10. The athletic director will not discuss game entry with any parent or guardian.
11. A request for the AD and/or principal to sit in on a parent/coach/sponsor meeting may be made by calling the school at 775-1809.

Section 4: Game Administration

1. When the high school principal is in attendance at a Zane Trace athletic event, he/she will be the person with the final decision-making authority on events and circumstances that arise at the athletic event.
2. When the athletic director is in attendance at a Zane Trace athletic event, where the high school principal is not in attendance, he/she will be the person with the final decision-making authority on events and circumstances that arise at the athletic event.
3. When neither the athletic director nor the high school principal is in attendance at a Zane Trace athletic event, the superintendent, if present, will be the person with the final decision-making authority on events and circumstances that arise at the athletic event.
4. When the athletic director/assistant, high school principal and superintendent are not in attendance at any athletic event, the Junior High principal (if in attendance) will be the person with the final decision-making authority on events and circumstances that arise at the athletic event.
5. When the athletic director/assistant, high school principal, Junior High principal and superintendent are not in attendance at any athletic event, the Zane Trace head coach will be the person with the final decision-making authority on events and circumstances that arise at the athletic event. If anything should arise at the event, the coach is to handle it appropriately and report the incident to the athletic director that evening by phone or by email.
Section 5: Conflict Resolution

If a parent/guardian has an issue with a coach, that does not involve playing time, game entry or play calling, then the parent/guardian is to work toward a resolution with the coach. If a resolution cannot be obtained, then the following actions will serve as the Conflict Resolution process.

1. The parent/guardian will fill out a Conflict Resolution form (found in the Table of Forms) and submit it to the athletic director at Zane Trace High School by mail or by submitting it in the high school office.
2. Anonymous complaints sent to the athletic director’s e-mail, home phone, school phone or school mailbox will be discarded.
3. Complaints not entered on the Conflict Resolution form will not be processed.
4. Complaints from parties, who are not the parent/guardian of an athlete/activity participant, will be ignored. No information pertaining to a student athlete will be given to a person who is not the parent/guardian of the student athlete.
5. Once a valid Conflict Resolution form has been received, the athletic director will review it and speak with the coach/activity sponsor in question within 24 hours.
6. If it is determined the coach has violated an athletic manual policy or other school policy, then corrective action will be made with the coach. If no athletic manual policy or other school policy has been violated, then the complainant will be notified that the issue has now ended and will be given an explanation as to why. This will be within 48 hours of the receipt of the form.
7. If the complainant is not satisfied with the result, then he/she may appeal to the high school principal, who will review the complaint and make a decision within 2 school days. If the high school principal deems no policy has been violated, then he/she will contact the complainant to give an explanation as to why. If the high school principal deems that a policy has been violated, then corrective action will be made with the coach.
8. If the complainant is not satisfied with the result from the high school principal, then he/she may appeal to the superintendent, who will review the complaint and make a decision within 2 school days. If the superintendent deems no policy has been violated, then he/she will give an explanation as to why. If the superintendent deems that a policy has been violated, then corrective action will be taken with the coach.
9. If the complainant is not satisfied with the result, then he/she may appeal to the Board of Education at a regularly scheduled meeting. In order to do so, the complainant must ask the superintendent to be put on the agenda for said meeting. Since an issue with a coach is a personnel matter, then the issue may not be discussed openly in the meeting and the matter will likely be discussed in an executive session. When in executive session, the complainant may only discuss an issue that pertains to his/her child and not the athletic program or sport in general (which is clearly outlined in Ohio school law).
10. This conflict resolution process in no way, shape or form supersedes Ohio law when it comes to the reporting of child abuse or sexual abuse of students. If a person has evidence of such a crime, they are obligated to report it to the local Children’s Service Agency.
11. If a student makes an informal complaint to a school employee about any kind of abuse that he/she has allegedly suffered, then it is that employee’s responsibility to contact Children’ Service.
Section 6: Unruly Spectators
1. The Zane Trace Local Schools has a zero tolerance policy for unruly behavior at athletic events.
2. Any spectator, regardless of any affiliation with the school, who threatens violence against a coach, player or fellow spectator, will be removed from the event. The offending spectator will be banned from all athletic events for the remainder of the school year.
3. The Zane Trace Local Schools has a zero tolerance policy for the use of alcohol and/or drugs at athletic events.
4. Any spectator, regardless of any affiliation with the school, who uses drugs or alcohol at an athletic event, will be removed from the event. The offending spectator will be banned from all athletic events for the remainder of the school year.
5. The Zane Trace Local Schools has a zero tolerance policy for the verbal abuse of coaches, players and officials at athletic events.
6. Any spectator, regardless of any affiliation with the school, who verbally abuses a coach, player or official, and is removed from the event, will not be allowed to attend the next home game. The offending spectator may return after they have sat out one event (from the same sport/team). If another violation occurs, then the offending spectator will be banned from all athletic events for the remainder of the school year.
COMPLAINT
1. A complaint about a member of the coaching staff may be made by any member of the general public including but not limited to an athlete, a representative of a club or sport organization, a coach or parent.
2. Complaints shall be directed to the Athletic Director.
3. A complaint concerning the conduct of a coach shall:
   a. Be made in writing
   b. Identify the coach against whom the complaint is made
   c. Set out details of the complaint
   d. Identify the name and address of the complainant, and
   e. Be signed by the complainant.

SCREENING
1. As soon as is practicably possible, the Athletic Director shall, upon receiving complaint:
   a. Ensure that the complaint is made in the proper form, as described in Section
   b. Determine whether the complaint is one which comes within the scope of this conduct policy and deals with the conduct of a coach.

INVESTIGATION
1. Taking into consideration the nature of the complaint and the reply of the coach, the Athletic Director shall determine:
   a. If the complaint is without merit, in which case the AD shall inform both the complainant and the coach against whom the complaint is made, of this decision in writing after which time the matter shall be considered closed,
   b. If disciplinary action against the coach is warranted,
   c. If further investigation is required.
2. If the AD determines that further investigation is required, the AD shall interview each of the parties and any witnesses who, in the opinion of the AD, may have relevant information concerning the complaint.
3. At the conclusion of the investigation the AD shall determine:
   a. If the complaint is without merit, in which case the AD shall inform both the complainant and the coach against whom the complaint is made, of this decision in writing after which time the matter shall be considered closed,
   b. If disciplinary action against the coach is warranted, in which case the AD shall apply sanctions in accordance with Section 11 of this policy, or
   c. If the matter should go to a formal hearing
4. The AD may determine that the alleged offense is of such seriousness as to warrant suspension of the coach pending the hearing and decision of the Board of Education.
5. The AD shall prepare a written report outlining the details of the investigation and the action taken in accordance with section
6. A copy of this report shall be provided to the superintendent within ten (10) business days of the end of the investigation.
HEARING

1. If the AD determines that the matter should go to a formal hearing, the coach against whom the complaint is made and the complainant shall be informed within 5 business days of the investigation and shall be provided with a copy of the AD’s report.

SANCTIONS

1. The following disciplinary sanctions, singly or in combination, may be applied by the AD:
   a. A written reprimand to be placed in coach’s file
   b. A verbal and/or written apology
   c. Further education, training or counseling
   d. Any other sanction(s) deemed appropriate in the circumstances.

2. The following disciplinary sanctions, singly or in combination, may be applied by the Board of Education:
   a. Suspension from coaching,
   b. Any other sanction(s) deemed appropriate in the circumstances.

3. In applying these sanctions, the Athletic Director or Board of Education may have regard to the following aggravating or mitigating circumstances:
   a. The nature and severity of the offense
   b. Whether the incident is a first offense or has occurred repeatedly
   c. The coach’s acknowledgement of responsibility
   d. The coach’s extent of remorse
   e. The coach’s extent of cooperation with the procedures set out in this policy
   f. The age, maturity or experience of the coach
   g. The coach’s prospects for rehabilitation
   h. The extent to which others were harmed by the coach’s action

4. At the request of the disciplined coach, the discretion of the Board of Education sanction may be suspended until the time period for appeal has expired or an appeal has been decided.

AUTOMATIC SANCTION

1. Notwithstanding the procedures set out in this policy, any coach who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault, shall face an automatic suspension from coaching.

GUIDELINE FOR DETERMINING PROCEDURE FOR COMPLAINT

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Examples of minor infractions that may be dealt with by the Athletic Director:

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviors directed towards others, including but not limited to, coaches, athletes, officials, administrators, spectators and sponsors.
- Unsportsmanlike conduct such as angry outbursts or arguing.
- Minor breach of confidentiality.

Examples of major infractions that may go to a hearing:

- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviors directed towards others, including but not limited to athletes, coaches, officials, administrators, spectators and sponsors.
- Repeated unsportsmanlike conduct such as angry outbursts or arguing
- Single physically abusive incident
- Activities or behaviors that interfere with a competition or with any athlete’s preparation for a competition.
- Pranks, jokes or other activities that endanger the safety of others.
- Use of techniques or programs that may endanger the safety of others.
- Abusive use of alcohol where abuse means a level of consumption which impairs the individual’s ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual’s ability to perform effectively and safely.
- Use of illicit drugs and narcotics
- Use or promotion of banned performance enhancing drugs or methods.

Athletic Conflict Resolution Form
Parent/Guardian Name: ____________________________
Email Address: ____________________________
Phone Number: ____________________________

Student/Athlete Name: ____________________________
Athletic Policy Violation: ____________________________
Section: ________________  Page: ________________

Briefly Explain your issue, along with supporting evidence.
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Please submit to the Zane Trace Athletic Director by attaching to email, in person, or mailing it to the school.

The athletic director will review the issue and deem if it is necessary for further investigation. You will be notified by the athletic director of the decision to continue investigation or how the incident has been resolved.

Agreement for Participation
We hereby indicate that we have read the Athletic Handbook, Code of Conduct and Substance Abuse Policy which is to be enforced during this school year. By signing this our signature does not mean we agree with or disagree with the requirements but simply that we are aware of the rules and regulations set forth for participation in the athletic programs at Zane Trace Local Schools. We will be expected to comply with all rules and regulations in this policy.

Parent/Guardian Name: ________________________________

Parent/Guardian Signature: ________________________________

Date: ________________________________

Student Athlete Name: ________________________________

Student Athlete Signature: ________________________________

Dual Sport Participation Form
Athletes Name: __________________________ Grade: ___________ Date: __________

Primary Sport: __________________________ Coach Signature: __________________

Secondary Sport: _________________________ Coach Signature: __________________

We understand that we are committing to each sport above and agree to the following terms.

- Primary sport practice takes precedence over secondary sport practice.
- The Athlete cannot leave primary sport practice to attend secondary sport practice without prior approval from the primary sport coach.
- Primary sport contests take precedence over secondary sport contests or practice. The athlete cannot leave a primary sport contest to attend a secondary sport contest unless prior approval is made with both coaches. The athlete is responsible for transportation to the event if necessary. Athletes cannot transport themselves or be transported by anyone but their parents or guardians.
- Secondary sport contests take priority over primary practice.
- The Athlete is not required to attend a secondary sport practice on the day of a primary sport contest, but must attend part or all of a primary sport practice on day of secondary contest if possible.
- The Athlete must attend both practices if no conflict exists.
- The Athlete cannot pick and choose which contests or practices to attend.
- There is no punishment for missing practices or contests if the above guidelines are followed. If missing practice in either sport results in the Athlete not being able to perform to team or coaches standards then participation in contests can be reduced or the player can be removed from either squad.
- Any violation of the Athletic Substance Abuse Policy or Code of Conduct will be applied to both sports during participation.
- If an athlete decides to try dual sport participation, they will not be permitted to quit a primary sport and just participate in the secondary sport.
- All conflicts must be resolved by the head coaches of each sport and athletic director.
- In the case of a conflict that cannot be resolved by the coaches the athletic director will make the final decision.

Student Signature: __________________________ Date ________________________

Parent Signature: __________________________ Date ________________________

Athletic Director Signature: __________________ Date: ________________________