



ATHLETIC HANDBOOK

ZANE TRACE SCHOOL DISTRICT

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MISSION OF THE SCHOOL

The mission of the Zane Trace Local School District is to provide an appropriate educational 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.

PHILOSOPHY

A program of interscholastic athletics is a relevant part of the total program of instruction of the Zane Trace Local School District. The athletic program is essential in reaching our district's mission. It should be developed to not only provide physical maturity, but also should emphasize mental and social-emotional growth and stability of each student athlete. To fulfill this major belief, we need the organization, leadership, cooperation and effort of all school personnel and the community.

The purpose of the entire athletic program is to provide experiences outside the regular school curriculum whereby student athletes can learn. It must be remembered, however, participation in the interscholastic athletic program, while an important learning opportunity, is a privilege and must be earned and maintained. Allowances will be made for differences in ages, interest, maturity level and intelligence level in relation to the total school program, as well as each student's needs.

OBJECTIVES

The interscholastic athletic program in Zane Trace Local Schools is designed to accomplish the following objectives:

1. To provide the experience of striving to do one's best.
2. To develop the athlete's will to win.
3. To promote the concept that good scholarship is important.
4. To promote good sportsmanship.
5. To encourage self-discipline and dedication as necessary avenues to success.
6. To develop the concept that the team is more important than the individual.
7. To develop the athlete's knowledge and skill level of the sport.
8. To provide the opportunity for lasting friendships to be developed with team members.
9. To realize that being an athlete is a privilege that carries definite responsibilities with it.

ATHLETIC CHAIN OF COMMAND

The following represents the line of organizational authority within the ZaneTraceSchool District. Athletes, as well as parents, are to first discuss issues, concerns or problems with the coach of the sport of participation. If the matter cannot be resolved, the athlete (parent) would proceed up the chain of authority until resolution is completed.

High School

Board of Education
Superintendent
Executive Hearing Board
Athletic Director
Coach

Middle School

Board of Education
Superintendent
Executive Hearing Board
M. S. Principal
J.H. Athletic Director
Coach

ATHLETIC COUNCIL

The Athletic Council was created through Article IV. Section of the Constitution for the Zane Trace District Athletic Association.

“This Association is organized for the purpose of handling all matter concerning the athletic program of the ZaneTraceSchool District.”

“This responsibility is limited in-so far as it does not supersede any regulations of policies here-to-fore or hereafter established by the Zane Trace Board of Education.”

“To conduct the 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 vote.”

- A. Two members of the Zane Trace Board of Education.
- B. Superintendent of Zane Trace Schools.
- C. Principals – Zane Trace High and Middle Schools.
- D. High School Athletic Director and Jr. High Athletic Director.
- E. Head Coaches of Varsity Sports.
- F. Booster’s Club President or Designee

“The Executive Hearing Board members are the Middle School Principal, High School Principal and Athletic Director.”

SPORTS OFFERED

Student athletes at Zane Trace have the opportunity to compete in thirteen sports at the High School and ten at the Middle School.

HIGH SCHOOL

Fall

Football
Volleyball
Golf
Cross Country (Boys)
Cross Country (Girls)
Soccer (Boys)
Soccer (Girls)
Cheerleading (FB)

Winter

Wrestling
Basketball (Boys)
Basketball (Girls)
Bowling
Cheerleading (BKB)

Spring

Baseball
Softball
Track (Boys)
Track (Girls)

MIDDLE SCHOOL *

Fall

Football
Volleyball
Cross Country (Boys)
Cross Country (Girls)
Soccer (Boys)
Soccer (Girls)
Golf
Cheerleading (FB)

Winter

Wrestling
Basketball (Boys)
Basketball (Girls)
Cheerleading (BKB)

Spring

Track (Boys)
Track (Girls)

* For 7th and 8th grades only

(This list subject to change)

SUPPORTING ORGANIZATIONS

Many individuals and groups support the Zane Trace Athletic Programs; however, a few are considered vital to the success of the Athletic Program. We appreciate the financial, organizational and emotional support of the Boosters Club, Touchdown Club, Tip-Off Classic Committee and Marching/Pep Bands.

**ZANE TRACE LOCAL SCHOOLS
INTERSCHOLASTIC ATHLETIC CODE OF CONDUCT**

The most important goal of the interscholastic athletic program is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior. Rules promote order and safety, and assist participants to reach maximum performance potential.

The Athletic Department believes that, due to their high visibility, the student-athletes have a strong influence on members of the student body as well as the community. Their conduct, while representing a team, traveling to or from an event, as well as in the school and community, is seen as a direct reflection upon the athletic program and the standards of the school.

With this belief we set forth the following policy as a minimum standard for the Athletic Department of the school, fitting within the rules and regulations of the Board of Education, the Scioto Valley Conference and the Ohio High School Athletic Association. It must also be remembered that participation in athletics is not a right but a privilege that will be regulated.

The Athletic Code of Conduct Applies to all student athletes in grades 7 – 12 of the school. It must be adhered to by the student athlete during the full duration of his/her season including a new school year. Matters not specifically covered in the Athletic Code or individual sports training rules shall be handled in accordance with the Student Code of Conduct of Zane Trace High School or Junior High School.

I. DEFINITIONS:

1. Athlete: Any student participating in an athletic sport as a contestant, statistician, manager, trainer or cheerleader.
2. Sport Season: The season begins with the first official day of practice established by the OHSAA and terminates at the completion of the individual awards program.
3. Possession: The custody and control of property.
4. Self-Referral: Seeking help before violation is detected.

5. Drug-Alcohol Rehabilitation Program: A recognized treatment program with a history of tangible results (all costs for assessment, treatment, rehabilitation, or counseling shall be the responsibility of the athlete and his/her family).
6. Penalty Carry Over: Consequences carried over into another sports season or school year.
7. OHSAA: OhioHigh School Athletic Association.

II. CODE OF CONDUCT

- A. Athletes will comply with all eligibility requirements of Zane Trace Local Schools and the Ohio High School Athletic Association, including but not exclusive to those requirements pertaining to age, scholarship, residence and attendance.
- B. Athletes are to be at school ½ day of contests. Athletes must be at school by 11:30 a.m. 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 expulsion or suspension.
- D. Athletes shall not engage in criminal activity or violation of civil law. Consequences for involvement in breeches of criminal or civil law may result in minor reprimand to the denial of participation for a calendar year, depending upon 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 shall be done prior to the sports 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 loss or damage of that equipment shall be required to make restitution for said equipment. The cost of replacement and the age of the equipment is not a factor. Any athlete refusing to make restitution shall be denied participation on any interscholastic team until restitution is made. Failure to return school equipment issued to any athlete 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.

- G. Any athlete choosing to quit a sport or is denied participation for a violation of rules after the first official practice of that sport will not be allowed to participate in open gym, conditioning or other activities of any other sport until the season has been completed for all athletes involved with that sport. An athlete that is a two-sport athlete in a season and quits the primary sport will not be permitted to continue in either sport and will be held to the above regulations. If the athlete quits the secondary sport, he/she will be permitted to continue to participate in the primary sport.

An exception applies to an athlete participating in a particular sport for the first time at the high school level. If he/she quits after the first official contest of the sport the above regulations will be applied. Additionally, if an athlete is “cut” from a team before the regular season begins and not because of a violation of team rules, he/she will be eligible to participate in another sport.

- H. All athletes are expected to behave in a manner which reflects positively on the school, athletic department and team. Behavior which reflects negatively would include, but not limited to such offenses as:

1. Repeated truancy from school or class.
2. Acts of vandalism or abuse of persons or property.
3. Repeated infractions of school rules of chronic incorrigible behavior.
4. Abusive language, gestures or profanity.
5. Behavior, attitude or unsportsmanlike conduct at or during athletic contests, practice sessions, school or school sponsored events.

The penalties for violations will be determined by the coach and/or Athletic Director and/or Principal.

- I. Athletes shall not use and/or possess tobacco in any form at any time.

1. **FIRST OFFENSE:** Any athlete found in violation shall be denied participation for 33% of that 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 or the next sports season. Refusal or failure to complete the tobacco education program shall result in application of the full 33% 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 by the athlete.

1. A. **SELF-REFERRAL POLICY:** Prior to a violation, if a student seeks assistance for dealing with a tobacco problem by self-referral to their coach and/or Athletic Director and/or Principal, there shall be NO denial of participation. Refusal or failure to complete the tobacco education program will result in the full 33% penalty. Self-referrals which result in no denial of participation are still considered first violations.

2. **SECOND OFFENSE:** An athlete found in violation for a second time (sports season or subsequent sports season that school year) shall be denied participation for 50% of that or the next season. If the student agrees to participate in a tobacco education program approved by the Athletic Director and/or Principal, the penalty shall be reduced to 33% of that or the next sports season. Refusal or failure to complete the tobacco education program will result in the full 50% penalty.

If an athlete seeks assistance for dealing with a tobacco problem by self-referral to his/her coach and/or Athletic Director and/or Principal after having a first violation, the violation is considered a second offense. If he/she agrees to participate in a tobacco education program approved by the Athletic Director Refusal or failure to complete the tobacco education program will result in the full 50% penalty.

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

After six months from the date of the third violation has passed, the athlete may petition the Athletic Council Executive Hearing Board to once again participate in the interscholastic athletic program. The athlete shall have the opportunity to present any evidence (such as participation in a tobacco education program, no smoking/no tobacco support group, quit smoking clinics, etc.) he/she has that may indicate a continued successful effort to cope with his/her tobacco problem. The application for reentry into the interscholastic athletic program shall be reviewed by the Athletic Council Executive hearing Board, who shall take into consideration the student's age, maturity and history of appropriate behavior since the last violation. Approval or disapproval shall be made by the Athletic Council Executive Haring Board. The Athletic Director or Principal shall inform the student and parent(s) / Guardian (s) in writing of the decision.

J. Athletes shall not be under the influence of, buy, use, or possess drugs- narcotics, hallucinogenics, intoxicants, counterfeit drugs, controlled substances, alcohol or other intoxicants, or misuse prescribed or over-the-counter medications. (Exception to this provision is supervised, prescribed medication(s).)

1. **FIRST OFFENSE:** If an athlete is found to be in violation the athlete will be denied participation in the interscholastic athletic program for one calendar year from the date of violation.

If the athlete agrees to participation in a drug/alcohol assessment program approved by the Athletic Director and Principal, and to follow the assessment recommendations, the penalty may be reduced to 33% of that or the next sport season.

Participation in practices may be allowed at the discretion of the Athletic Council Executive Hearing Board but the athlete may not travel with the team or be on the bench/sideline during contests. All training rules and regulations must be followed by the athlete. Refusal or failure to take the assessment or to follow the assessment recommendations will result in the full year's penalty.

1. A. SELF- REFERRAL POLICY: Prior to violation, self-referrals which result in no denial of participation are still considered first violations.

2. SECOND OFFENSE: An athlete found in violation for the second time shall be indefinitely denied participation in the interscholastic athletic program. Following in initial 12 month period after the second violation with no participation in the interscholastic program, the athlete may petition the Athletic Council Executive Hearing Board to once again participate in the interscholastic athletic program. The athlete shall have the opportunity to present the Athletic Council Executive Hearing Board any evidence that a drug/alcohol assessment approved by the Athletic Director and Principal, has been successfully completed or that the athlete is in a continued successful rehabilitation and/or counseling program. The application for re-entry to the interscholastic athletic program shall be reviewed by the Executive Hearing Board, who shall take into consideration the student's age, maturity and history of appropriate behavior since the last violation. Approval or disapproval shall be made by the Executive Hearing Board. The Athletic Director or Principal shall inform the athlete and parent(s) / guardian (s) in writing of the decision.

If a student athlete seeks assistance for dealing with a drug or alcohol problem by self-referral to their coach, Athletic Director and/or Principal after having a first violation on their record, it is considered a second violation. If the athlete agrees to participate in a drug/alcohol assessment approved by the Athletic Director and Principal and agrees to follow assessment recommendations, the penalty may be reduced by the Executive Hearing Board to a period of not less than six months from the date of violation. Refusal or failure to follow through with the assessment or assessment recommendations will result in the full year's suspension. Self-referrals which result in reduced denial of participation are still considered second violations.

3. THIRD OFFENSE: An athlete found in violation for the third time shall be permanently denied participation in the interscholastic athletic program.

Athletes shall not sell or distribute drugs-narcotics, hallucinogenic, intoxicants, counterfeit drugs, controlled substance, alcohol or other intoxicants, or over-the-counter or prescribed medications.

1. An athlete found to be in violation will be immediately denied participation in interscholastic program for a minimum of one calendar year from the date of violation.
 2. The principal will notify the local law enforcements authorities. All evidence and pertinent information shall be submitted to the proper authorities.
 3. The principal shall contact the parent(s) or guardian(s) of the athlete in violation.
 4. The principal may recommend to the Superintendent that the athlete be expelled.
 5. After an initial 10 month period with no participation in the interscholastic athletic program , the athlete may petition to once again participate in the interscholastic athletic program. The athlete must furnish evidence to the Athletic Council Executive Hearing Board of successful completion or continued successful participation in a drug/alcohol rehabilitation and/or counseling program approved by the Athletic Director and Principal. Application for re-entry into the interscholastic athletic program shall be reviewed by the Executive Hearing Board, who shall take into consideration the student's age, maturity and history or appropriate behavior since the last violation. Approval or disapproval shall be made by the Executive Athletic Hearing Board. The Athletic Director or Principal shall inform the athlete and parent(s) / guardian(s) in writing or the decision.
- K. Coaches will have additional rules of conduct for their individual sport. Once the Athletic Handbook is distributed and the Agreement document is signed by the athlete and parent, some rules established by the Coach of each individual sport may in some areas be more specific and stricter than the Handbook and will take precedent for that sport. Athletes are encouraged to take concerns to the Coach first, then to follow the school athletic Chain of Command on unresolved complaints or issues.

THE STUDENT ATHLETE

ELIGIBILITY:

It is the purpose of the athletic program and the instructional personnel to instill values of excellence, competition, sportsmanship and cooperative endeavor. Standards of scholastic eligibility are governed by rules of the Ohio High School Athletic Association and the Zane Trace Board of Education.

O.H.S.A.A. ELIGIBILITY RULES:

1. In order to be eligible in grades 7 – 12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, high school students must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation.

2. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grade from the immediately preceding grading period becomes effective.

EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

3. All seventh grade students will be eligible for the first grading period of the school year.

4. You may not use summer school grades for failing grades received or lack of courses taken in the final grading period.

5. You should meet with your school administrators every time before you change your course schedule or drop a course as to determine if such action will affect your eligibility.

6. You may attend any public or non-public high school in which you are accepted when you enter high school (grade 9) from a 7th – 8th grade school. Eligibility at that school is established by:

1. Participating in a contest (scrimmage, preview or regular season game) prior to the first day of school, or
2. Attending the first day of school at any high school.

Once you establish eligibility at a high school, a transfer to a different high school will mean you will be ineligible for athletics for one year from the date of enrollment in the new school.

- There are several exceptions to this regulation. To see if you qualify for an exception, you and your parents should arrange a meeting with your principal or athletic administrator.

7. After establishing ninth grade eligibility, you are permitted eight (8) semesters of athletic eligibility.
- The semesters are taken in order of attendance once ninth grade eligibility has been established.
 - Semesters are counted toward eligibility whether you participate in interscholastic athletics or not.
8. High school students (grades 9 – 12) who turn 19 years of age prior to August 1 of the current school year are ineligible for interscholastic athletics.

Seventh and eighth grade students who turn 15 years of age before August 1 of the current school year are ineligible for 7th and 8th grade athletics but are eligible to participate in high school athletics.

9. School officials may designate open gyms or facilities in the sports to be played. You may participate in open gyms or facilities provided:
- No one is limited from participating
 - No one is required to attend
 - No school officials invite selected students, determine the teams or transport students
 - No timing or written scoring is kept
 - No coaching or instruction is provided
 - No one is restricted from observing

Violating these rules may result in your being declared ineligible for a maximum of one (1) year.

10. You may attend camps, clinics and workshops that involve team play any time between June 1 and July 31.
- Team play means there is more than one player opposing one player.
 - There is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.
11. You may not try out, practice or participate in a contest with a non-school team while a member of a school team in the same sport.
12. Use of anabolic steroids or other performance enhancing drugs will declare you ineligible for interscholastic competition until medical evidence indicates your system is free of these items.

13. Each athlete must have a physical examination form completed and on file before he/she will be permitted to attend practice. The school will try to sponsor free or low cost physical examinations at least one time a year. Any athlete not getting a physical on the scheduled examination date must do so at his/her own expense. If a student's physical condition changes (improves) a doctor's statement is required for continued participation. An exam is valid for 1 year from the date of exam unless exam takes place May 1 – June 1 which makes it valid through the end of the next school year.

14. In addition to the physical exam form, the following must be completed and signed by parent/student or both before participation in practice.

- Emergency Medical Authorization
- OHSAA Authorization Form
- OHSAA Eligibility and Authorization Statement
- OHSAA Concussion Form

15. You are expected to accept the responsibility and privilege of representing your school and community while participating in interscholastic athletics. As a student athlete you are expected to:

- Treat opponents, coaches and officials with respect
- Display no behavior that could incite fans or other participants in the contest or which is intended to embarrass, ridicule or demean others under any circumstances, including on the basis of race, religion, gender or national origin.
- Remember that winning isn't everything. Having fun, improving your skills, making friends and doing your best are also important.

The OHSAA has established a policy for students ejected or disqualified for unsporting behavior or flagrant fouls. If you are ejected or disqualified, you:

- Will be ineligible for all contests for the remainder of that day.
- Will be ineligible for all contests at all levels in that sport until two regular season / tournament contests are played at the same level as the ejection (one contest in football).

If you are ejected or disqualified a second time in a season, you are subject to additional, stiffer penalties, including suspension from play for the remainder of the season in that sport.

ZANE TRACE BOARD OF EDUCATION ELIGIBILITY RULES:

1. Adhere to all rules and regulations for eligibility set forth by the Ohio High School Athletic Association.
2. Maintain at least a 1.5 grade-point average.
 - An exception may be made by the principal if the student has been participating in an intervention program and shown satisfactory progress toward achieving the minimum grade-point average.
 - If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, she/he may be reinstated at the beginning of the next grading period.
3. Only those students may participate in the program of interscholastic athletics who have:
 - Maintained a satisfactory academic record
 - Attended school regularly
 - Demonstrated good citizenship and responsibility
 - Returned all school and athletic equipment
4. Require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.
5. Comply with the following sections of the Zane Trace School District Interscholastic Athletic Code of Conduct:
 - Section II.B – attendance day of contest/practice
 - Section II.C. – suspension or expulsion
 - Section II.D. – criminal activity or violation of civil law
 - Section II. G. – quits team or is denied participation
 - Section II.I – behavior of athlete
 - Section II.J/K. – use and/or possession of tobacco, alcohol or drugs.

SPORTSMANSHIP

Because the players are respected and admired, they exert a great deal of influence over the actions and behaviors of the spectators. Their display of sportsmanship is to be expected, encouraged, and rewarded.

The following sportsmanlike behavior is to be adhered to by players:

1. Shake hands with opponents before and after the game as deemed appropriate by the coach.
2. Respect the official's judgment in interpretation of the rules. 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 players in promoting good sportsmanship.
5. Accept seriously the responsibility and privilege of representing the school and community.
6. Players should always refrain from using profanity.

Athletes should live by a code of ethics, which will entitle them to the honor and respect, which they can rightfully earn, through competition and representation of their school. Conduct resulting in dishonor to athletes reflects not only upon themselves but also upon their teams, coaches, and school. Participation in Zane Trace athletics is a privilege not a right. The training rules are in effect every day, in school or out, for the athletic season on the first scheduled practice and ending with the awards program for that sport.

Violation of good sportsmanship may result in the denial of participation in future contests.

OFF SEASON CONDUCT

Athletes should be aware that their behavior during the off season can affect eligibility and/or participation during future sports seasons. Depending on the seriousness of the circumstances surrounding the behavior, an athlete may be denied try-outs, participation, or a starting position. Off season violations of the Athletic Handbook may influence decisions concerning the above. A superior athlete keeps training rules year round.

TOBACCO USE

Refer to Section II.J. of the Code of Conduct

SUBSTANCE USE

Refer to Section II.K. of the Code of Conduct

ANABOLIC STEROIDS

Refer to the Student Athlete: OHSAA Eligibility Rules, No. 12. Anabolic Steroids may cause serious or fatal health problems such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe aches and baldness. Possession, sale, or use of an anabolic steroid is a crime punishable by a fine and imprisonment. Ohio Revised Code 3719.41 Schedule III defines Anabolic Steroids as follows:

Unless specifically excepted under Federal drug abuse control laws or listed in another schedule, any drug or hormonal substance chemically or pharmacologically related to testosterone (other than estrogens, progestin, and corticosteroids), including any of the following, or any salt, ester, isomer, or derivative of any of the following that acts in the same manner on the human body:

BOLDENSONE	METHYLTESTOSTERONE
CHLOROTESTOSTERONE	MIBOLERONE
CLOSTEBOL	NANDROLONE
DEHYDROCHLORMETHYLESTOSTERONE	NORETHANDROLONE
DIHYROTERTOSTERONE	OXANDROLONE
DROSTANOLONE	OXYMESTERONE
ETHYLESTRENOL	OXYMETHOLONE
FLOUXYMESTERONE	STANOLONE
FORMOBULONE	STANOZOLOL
MESTEROLONE	TESTOLACTONE
MEYTHANDIENONE	TESTOSTERONE
METHANDRIOL	TRENBOLONE
METHANDROSTENOLONE	
METHENOLONE	

CHEATING

The privilege of representing your school as an athlete also carries responsibility into the classroom. Any team member found to be cheating in class work or tests may be denied participation in practice/contests or dismissal from the team.

STEALING

One purpose of the athletic program is to develop respect for the rights and property of others. If an athlete takes the property of another person or of the school or becomes knowingly involved in theft by receiving stolen property or aiding in theft in any way, disciplinary action may be taken in the form of denial of participation in practice/contest or dismissal from the team.

HAZING / BULLYING

It is the policy of the Zane Trace Board of Education and School District that hazing and/or bullying activities of any type is inconsistent with the educational process and shall be prohibited at all times. No student including leaders of student organizations, shall plan, encourage, or be involved in any form of hazing.

Harassment, intimidation, or bullying behavior by any student/school personnel in the ZaneTraceLocalSchool District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “ Harassment, intimidation, or bullying”, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity or on school provided transportation that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student’s personal property; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Students who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law. Any team member found to be involved in hazing/bullying will be denied participation in practice/contests or dismissal from the team.

EQUIPMENT / FACILITIES

The Zane Trace Board of education, Boosters, Athletic Department and others have invested a tremendous amount of time and financial support to providing our student athletes with the necessary equipment and facilities for each sport. It is the responsibility of each athlete to ensure that the proper care and treatment of both are maintained.

Inappropriate treatment or damage of the facilities will be addressed in the School Code of Conduct. Equipment issued to students, as part of a sport must be returned in the original condition allowing for normal wear.

All equipment issued must be returned and/or paid for within one week following the activities conclusion. Unauthorized possession or failure to pay for lost equipment will result in a denial of participation, recognition in all extracurricular activities, and receipt of diploma until payment is made or the equipment is returned. Likewise for any damage to the athletic facilities.

Settlement to the Board of Education or Activity Account responsible will be 100% of the replacement cost of the article.

TWO SPORT PARTICIPATION

Refer to Section II.E. of Code of Conduct

CONFLICTS WITH OTHER SPORTS PROGRAMS

Many athletes are often involved in other sports programs such as AAU, YMCA, Club, etc. During a sport season, of which the athlete is a participant, the school sponsored sport takes preference. This encompasses practices, meetings, and games of the school sponsored sport.

COMMITMENT AND EFFORT

Put the interest of the team first by:

- Considering the effect on the team before making decisions.
- Abiding by the decisions of the coach.
- Attending each practice and arriving on time.
- Encourage and supporting teammates.
- Foregoing participation in other activities that would compromise your training for the sport in which you are participating.
- Fulfilling the commitment to the team until the end of the season.
Give your best effort at practice, at competition, and in the classroom.

DUE PROCESS

Each prospective participant shall be given a written copy of the athletic training rules and regulations that apply to that particular sport.

When an athlete is to be denied participation (student will not dress for a game or could be removed from the team), the following steps will be taken:

1. The athlete will be given a written notice of the coaches/Athletic Directors intention to deny him/her from further participation. The parents or guardians of the athlete will be likewise informed. This action will be taken by using the Notice of Denial of Participation form.
2. The Athlete will be given the opportunity for an informal hearing before the Athletic Director and Coach to challenge the reasons for the suspension or otherwise explain his/her actions.
3. The athlete and his/her parents or guardians will receive a written notice of the punishment.
4. The athlete will have the right to appeal the decision to the Athletic Council. Further appeals can be made to the Superintendent and Board of Education. The athlete has the right to be represented in the appeal by a representative of his/her choosing.

ACTIVITY FEE

An Activity Fee of \$100.00 per season is required for the athletic programs grades 7 through 12 to be paid before the first regular season contest.

TRANSPORTATION

An emergency medical form is to be on file with the coach of each sport and to accompany the bus or vehicle in which the athlete is being transported.

1. Official school district transportation is to be used to and from school activities. The transportation should be a school bus or a licensed chartered bus. Request and Parental Authorization forms will be available if transportation by a private vehicle becomes necessary.
2. Students may not drive or be driven to activities away from school by student drivers while involved in any school-sponsored activity.
3. Students must return to school with the coach and the group from an away activity. The only exception to the rule must be approved in advance with the coach and students may only be released to their parents.
4. Athletes who miss the bus without prior arrangements with the coach may be subject to disciplinary action.

EMERGENCY ACTION PLAN

Recommended procedures to be followed in successful emergency care are:

1. Immediate, on the spot, first aid by an individual with adequate training. Do not place the injured person in the care of another student.
2. Emergency transportation:
 - Ambulance should be at all Varsity football games.
 - If necessary, emergency transportation should be called. Phone # 911
 - Students' emergency medical forms shall be carried with the coach at all times !!!!!
3. Notify the parents of the injured student and inform them of the procedure being followed. Ask them to go to the hospital. Coaches should have available the home and cell numbers of the building principal and other appropriate school administrators and all emergency personnel. Call, when in doubt, to seek help and advice if an emergency arises.

4. A coach or school official should go to the hospital and remain there until the student's parents arrive. In a case where this is not possible, every effort should be made to appoint a designee to accompany the student/athlete until the parent arrives.

5. If some unusual situation occurs during an activity, notify the building principal or other school administrators as soon as possible.

ATHLETIC AWARDS

An Athletic Awards policy was recommended and adopted by the Zane Trace Board of Education on 2/15/2006. This policy is meant to be consistent throughout grades 7 – 12 in all recognized and approved sports.

- 7th and 8th – certificate and/or patch
- Freshmen-certificate
- Junior Varsity – upgraded certificate
- 1st year Varsity – letter, bar, insert
- 2nd year Varsity – service bar and certificate
- 3rd year Varsity – service bar and certificate
- 3rd and 4th Senior Varsity Award Winners will receive a plaque at the Spring Awards night.
- The Athletic Department will sponsor and pay for a sportsmanship or coaches award at all lower levels below varsity.
- All Varsity teams will be awarded 3-5 special awards paid for by the Athletic Department.
- Lettering for all Varsity sports will be left to the discretion of the Head Coach

HALL OF FAME– *Sponsored by Student Council*

Recognizes student athletes that have achieved All Ohio Status*

*Track and Field/Cross Country must place in top 8 at State Meet.

Wrestlers must participate in the State Meet.

JERSEY/NUMBER RETIREMENT

A Zane Trace athlete will have the player jersey and number retired and placed on the wall in the hall based on the following criteria:

1. Player must be selected as “Player of Year” in state of Ohio in their sport.
2. Player must also be 1st Team All-Ohio.
3. Sport must be part of O.H.S.A.A. sponsored sport.
4. Sport must be sponsored by ZaneTraceHigh School.
5. Honor voted on by Associated Press or State Coaches Association.

Z.T.H.S. Athletic Council (5/16/01)

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) must complete a BCI/FBI check, approved CPR course, Fundamental of Coaching (or facsimile), and Sports Medicine Course.
3. Program volunteers must complete a BCI/FBI check, approved CPR course and Sports Medicine Course.
4. All athletes are to have a current physical (valid for 1 year) before participating in practice or a game.
5. 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. Parent, 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 web site) will be appropriated 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 assistant 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/assistant 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 e-mail.

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 such, 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 form 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 abusive 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

4. 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

5. 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.
6. 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.
7. 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
8. 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.
9. The AD shall prepare a written report outlining the details of the investigation and the action taken in accordance with section 7. A copy of this report shall be provided to the superintendent within ten (10) business days of the end of the investigation.

HEARING

10. 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

11. 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.

12. The following disciplinary sanctions, singly or in combination, may be applied by the Board of Education:

- a. Any of the sanctions set out in Section 11
- b. Suspension from coaching,
- c. Any other sanction(s) deemed appropriate in the circumstances.

13. 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

14. At the request of the disciplined coach and 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

15. 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 COMPLAINTS

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 to wards 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.

ZANE TRACE LOCAL SCHOOLS
ATHLETIC CONFLICT RESOLUTION
FORM

Parent/Guardian First Name: _____ Last Name: _____

E-Mail Address: _____ Phone Number: _____

Student's First Name: _____ Last Name: _____

Athletic Policy and/or Rule that has been violated: _____

Section # of Athletic Manual: _____ Page # of Athletic Manual _____

Please briefly explain your issue, along with supporting evidence:

Please send to the athletic director at Zane Trace High School by way of mail. Or, if you are delivering it in person, then please take it to the high school office and they will route it to the athletic director.

The athletic director will review you issue. If it is deemed necessary, further inspection of the issue will take place and you will be notified. Otherwise, you will be notified that the issue was deemed unnecessary/unfounded or is not a violation of any athletic policy/rule.

**ATHLETIC FACILITY REGULATIONS
ZANE TRACE SCHOOLS**

- 1. NO PETS PERMITTED AT ANYTIME – BOARD OF EDUCATION POLICY**
- 2. SMOKE FREE FACILITY – NO TOBACCO PRODUCTS**
- 3. NO WHEELED VEHICLES WITHIN FACILITY**
- 4. TRACK OPEN TO COMMUNITY USE – PLEASE USE RUNNING/WALKING SHOES ONLY**
- 5. TO HELP REDUCE WEAR AND TEAR ON TRACK SURFACE PLEASE WALK ACCORDING TO THE FOLLOWING SCHEDULE:**

SUNDAY – LANE 2	MONDAY – LANE 3
TUESDAY – LANE 4	WEDNESDAY – LANE 5
THURSDAY – LANE 6	FRIDAY – LANE 7
SATURDAY – LANE 8	
- 6. PLEASE STAY OFF ALL BALL FIELDS UNLESS PRIOR APPROVAL WAS GIVEN.**
- 7. PLEASE USE TRASH BARRELS.**
- 8. REPORT MISUSE OR DAMAGE TO 775-1809 IMMEDIATELY.**

ZANE TRACE ATHLETIC DEPARTMENT

ATHLETE _____

SCHOOL YEAR _____

AGREEMENT FOR PARTICIPATION

PLEASE READ THE ZANE TRACE ATHLETIC HANDBOOK, SIGN BELOW, AND RETURN THIS FORM TO THE COACH OR ATHLETIC DIRECTOR.

Once signed, this agreement will be in effect all year for all sports.

We hereby indicate that we have read the Athletic Handbook, which is to be in force during this school year. Our signature does not mean we agree or disagree with the requirements but simply that we are aware rules exist and that athletes will be expected to comply with them.

Signature of Parent or Guardian

Signature of Athlete

Date

