

COACHES HANDBOOK



FOR ADMINISTRATIVE REGULATIONS
INTERSCHOLASTIC ATHLETIC PROGRAM

FORT RECOVERY HIGH SCHOOL
FORT RECOVERY MIDDLE SCHOOL

ADOPTED 1992, REVISED 2024

Table of Contents

Description	Page #
Introduction-Philosophy	4
Coaches Code of Conduct	4
Athletic Code of Conduct	5
Athletic Training Rules	5
Starting and Ending Season Dates	11
Dual Participation	12
Care and Treatment of Athletic Injuries	12
Weight Room Policy	14
Seniors Night	14
Varsity Letting Policy	15
Special Awards	16
End of Season Reporting By Coaches-Evaluations	18
Intramurals/Clubs/Varsity Status Sports	19
Cancellation of Athletic Programs	20
Definition of Team Member	21
Clinics	21
Coaching Requirements for Paid and Volunteer Coaches	22
Banquets, Camps, Camp Accounts, Paid Athletic Workers, Uniforms	26
Transportation of Athletes, Athletic Team Driver Liability Coverage	29

Cheerleaders	30
Purchases	30
Athletic Booster Club	31
Cancellations Days	31
Athletic Facility Scheduling	31

Forms

Description	Page #
Denial of Participation Letter	32
Senior Night Sample Letter	33
End of the Season Checklist (For Coaches)	34
Evaluation-Head Coach	41
Evaluation- Assistant/Volunteer Coach	44
Duel Sports Contract	46
Club Sport Activity Application	48

Introduction-Philosophy

Athletics are an integral part of the total educational program and do contribute to the learning experiences of all students. Through interscholastic athletics an opportunity is provided for students to achieve beyond the normal physical education curriculum. Our program is tailored to provide meaningful learning experiences that fit harmoniously into the overall educational program. We recognize that vigorous physical activity is vital to healthful living and participation in athletics should be founded on a clean and disciplined life. We endeavor to develop young athletes to the fullest extent of their capabilities.

Athletic participation is a privilege -- not a property right. It is, therefore, under a set of rules for suspension, awards, etc., that are not the same as academics.

Coaches Code of Conduct

- A. The athletic staff of Fort Recovery Local Schools must maintain friendly relationships. Coaches should refrain from criticizing other coaches. All staff members shall be cautious of what is said in front of students or adults of the community.
- B. Coaches shall not attempt to influence an athlete to select one sport over another, nor to require a student to participate in one sport and not another. Do not influence an athlete to drop out of other sports in order to concentrate on one sport.
- C. Coaches shall not infringe upon another coach's season unless permission is granted by the coach of the current sport, the Athletic Director, and the Fort Recovery Local Schools Administration.
- D. The attitude of the coach is reflected by his/her athletes. The way a coach acts on the bench will often influence the way the athletes behave on the floor/field.
- E. All coaches shall be consistent in following the rules and regulations of the Fort Recovery Local Schools Athletic Department and the Ohio High

School Athletic Association.

- F. Coaches shall inform the athletes of their responsibilities to the school and community as responsible students and citizens. Coaches shall inform athletes they may lose the privilege of participating in our program if their actions, in school and out, are undesirable in nature.
- G. A coach shall not allow the desire to win overcome his/her sense of fair play.
- H. All training rules are to be explained fully at the beginning of each sport's season.
- I. Coaches shall promote good relations between coaches and other faculty and non-teaching staff members.
- J. Coaches should strive to live within the spirit as well as the letter of our rules and regulations. The name of the game is not special interest or beat the system, but united we can be fair and consistent.

Athletic Code of Conduct

Athletes are generally leaders of student opinion and easily impress others. Being a good citizen is extremely important. Athletes are expected to set good patterns of conduct and citizenship rather than merely conform to school regulations. A true Fort Recovery Indian is the best student and citizen he/she can be. Misbehavior by a few athletes can spoil the image athletes should create for the school and the community. Therefore, unbecoming behavior during the season may be the basis for disciplinary action. Any school handbook or code of conduct violations may result in Athletic consequences as well. Violations of this can be enforced by Coaches and or the AD. Unbecoming behavior after a season ends and before the awards banquet may result in forfeiture of awards for the season.

Athletic Training Rules

A. Rules and Regulations:

1. All athletes must meet the eligibility requirements as determined by

the OHSAA and the Fort Recovery Local School Board of Education.

2. An athlete shall not behave in such an unsportsmanlike manner that could cause physical injury or damage to other athletes, students, school personnel or school property, or anything that can be unbecoming as an athlete (theft, vandalism, etc.).
3. The athlete shall not fail to comply with directions of the coaches during the sports season.
 - a. This includes practices, attitude, appearance, curfew, eligibility, and conduct.
 - b. If a conflict occurs between attending athletic practices and/or games and work, the participant might need to make a choice between the two. The coach sets the rules for attendance at practices and games.
4. All students/athletes are required to ride school transportation to and from athletic events, unless prior consent is given by the Athletic Director and Principal. The student-athlete and parent must request and submit a Transportation by Private Vehicle Form to the Athletic Director and Principal to gain permission. This must be done 24 hours prior to departing unless unforeseen circumstances arise. The Athletic Director will notify the coaching staff of any adjustments to the travel roster.
5. If an athlete misses the bus to an athletic contest, the athlete **CANNOT** drive themselves to the contest. Your parent (s) or a parent designee **MUST** drive the athlete to the contest. The coach has the right to deny participation for missing the bus.
6. All athletes are given a 5-day break between sports. Only exception to this rule is if your team goes to state then a 3-day break is awarded. Athletes may attend practices during the break and take part in only self-guided workouts. The athlete may not do any drill work, instruction or workouts directed by the coaching staff. Coaches cannot force or threaten athletes to forgo the break days.

B. Classroom Conduct

1. To be eligible to participate in interscholastic athletic competition each of the following criteria must be met:
 - a. Each athlete must maintain at least a 1.500 GPA average for the preceding nine week grading period.
 - i. The eligibility of students on IEPs or 504's, in relation to the GPA, is to be determined by the Special Education Teacher or Principal assigned to the student.
 - ii. A student may receive an "F" and remain eligible if the GPA requirement is met.
 - iii. Eligibility may be reconsidered for a student below the GPA threshold at the discretion of the Principal by enacting an improvement plan.
 - b. Each High School Athlete must be passing courses at the end of the preceding nine week grading period that earns a minimum of 5 units of credit per year.
 - c. Each Junior High Athlete must have received passing grades in a minimum of four (4) classes in the immediately preceding grading period.
 - i. All students are eligible for the first 9 weeks of their 7th grade year.

C. School Attendance

1. No student athlete will be absent and/or tardy more than 65 hours per season. The season is defined as the first day that teams may practice to the day the team is eliminated from the tournament.
 - a. Any additional hours missed over 65, a student-athlete may be denied participation in the next game (Exception: Hospitalization or prolonged illness of 3-4 days or more as approved by the principal.)
 - b. All students/athletes must be at school for a half day to participate in practice/game that day. Participation is defined by competing

in the contest/practice or being in uniform. A half-day is defined by the absence policy. Tri-Star students must be in attendance at FRHS for 1 full period. Only the principal can waive this with prior permission.

D. Suspension/Detention/Alternative School

1. In School Detention--can practice and play.
2. Alternative School and Out Of School Suspension--no practice or contests.

E. Ejection For Unsportsmanlike Conduct (This is an OHSAA requirement)

Any player ejected from a contest shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection.

If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student that is denied participation may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student who is ejected a second time will be denied participation for the remainder of the season in that sport.

A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner of the Ohio High School Athletic Association. The period of ineligibility shall commence during the next sport in which the student participates.

The Superintendent, Principal and Athletic Director have the ability to review each situation and impose further discipline deemed necessary by the school.

F. Drug, Alcohol, Vape and Tobacco Possession, Use, Abuse

Participation in sports at FR Schools is a privilege and responsibility, which requires all participants to adhere to athletic training rules. Adherence to training rules ensures that all student athletes are in top physical condition, minimizes potential for injury, and further ensures that all members of school athletic teams are appropriately represented by their student athletes. Therefore, the possession or use of any controlled substance, alcohol, vape or tobacco products by a student athlete, who is in season, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein. For purposes of this policy, season is defined as beginning on the first day of practice allowed by the OHSAA and ending when the last game of the season is complete.

1. First Violation: Denial of participation for 25%* of scheduled contests.

2. Second Violation: Denial of participation for 50%* of scheduled contests.
 - a. Student-Athlete must present documented attendance at a dependency counseling class, at his or her expense, prior to being reinstated to the team.

- *Total number of contests will be rounded up.
3. Third and Subsequent Violations: Denial of participation for 1 calendar year.
 - a. Denial of participation will begin the calendar day he or she meets with school administration.
 - b. Student-Athlete must present documented attendance at a dependency counseling class, at his or her expense, prior to being reinstated to the team.
 - A. Reinstatement date will be the corresponding date the following calendar year.

G. Cumulative Effect and Carry Over:

Multiple infractions of a student's athletic eligibility based on violations of this regulation shall be considered as cumulative over the length of each student's athletic career for grades 7-12. Violations to this rule are not per sport. They accumulate consecutively over the athlete's JH and HS career. Denial of

participation not completed because a season ends will be carried over to the next season in which the athlete participates. Prior to entering high school a junior high student's athletic violation record will be reviewed by the Athletic Director and Principals.

H. Procedures:

All possible infractions of these rules will be investigated by coaches and/or the administration. When reasonable evidence exists that a violation has occurred, the coach, athlete involved, and an administrator will conduct a meeting into the matter. The parent will be notified of the meeting prior to it being held.

1. If disciplinary action results in denial of participation, the student athlete will be informed in writing of the intended penalty and the reason for the action. Denial of participation will begin 24 hours from receipt of this notice.
2. Per Policy 5610.05, "Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights".

I. Denial of Participation - Additional Regulations

If any athletic participant removes him/herself from a team (quits) either voluntarily or through noncompliance with team rules, the following guidelines are to be followed:

1. The coach must notify the athletic director immediately of that player's intentions to quit or the coach's intention to dismiss.
2. The coach must know if and when that player broke the team rules that removed him/her from the squad or when he/she stated he/she was quitting.
3. The principal must be notified of the situation by the AD.
4. The athletic director or principal must communicate with that participant's parents and notify them of the situation.
5. Dismissal is made by the athletic director or principal with the filing of the denial of participation form.
6. Students involved in criminal activity during the season may be removed from the team.

J. Sports Banquet

All athletes are required to attend the sports banquet to receive any awards unless prior approval is given by the athletic director or principal. Athletes must dress in “special occasion clothes”, (no jeans, shorts etc. will be accepted). If a student is denied participation for any infractions outlined in the Training Rules they may forfeit their eligibility for any FRHS awards.

Starting Dates For Sports Seasons 2024-2025

****Subject to change based on OHSAA changes. Visit www.ohsaa.org for all current dates.**

Fall Sports	Start of Season
Cheerleading	August 1, 2024
Cross Country	August 1, 2024
Football	August 1, 2024
Golf	July 29, 2024
Volleyball	August 1, 2024
Winter Sports	Start of Season
Bowling	November 1, 2024
Boys Basketball	November 1, 2024
Girls Basketball	October 25, 2024
Cheerleading	October 25, 2024
Swimming and Diving	October 24, 2025
Wrestling	November 15, 2024
Spring Sports	Start of Season
Baseball	February 24, 2025
Softball	February 24, 2025
Track	February 24, 2025

***End of season will be determined by the conclusion of the Final regular season game or tournament game, whichever comes last.**

Dual Participation

- A. Any student can apply for dual participation. Both sports must be Fort Recovery sports to be considered for dual participation status.
- B. Application must be filled out and brought to the Athletic Director.
- C. Coaches from both sports must agree with the dual participation and set up rules that must be followed by the student athlete. These will be listed on the signed contract. (Form)
- D. Signature of both coaches, student athlete, parents must be on the rules set up by each coach (Contract)
- E. The Athletic Director can accept or deny applications.
- F. During the course of the season, the coaches and the Athletic Director can cancel the dual participation if the rules are not followed.
- G. If any conflict arises after the contract, the Athletic Director will have the final decision.

Policies For the Care and Treatment of Athletic Injuries

In the interest of providing for the prudent care of any athlete who suffers an injury while participating in the Fort Recovery Local Schools Athletic Programs, the following policies and procedures will be followed by the members of the coaching staff at both the high school and junior high level of participation.

- A. Under no circumstances will any student be permitted to participate (practice or play in a game) without having a physical examination and the parent permission card signed by both the parent and the examining physician.
- B. When an injury occurs and the trainer is immediately available, his/her services should be utilized to provide the first-aid care which is deemed necessary.

- C. When the injury appears to be of a serious nature, the athlete should be immediately transferred to a hospital emergency room. Either the coach or the trainer should contact the athlete's parents and inform them of what has happened and to which hospital the athlete has been taken. Note: Coaches and/or the trainer should have the athlete's emergency medical form with them at all times which will have the necessary contact numbers.
- D. No coach or trainer should go beyond administering basic first-aid and making a preliminary examination of an injury.
- E. When an athlete goes home from practice or a game with a questionable injury, the parents should be notified that day or evening regarding the extent of the injury, how it occurred, and whether it would be in the athlete's best interest to have him/her see the family physician.
- F. Any athlete who has been placed under the care of a physician will not be permitted to return to active participation without the physician's written consent even though the parents of the athlete may be willing to have their son or daughter return to active participation. However, should the parents decide to place their son or daughter under the care of another physician, whose speciality training is comparable to that of the original physician, and who is willing to authorize participation, the school will accept his written statement granting permission to participate.
- G. All members of the coaching staff (all sports) should make every effort to be as well informed about first aid procedures as possible and to act in a more prudent manner when handling injuries.
- H. Coach and/or trainer will fill out an accident report as soon as possible after the injury occurs. (form)
- I. An appropriate sports related first aid and CPR training course will be conducted pursuant to the guidelines of the OHSAA and State Board of Education and approved by the FRLS Board of Education. All sports medical courses required by the OHSAA will be completed as well and kept current.

Weight Room Policy

- A. Coaches are to coordinate all weight lifting activities among the coaching staff.
- B. The sport in season has priority over teams whose sport is out of season.
- C. Authorized personnel are required to be present during times in which students are lifting.

Senior Nights

- A. As in the past, there will be a Seniors Night for the following Varsity Sports: Football, Volleyball, Golf, Cross Country, Cheerleading, Boys Basketball, Girls Basketball, Swimming and Diving. OHSAA Sponsored Club Sports may also be invited as well.
- B. Date for Seniors Night will be decided by the Athletic Director
- C. The Athletic Department will be responsible for ordering purchasing the flowers to be given to the parents/guardians.
- D. The ceremonies will be presented at the following events:
- E. The Athletic Director with assistance from the coaches will inform the parents and collect necessary data. (Enclosed letter/form)

Sports	Date
Boys and Girls Golfers	September 26, 2024
Cross Country and Band	September 20, 2024
Volleyball	October 10, 2024
Football and Cheerleaders	October 18, 2024
Boys Basketball and Cheerleaders	January 31, 2025
Swim and Dive	February 6, 2025

Girls Basketball	February 6, 2025
Boys and Girls Bowling	January 17, 2025
Boys and Girls Wrestling	January 17, 2025
Track and Field	April 22, 2025
Baseball	May 8, 2025
Softball	May 1, 2025

**All Seniors Nights are subject to change due to weather or unforeseeable events.

Varsity Sports Lettering Guidelines

(Coaches have the ability to change as necessary with approval from Athletic Director)

Sport	Requirement
Golf	Play in ½ of the matches held
Cross Country / Track	3/4 of the meets and be a member of the first seven in ½ of the school meets
Football	Participate in ½ of the quarters of scheduled varsity games as defined by Head Coach
Football Cheerleading	Score 53 points of scheduled games and practices as defined by coach
Volleyball	Participate in ½ of the varsity matches
Basketball	Participate in ½ of the quarters of varsity games
Basketball Cheerleading	Score 95 points of scheduled games and practices as defined by coach

Swimming and Diving	Score 35 points during regular season
Baseball	Participate in 2/3 of the games played (pitchers need to pitch 1/5 of innings)
Softball	Participate in 2/3 of the games played (pitchers need to pitch 1/5 of innings)
Track and Field	Score 20 points in regular meets, 7 points in county meet or 5 points in MAC meet

Special Circumstances for Lettering- The Athletic Department recognized that special situations do arise in which an athlete may not necessarily meet the set criteria, but has earned the right to letter for that sport. These special situations for approval are:

- A. The head coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- B. Injury Rule: Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the head coach's judgment he/she would have met the lettering requirements.
- C. Any athlete that remains with the team through the post season and into a State Championship game. This athlete must have participated in all practices during the postseason and must be at least a sophomore in academic standing. This will be based on the recommendation of the head coach.

Special Awards- At the discretion of each coaching staff, end of season awards are given out for each program. Below is the list of awards each coaching staff is able to award to his or her athletes.

Note: Substitutions for what is printed on these awards can be done with the AD's approval. If there is a boys' and girls' team in the sport, coaches should agree on having the same awards presented if possible.

Additional awards can be presented with approval of the Athletic Director.

Sport	Requirement
Golf	Most Improved, Most Valuable, Indian Award
Cross Country / Track	Most Improved Runner, Most Valuable Runner, Indian Award
Football	Offensive Player of the Year, Defensive Player of the Year, Special Teams Player of the Year, Most Improved, Most Valuable Player, Indian Award
Volleyball	Most Improved, Best Offense, Best Defense, Indian Award, Most Valuable
Basketball	Most Valuable Player, Most Rebounds, Best Defense, Indian Award, Most Improved, Most Assists, Best Free Throw Percentage
Swimming and Diving	Most Improved Swimmer, Most Valuable Swimmer, Indian Award
Baseball	Best Defense, Best Batting Average, Pitching Award, Most Improved, Indian Award
Softball	Most Valuable Player, Best Offensive Player, Best Defensive Player, Most Improved Player, Indian Award

*All of the above awards are the maximum awards to be given in that sport. Awards do not have to be awarded if athletes do not meet the qualifications for the awards.

**All teams must meet the OHSAA numbers to qualify for the above awards. In addition, 4 year participation plaques, bars & participant certificates will be awarded.

**Award Schedule for High School Sports
Player and Cheerleader Awards**

1st high school sport participated in--Numerals
1st year letter- Bar, Pin, letter
2nd year letter--Bar
3rd year letter--Bar
4th year letter--Bar, plaque
If no 4th letter, then 4 year participation award

Junior Varsity Awards

Certificate

1st high school sport participated in--Numerals

Freshman Award

Certificate

1st high school sport participated in--Numerals

End of Season Reporting By Coaches

All program coordinators (Head Varsity Coach) shall report the following items to the Athletic Director before his/her contract is fulfilled:

- A. Season summary and awards, banquet information (form)
- B. Inventory of equipment and supplies (form)
- C. Inventory of uniforms (form)
- D. Needs for the following year (form)
- E. Any lost uniforms and equipment (form)
- F. Evaluations of each the coaches (contracted) in their respective programs (forms)
- G. End of Season Varsity Stats and Varsity Scorebook (where applicable)

Coaches Evaluations

All program coordinators (Head Varsity Coach) will receive a written evaluation that will be discussed with the coach during a scheduled meeting between the coach and athletic director.

All assistant coaches at all levels will receive a written evaluation from their sports program coordinator.

Intramurals

The Board feels that participating in athletics and related activities for students is an integral part of the educational process. Because of that philosophy, the Board feels that activities should be offered to students at all skill levels. The sequence for new sports to be added at Fort Recovery High School will be club status, then ultimately, interscholastic competition, if criteria is met.

1. The Board shall determine whether an activity becomes a sport using sound judgment in regards to the best interest of the school. Factors include school size, fiscal considerations, and, on a yearly basis, the athletic director will ask M.A.C. members their status of starting new sports.
2. Fort Recovery High School will participate in OHSAA sponsored tournaments in those sports approved by the Board.
3. An athletic activity may be recommended for approval as a school-sponsored sport if the following criteria are met.
 - 3.1. The sport is sanctioned by the Ohio High School Athletic Association.
 - 3.2. Facility availability can be coordinated with practices and contests of existing problems.
 - 3.3. Funding for the sport is available and does not affect existing teams.
 - 3.4. A competent, qualified coach can be employed.

Club Activity

Requirements for an Activity to Become a Club Sport

1. Adult supervision and leadership must be provided.
2. The sport will be evaluated at the end of every season by Administration.
3. The Club Sport Activity Application must be turned in by the appointed time frame and approval of the Club Sport must be approved by those listed on the form (form enclosed).

Petition For Varsity Status

When a club activity has proven successfully that it is competitive in an interscholastic circuit and it meets criteria established by the Board of Education, it MAY petition the Athletic Director for consideration for Varsity status. Upon receipt of the request, the Athletic Director shall meet with the Administration and determine the validity of the request and either grant or deny varsity status to the club.

The petition for a club sport to become a varsity sport will only be considered if the requirements that have been established have been met.

Cancellation of Athletic Programs:

1. The Board shall determine whether an approved program should be canceled using sound judgment in regards to the best interest of the school.
2. Athletic teams may be canceled if one or more of the following occur:
 - 2.1. a qualified, competent coach cannot be employed:
 - 2.2. there is no available facility
 - 2.3. The MAC drops the sport
 - 2.4. lack of a reasonable number of school-sponsored teams to compete against within a reasonable geographic area
 - 2.5. withdrawal from OHSAA tournament becomes necessary for team sports because of number of athletes and/or
 - 2.6. the number of participants drops below the established number for three consecutive years.

SPORTS

Baseball

Basketball

Boys Bowling

Girls Bowling

Cross Country

Football (Var. or J.H.)

Boys Golf

PARTICIPANTS

14 per team

8 per team

8 per team

8 per team

7 athletes

30 athletes

7 athletes

Girls Golf	7 athletes
Soccer	16 per team
Softball	14 per team
Swimming/Diving	12 athletes
Boys Track	14 athletes
Girls Track	14 athletes
Volleyball	9 per team
Wrestling	15 per team

***Each program is evaluated annually by the Superintendent, HS Principal and Athletic Director to determine if participation, financial obligation or simply program development deem it worthy to remain a varsity sport.**

Definition of Member of Team: (for use with awards, meal money etc.)

Anyone who is on the sideline/bench or would be if tournament procedures would permit such.

Clinics

Coaches planning to attend coaching clinics must observe the following regulations. A clinic is defined as a **program** of instruction with at least a one day duration, involving coaches from two or more schools. All OHSAA state tournaments shall be classified as a clinic for the coaches of that sport only.

- A. Must obtain prior approval from the athletic director, principal, and the superintendent.
- B. The Board of Education will provide a substitute teacher for two professional days for each coach per school year per sport coached. Coaches may have subs provided for personal days for clinics. These days do not accumulate from one year to the next. Other professional days may be requested and will be given only with board approval or designee.
- C. The head coach of each sport will determine the clinic to be attended by his assistants.
- D. The Head Coach of each sport and assistant coaches will be allowed the following expenses for approved clinics (including state tournaments) which will be paid by the athletic department.

- a. For lodging —Paid at established Board rate.
 - b. For registration--Paid thru Athletic Department
 - c. Milage will be paid at the established board rate.
 - d. No meals will be paid for during the clinics.
- E. Coaches should give two (2) weeks notice if a day of school will be missed.
- F. Coaches must keep appropriate receipts and do appropriate requisitions, leave requests, and other paperwork before payment is made.
- G. Volunteer coaches can request payment for two clinics.
- H. If registration, hotel bills, state tickets, or other expenses are prepaid for a clinic or state tournament and the coach does not attend, the coach shall reimburse the athletic department for any expenses not recovered.

Coaching Requirements

OPTION #1

All PAID and VOLUNTEER coaches are required to obtain a Pupil Activity Permit through the Ohio Department of Education to work with, supervise or coach student-athletes in Ohio. **YOU MUST** set up an account at www.nfhslearn.com to proceed with items 1-6.

1. Fundamentals of Coaching (\$65 — 1 time fulfillment) The NFHS Fundamentals of Coaching on-line course is a one-time fulfillment. It can be accessed at: www.nfhslearn.com. Login to Purchase. Upon completion, print or email a copy to pottkottera@fortrecoveryschools.org

2. First Aid or Sports Injury Prevention Training (no cost if you go through school -updated every 2 years) The Athletic Department will set up a First Aid for all coaches three times a year. It is the coaches' responsibility to attend one of the scheduled dates. Marie Osterholt will get a copy of your class to the Athletic Department. **Or** coaches may take the online course (\$45) at: www.nfhslearn.com Select: Courses - NFHS Core Courses - First Aid for Coaches - Select Ohio -Please Login to Purchase. Upon completion, print or email a copy to pottkottera@fortrecoveryschools.org

3. Concussion Course (Free — every three years) can be accessed at: www.nfhslearn.com Upon completion, print or email a copy to pottkottera@fortrecoveryschools.org

4. CPR Training –(no cost if you go through school) The Athletic Department will set up a CPR Class for all coaches three times a year. It is the coaches' responsibility to attend one of the scheduled dates. Marie Osterholt will get a copy of your class to the Athletic Department.

5. Sudden Cardiac Arrest (free annually) Each year, coaches must review the Ohio Department of Health's new video and related fact sheet. Although districts may choose how they will verify completion, the Department encourages use of its Learning Management System (LMS). Access LMS through individual SAFE accounts. On the LMS homepage at top right, select the Course Catalog. Then search for sudden cardiac arrest to find the course. After permit holders view the materials and pass a short test, they can earn their certificates of completion. Upon completion, print or email a copy to pottkottera@fortrecoveryschools.org

6. Fingerprints -Background Check/Fingerprinting (\$70 -every five years) This can be completed through:

Mercer County ESC, 441 E. Market St, Celina, OH 45822 419-586-6628 Hours: 7:30-4:00 M-F Best to call for an appointment Driver's License is required -- BCI-\$35 FBI-\$35 Cash only accepted. Get a form from the admin office before going.

7. PBIS- All coaches will be required to have PBIS training once every three years. This can be completed [here](#). This must be completed by June of 2024

8. Mental Health Training-Any individual applying to renew their permit, or obtain their first PAP on or after October 3, 2023, must submit a certificate of completion from an approved course list to the Office of Educator Licensure with their application. New athletic coaches have the duration of their permit to complete the training. Visit NFHSLearn for a free course.

**Parts 1-8 Must Be Completed and Turned Into Athletic Department before
Complying Step #9**

9. Pupil Activity Permit (\$45 — every three years, four or five years) Once you have completed items 1-4, you may now apply for a Pupil Activity Permit issued through the ODE (Ohio Department of Education). PAP information below.

<http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Coaching-Permits>

Instructions for Applying for your Pupil Activity Permit

Create an OH/ID account here <https://safe.ode.state.oh.us/portal>

- Click on “OH/ID Portal”
- Click on “Create New Account”
 - Follow directions in setting up your account
- Once you have an account, Login
- Follow these instructions to apply for your PAP
 - <http://education.ohio.gov/getattachment/Topics/Teaching/Licensure/Audiences/Coaching-Permits/CORE-User-Manual.pdf.aspx?lang=en-US>

If you have any questions, please contact Athletic Director Aimee Pottkotter at 419-375-4111 ext 404 or email pottkottera@fortrecoveryschools.org

OPTION #2

All PAID and VOLUNTEER coaches are required to obtain a Pupil Activity Permit through the Ohio Department of Education to work with, supervise or coach student-athletes in Ohio.

1. Fingerprints -Background Check/Fingerprinting (\$70 -every three years) According to the ODE, an individual must have fingerprints on a file that is not older than your longest standing certificate. This can be completed through:

Mercer County ESC, 441 E. Market St, Celina, OH 45822 419-586-6628 Hours: 7:30-4:00 M-F
Best to call for an appointment Driver’s License is required -- BCI-\$35 (Only need to do once)
FBI-\$35 (the one you need to renew) Cash only accepted. Get a form from the admin office before going.

2. Coaches Tool Chest -Online course that costs \$49 and takes 1 ½ hours. Your Sports Varsity Coach may compensate you for this. This replaces the CPR, First Aid, Concussion, Sudden Cardiac Arrest, and Fundamentals of Coaching individual certifications. This is a once a year certification.

<https://coachestoolchest.com/subscribe/>

3. PBIS Due to the new state mandate all coaches will need to have PBIS training every 3 years. In order to fulfill these requirements please complete the following steps!

Step 1: Watch the 3 videos below. The feedback form in the videos isn’t required!

[PBIS-Module 1](#)

[PBIS- Module 2](#)

[PBIS- Module 3](#)

Step 2: Fill out the Form below to sign off that you have completed the videos

[Fill Out This Form](#)

Parts 1-3 Must Be Completed and Turned Into Athletic Department before Complying Step #4

4. Pupil Activity Permit (\$45 – every three years, four or five years) Once you have completed items 1-3, you may now apply for a Pupil Activity Permit issued through the ODE (Ohio Department of Education). PAP information below.

<http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Coaching-Permits>

Instructions for Applying for your Pupil Activity Permit

Create an OH/ID account here <https://safe.ode.state.oh.us/portal>

- Click on “OH/ID Portal”
- Click on “Create New Account”
 - Follow directions in setting up your account
- Once you have an account, Login
- Follow these instructions to apply for your PAP
 - <http://education.ohio.gov/getattachment/Topics/Teaching/Licensure/Audiences/Coaching-Permits/CORE-User-Manual.pdf.aspx?lang=en-US>
- You must submit your Coaches Tool Chest Certification
- To renew your PAP you will go to <https://ohid.ohio.gov/wps/portal/gov/ohid/login>
 - Educator License and Records-CORE, click open app, under my credentials you can click renew. You will pick your start date. You will need to upload your Coaches Tool Chest OR Mental health certificate in the documents section.

If you have any questions, please contact Athletic Director Aimee Pottkotter at 419-375-4111 ext. 404 or email pottkottera@fortrecoveryschools.org

Account Information

Coaches Tool Chest

Username:

Password:

OH/ID

Username:

Password:

NFHS Learn

Username:

Password:

Banquets

Each head coach will be responsible for the end of the season awards banquet for their respective sport. The awards banquet must be professional and open to the parents of the athletes. Coaches are to coordinate the banquet through the athletic director and high school principal. The athletic department will be responsible for the necessary awards. All arrangements must be submitted two weeks in advance with written notice of invitation to parents.

The athletic department will assume no expenses towards food, decorations, nor any other expenses associated with the banquet other than the awards that are listed in the handbook.

Camps

The athletic department assumes no financial responsibility towards camp costs. Programs which have camps should abide by board policy concerning fundraisers. Each sport can have 1 camp and 1 fundraiser for the year. Camp money must be deposited through the school sport's account while fundraiser money may still be deposited through booster account.

Sports Fund Accounts

Each sport will have their own account that is controlled entirely by the head coach of that sport. Only approved revenues/expenses from the AD may be used to accumulate money into and from that account. Sports camps and or other recognized service projects are permitted to be used with prior approval from the athletic director. The money generated may be used for anything that the head coach deems fitting (with prior approval from the athletic director).

The coach must fill out a purchase in order to use money from their sport fund account before ordering. The HS Secretary will provide a financial folder at the beginning of the school year. Financial receipts and an updated balance must be kept in this folder. The folder will be turned in to the HS Secretary at the end of each school year.

Paid Athletic Workers

All workers that are to be paid out of the Athletic Budget must be approved by the Athletic Director first.

Fort Recovery High School Extra-curricular Pay Scale Board Adopted

Sport	Description	Pay
Football	Varsity Announcer	\$20.00/game
	Chain Gang (all levels)	\$15.00/night
	Varsity Clock	\$20.00/game
	Freshman/JV Clock	\$10.00/game
	JH Clock (2 games)	\$15.00/night
	Varsity Stats	\$20.00/game
	Security-Police Department	Established Rate
Volleyball	JV/V Bookkeeper (2 games)	\$15.00/night
	Freshman Bookkeeper	\$8.00/game
	JH Bookkeeper (2 games)	\$10.00/night
	JV/V Clock (2 games)	\$15.00/night
	Freshman Clock	\$8.00/game
	JH Clock (2 games)	\$10.00/night
	Varsity Line Judge	\$30.00/night
	Varsity Announcer	\$20.00/game
Cross Country	Student Helper (home meet)	\$25.00/day

Sport	Description	Pay
Basketball	JV/V Bookkeeper (2 games)	\$20.00/night
	Freshman Bookkeeper	\$8.00/game
	JH Bookkeeper (2 games)	\$10.00/night
	JV/V Clock (2 games)	\$20.00/night
	Freshman Clock	\$8.00/game
	JH Clock (2 games)	\$10.00/night
	JV/V Stat Board Keeper	\$20.00/night
	Varsity Announcer	\$20.00/game
	Head Stat Keeper	\$25.00/night
	Assistant Stat Keeper	\$20.00/night
	Stat Spotter	\$10.00/night
	Security-Police Department	Established Rate
Track and Field	Timer	\$20.00/night
	Stats	\$40.00/night
	Data Entry-2-4 teams / 5+ Teams	\$80.00/night / \$100/night
	Data Entry-MAC Meet	\$200.00/meet
	Announcer	\$20.00/night
	Student helper/runner	\$25.00/night
	MAC Meet Manager	\$500.00/meet
	Invitational Meet Manager	\$200.00/meet
Baseball/Softball	Varsity Announcer	\$20.00/game
	JV/V Scoreboard	\$10.00/game
	JV/V Bookkeeper	\$10.00/game
General Athletics	Athletic Trainer	\$30.00/hour maximum

	Video Taper	\$20.00/hour maximum
Site Supervisors	Varsity Football	\$50.00/game
	Freshman/JV Sport (1 game)	\$30.00/game
	JV/V Sport (2 games)	\$50.00/night
	JH Sports (2 games)	\$50.00/night
	HS or JH Track Meet	\$50.00/night
OHSAA Tournaments	Announcer	\$25.00/game
	Ticket Gate	\$25.00/game
	Parking Attendant	\$25.00/game
	Official Scorer	\$25.00/game

Uniforms

Must be approved by the Athletic Director for any new orders. The athletic department assumes no financial responsibility for the purchasing of new uniforms.

Transportation of Athletes

Transportation to all athletic events will be provided by Fort Recovery Local Schools. Any athlete participating is expected to ride with the team to and from the events unless an emergency arises. The Fort Recovery Local Schools recognizes that the Fort Recovery Local Schools Bus Drivers are professional drivers in every manner and school bus transportation is one of the safest modes of transportation available. Only school bus transportation will be used for athlete events unless approval is granted by the superintendent and athletic director. Such occurrences will only be greeted due to lack of available school buses and cost effectiveness. Funds to pay for school athletic drivers will come from the Fort Recovery Athletic Department.

For practices that are outside of Fort Recovery Village limits, students and the parents must sign off on an off campus driving permission form and have this on

file before they can participate in any practices and/or games. The Head Coach and/or Athletic Director is responsible for distributing, collecting, and maintaining these forms on file for each of their participants.

Athletic Teams Driver Liability Coverage

Liability coverage for a driver of an athletic team going to a school sponsored activity goes as follows:

Personal Vehicle: When a coach/sponsor drives their own personal vehicle, their own car insurance medical coverage will pick up the claim. If the driver is at fault, his own bodily injury liability coverage will pick up the claim. After the bills are paid on the driver's insurance, any reminder claims will then be submitted to the passengers personal insurance. Any remaining unpaid claims after these prior steps would be then submitted to the schools liability coverage.

*Proof of insurance and drivers license is required in each instance from the driver and permission must be granted to transport athletes in these manners.

*Qualifications must all be met accounting the newest legal standards.

Cheerleaders

Fort Recovery Local Schools recognizes the cheerleader as an athlete in the school system. Being such, the cheerleader carries the same expectations and follows the same guidelines set forth by the Board of Education and OHSAA.

Purchasing

Step 1 The coach/A.D. completes a student activity purchase requisition prior to ordering the necessary items.

- a. Complete quantity, unit description, and cost
- b. Check space that tells the administrator what to do with the P.O.
- c. Include all vendor information

Step 2 Athletic Director approves request

Step 3 High School Principal approves request

Step 4 Superintendent approves request

Step 5 Requisition is given a P.O. number

Step 6 Items are then ordered by the coach or athletic director.

Athletic Booster Club

- A. Purpose: To provide money, supplies, and equipment for Fort Recovery Athletics
- B. Head Coaches will turn in Project Proposal Form to the Athletic Director
- C. The Athletic Director will be the School representative to the Athletic Booster Club.

Cancellation of School- Practice Procedures

If school has been canceled due to weather, etc. practice will be declared non-mandatory. In order to schedule practices, coaches will contact the athletic director. Coaches are to use their best discretion in scheduling practices.

Athletic Facility Scheduling

In the event of a conflict of scheduling any athletic facility, it is highly recommended that the coaches involved anticipate the conflict, meet to work out a mutually acceptable solution, and then present the principal with a scheduling calendar for the season.

If all else fails, the following may be used as a priority guide:

1. Any sport, **in season**, has priority over a sport out of season, i.e. practice has started but no contest played.
2. In the event a mutually acceptable solution cannot be reached, the athletic director and the principal will resolve the conflict.

STUDENT ATHLETES SHALL NOT BE IN THE LOCKER ROOM, USING THE WEIGHT ROOM OR GYM, WITHOUT A COACH BEING PRESENT!

FORT RECOVERY HIGH SCHOOL
400 EAST BUTLER STREET
FORT RECOVERY, OH 45846

DENIAL OF PARTICIPATION

Name of parent, guardian, custodian

Date

Address

City State Zip

You are hereby advised that _____ has been denied participation from _____. The reason(s) for denial of participation are as follows:

Sincerely,

Participation:

Principal

Athletic Director

Date(s) of Denial of

Date

To the parents of _____,

After four outstanding years, it is time to honor your senior athlete for their accomplishments and contributions to Fort Recovery Local Schools. It has been an honor to watch your child represent the purple and white. We will be honoring your child on _____ before the home _____. The _____ will start at _____ and the _____. We would like for all parents and athletes to **meet** _____.

Thank you for all your support. We are extremely proud of all of our athletes and what they have done for our school and community. We wish them nothing but the best in the future!

Aimee L. Pottkotter

FRHS Athletic Director

End of Season Report

Instruction

Head Coach:

1. Complete the End of Season Checklist.
2. Complete the "Self" column of Self-Evaluation form.
3. Complete the Season Summary form.
4. Complete the Banquet Information Form (Turn this form in at least 2 weeks **prior** to your banquet).
5. Complete the Equipment and Supplies Inventory form.
6. Complete the Uniform Inventory form.
7. Complete the Needs/Wants form.
8. Schedule a conference with the Athletic Director after completing all forms.
9. Complete the Head Coach column on the Self-Evaluation for each paid assistant coach at the HS/JH level after they complete their End of Season report.

Within 2 weeks of the conclusion of your season - return this packet.

Be sure to collect ALL uniforms and equipment. Do not fill out the inventory form if you have not yet inventoried everything.

Thanks!

Aimee L. Pottkotter

Athletic Department
Fort Recovery High School

End of Season Checklist

Coach: _____ Sport: _____

Date: _____

___ Season summary/scores of all games

___ Copy of end of season varsity stats

___ End of season varsity scorebook (if applicable)

___ Awards form/banquet sheet

___ Equipment inventory

___ Uniform Inventory (Must have ALL uniform returned)

___ Needs/Wants for next year form

Coaches returning for next season, include JH coaches

Yes or No

Head Coach _____

Assist Coach _____

Assist Coach _____

Assist Coach _____

Assist Coach _____

Assist Coach _____

Assist Coach _____

Athletic Department
Fort Recovery High School

Season Summary

Sport: _____ Date: _____

Coach: _____

Varsity Record: _____ Conference Record: _____

JV Record: _____

9th Record: _____

Team Recognition: _____

Player Recognition (i.e. - All MAC, District, State, etc.)

Player Name

Awards Recognitions

*Provide season scores and opponents for all varsity games at checkout

*Provide copy of end of season stats for all varsity games at checkout

*Scorebook (if applicable) must be turned in at checkout

Banquet Information Sheet (Return 2 weeks prior to banquet)

Sport: _____ Year: _____

Coach: _____

Award Information:

Special Awards (MVP, Indian etc.)

Name Grade Letter (check if to be lettered)

Athletic Department
Fort Recovery High School

Equipment & Supplies Inventory

Sport: _____ Date: _____

Coach: _____

Item	# of items	Condition (New, Good, Fair, Poor)

Athletic Department
Fort Recovery High School

Uniform Inventory

Sport: _____

Date: _____

Coach: _____

1. Supply to me a copy of your individual athlete inventory sheet. Show the issued items and show the checked off returned items.

Name	Item	Size	Color	Item #	Date Rcvd	Date Return	Issues
John Doe	Pants	M	Black	N/A	8/1/2017	10/1/2017	None
John Doe	Jersey	M	Black	33	8/1/2017	10/1/2017	None

2. Team Uniforms (Bulk Inventory)

Uniform	Qty	Color	Condition	When last purchased

Athletic Department
Fort Recovery High School

Need/Wants

Sport: _____

Date: _____

Coach: _____

Item	# Needed	Reason	Approx. Cost

SELF-EVALUATION

NAME: _____
ASSIGNMENT: _____
DATE: _____ **YEARS AT CURRENT POSITION:** _____

PART 1: (COACH - A.D.) Using the scale below, please rate the performance of coaching duties using the proper column.

1 - Excellent 2 - Effective 3 - Average 4 - Needs Improvement 5 - Unacceptable

SELF -- AD

- | | |
|--|------------|
| 1. Cooperates with the Athletic Department regarding rosters, transportation, eligibility, athlete paperwork, other necessary paperwork and end of season reports. | ____--____ |
| 2. Follows athletic policy and fulfills duties as listed in the job description. | ____--____ |
| 3. Provides training rules to team members in writing and follows due process procedures. | ____--____ |
| 4. Attends meetings necessary to the welfare of the Athletic Department. | ____--____ |
| 5. Abides by the rules and regulations of the OHSAA, BOE, ODE, and MAC. | ____--____ |
| 6. Maintains acceptable sideline conduct at games towards players, officials and others. | ____--____ |
| 7. Develops rapport with teachers, coaches and administrators. | ____--____ |
| 8. Promotes all sports in the athletic program and fosters school spirit. | ____--____ |
| 9. Develops respect by example in appearance, behavior, language and conduct during contests and practices. | ____--____ |
| 10. Provides proper supervision on the field, in the locker room and training room and on the bus. | ____--____ |
| 11. Establishes the fundamental philosophy skills and techniques to be taught and conducts staff meetings to implement the same. | ____--____ |

- 12. Is prompt in meeting the team for practices and games. ____--____
- 13. Works with athletes in off-season and classroom activities. ____--____
- 14. Provides leadership and attitudes that produce positive efforts by participants. ____--____
- 15. Delegates responsibility while remaining accountable for such delegations. ____--____
- 16. Cooperates in the care, issuing, collection, inventory and storage of equipment. ____--____
- 17. Is cooperative in sharing facilities and equipment. ____--____
- 18. Displays enthusiasm and leadership in the performance of coaching assignments. ____--____
- 19. Follows adopted procedures for purchase of equipment and operates sport within budgetary parameters. ____--____
- 20. Knows and teaches the fundamentals of the sport. ____--____
- 21. Conditions athletes properly to meet the physical demands of the sport. ____--____
- 22. Acceptable game/meet preparation and strategy. ____--____
- 23. Has a positive attitude and uses sound judgment when making decisions. ____--____
- 24. Monitors appearance and handles discipline of the team. ____--____
- 25. Monitors conduct of team members. ____--____

PART 2 : (COACH) Please provide information that will help the Athletic Department enhance your program.

Strengths:

Suggested Improvements:

Additional Comments:

PART 3 (COACH) Please check on of the following areas:

_____ If offered, I would like to continue in this position for the next school year.
_____ I do not wish to take this position for the next school year.

PART4: (AD) Please provide useful information for coach improvement.

Strengths:

Suggested Improvements:

Additional Comments:

PART 5: (AD) Please check one of the following areas:

- _____ Recommend contract renewal
- _____ Resignation accepted
- _____ Recommend reemployment providing an understanding can be reached in those areas where improvement is suggested.
- _____ To be recommended for non-renewal of contract.

PART 6: SIGNATURE

Coach's Signature: _____ Date: _____

Athletic Director's Signature: _____ Date: _____

SELF-EVALUATION

NAME: _____

ASSIGNMENT: _____

DATE: _____ **YEARS AT CURRENT POSITION:** _____

PART 1: TO THE COACH Using the scale below, please rate the performance of coaching duties using the proper column.

1 - Excellent **2** - Effective **3** - Average **4** - Needs Improvement **5** - Unacceptable

SELF -- VHC

- | | |
|--|------------|
| 1. Loyalty to the head coach and system. | ____--____ |
| 2. Care of equipment. | ____--____ |
| 3. Knowledge of the sport and fundamental skill techniques.. | ____--____ |
| 4. Fundamental teaching and coaching ability. | ____--____ |
| 5. Ability to motivate athletes. | ____--____ |
| 6. Rapport with players, parents, and community. | ____--____ |
| 7. Meets all requirements according to ODE, OHSAA, Fort Recovery Schools. | ____--____ |
| 8. Supervision of players in the locker room and other areas under the coach's jurisdiction. | ____--____ |
| 9. Relationship between coach and the rest of the coaching staff. | ____--____ |
| 10. Seeks and follows directives of the head coach. | ____--____ |
| 11. Fulfills coaching assignments and adheres to practice schedules. | ____--____ |
| 12. In-season and out-of season involvement in the program. | ____--____ |
| 13. Appearance, behavior and language utilized during games and practice sessions. | ____--____ |
| 14. Has a positive coaching attitude and uses sound judgements when making decisions. | ____--____ |

PART 2 : TO THE COACH Please check one of the following areas:

- _____ If offered, I would like to continue in this position for the next school year.
- _____ I do not wish to take this position for the next school year.

PART 3 TO THE HEAD COACH Please check on of the following areas:

- _____ Recommend contract renewal
- _____ Resignation accepted
- _____ Recommend conditional reemployment reassignment with the program.
- _____ To be recommended for non-renewal

Duel Sports Contract

Athlete Name: _____ Grade: _____ Date: _____

Primary Sport: _____ Coach: _____

Secondary Sport: _____ Coach: _____

1. Primary sport practice takes precedence over secondary sport practice.
2. The athlete is not allowed to leave the primary sport practice to attend secondary sport practice without 48 hour prior written approval of the primary sport coach.
3. Primary sport contests take precedence over secondary sport practice or contests. The athlete cannot leave the primary sport contest to attend a secondary sport contest or competition unless both coaches have agreed beforehand. The athlete would be responsible for obtaining transportation from one event to the other in case travel is involved. If that is the case, the Athletic Department must have a signed permission slip form with their parent/guardian's signature that would allow them to leave. The athlete should not transport themselves or get transportation from anyone other than their parents. Certain unusual circumstances will be decided by the athletic director or principal.
4. A secondary sport contest will take precedence over a primary sport practice.
5. An athlete is not required to attend a secondary sport practice on the day of a primary sport game, but is required to attend part of all of the primary sport practice on the day of a secondary sport contest.
6. There will be no punishment for the athlete by either sport for missing practice/competition for the other sport if proper procedure is followed. If there is not a direct conflict of practice of the primary sport the athlete is required to attend the secondary sport practice. If missing practice for either sport results in the student-athlete not being proficient enough to perform up to team and coached standards, then participating in games may be reduced or removed up to the coach's direction with approval from the athletic director.
7. If at any time the athlete does not get approval for the above mentioned items they will/can be disciplined by the primary sport coach. During the discipline period

the athlete will not be allowed to participate in any practice/competitions for the second sport.

8. Any punishment handed down by the athletic department will apply to both sports.

Practice: Primary Sport takes precedence over secondary sport.

Games/Meets: Primary sport games take precedence over secondary sport meets.

Athletes cannot participate in both sports contests in a single day unless given 48 hour written approval and signed off by both coaches and parents.

Tournament: Primary sport contests take precedence over secondary sport contests.

Athletes will be allowed to miss primary sport practice to attend a secondary sport tournament contest. Athletes will not be allowed to miss primary sport contests to attend a secondary sport tournament.

We understand that we are committing to each sport above by following the terms listed above. In case of an unforeseen conflict, the coaches involved will be the determining factor in regards to deciding where the athlete will attend. In such a case where the coaches cannot come to an agreement, the athletic director will be the person to have the final decision. The athlete will not be able to pick and choose what events they do or do not want to attend.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Coach's Signature: _____ Date: _____

Sport: _____

Coach's Signature: _____ Date: _____

Sport: _____

Athletic Director Signature: _____ Date: _____

Fort Recovery Local Schools Club Sport Activity Application

I would like to submit our application for _____ to be officially recognized by the Fort Recovery Local Schools as a Club Sport Activity and be eligible to participate in the Ohio High School Athletic Association tournaments. I have reviewed the qualifications and requirements and accept full responsibility for this club activity.

Requirements

- 1) Sport is sanctioned by the OHSAA.
- 2) Facility availability can be coordinated with practices and contests of existing problems at no cost or concern to the Fort Recovery Local Schools.
- 3) A competent, qualified coach will be supervising at all times and meet the requirements of the OHSAA and Fort Recovery Local Schools.
- 4) The club will follow all requirements as they are established in the Athletic Handbook adopted by the Fort Recovery Board of Education.
- 5) Transportation will be made available at no cost to Fort Recovery Local Schools. Transportation liability will not be of the Fort Recovery Schools. All transportation will be the liability and responsibility of the person signing this application and the club members.
- 6) All costs will be the responsibility of the person completing this form and the club members. No costs will be passed on to the Fort Recovery Local Schools.
- 7) All penalties and fines will be the responsibility of the person signing this form and the club activity.
- 8) The club will follow all requirements as they are established by the OHSAA.
- 9) The person signing this form and the club will be responsible for meeting all requirements and timelines. It is not the school's responsibility to notify the club.
- 10) Scheduling will be the responsibility of the person signing this form and the club members.

Fort Recovery Local Schools Responsibilities

- 1) Signing the club up for participation in the OHSAA tournament.

**Fort Recovery Local Schools
Club Sport Activity Application**

Signature of Applicant and Responsible Person

Date Submitted

Coach's Signature

Date Signed

Number of participants signed up

Signature of Building Principal

Date Received

Signature of Superintendent

Date Approved by BOE and/or Superintendent