

# **Sandusky Central Catholic School**



# **Athletic Handbook**

## **K-12**

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## **Introduction**

This athletic handbook is to be viewed as a reference guide for coaches, student-athletes, and parents concerning the policies that govern interscholastic athletics at Sandusky Central Catholic School. It is not intended to be all inclusive. Situations that occur outside these stated rules and regulations will be evaluated using sound reasoning, good judgement, and adherence to the school's core values.

It should be carefully noted that the rules and regulations detailed in this handbook are reflective of official action by the Sandusky Central Catholic School Board of Directors and all the policies will be followed as written.

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Therefore, participation in the athletic program is a privilege and not a right.

The interscholastic athletic activities offered are valuable in developing the individualized abilities and interests of Sandusky Central Catholic School students. Participation presumes that the students are of good character, meeting both the stated academic and discipline standards.

Geoff Palmer  
President/Head of School

Ryan Wikel  
Principal (6-12)

Steve Ruthsatz  
Athletic Director/Dean of Students

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## **Mission Statement**

The primary mission of the Sandusky Central Catholic School Athletic Department is to “Build leaders with Christian character”. We strive to impart upon our student-athletes: integrity, sportsmanship, discipline, teamwork, and self-sacrifice. We are committed to developing well-rounded student-athletes emphasizing spiritual commitment, academic excellence, and year-round physical conditioning.

The Athletic Department through its coaches seeks to create an environment that strongly supports the school’s mission; Strengthening the Body, Challenging the Mind, and Enriching the Spirit.

## **Philosophy**

Interscholastic athletics is an integral part of the total educational program at Sandusky Central Catholic School. Our objective is to provide positive experiences in a competitive environment for each student-athlete to reach their maximum potential through voluntary participation.

Our interscholastic athletic programs offer opportunities to put into practice the Christian values that are the basis of Catholic education. We are grounded in our core purpose to develop the whole student-athlete through connection of the body, mind, and spirit.

Although we strive for competitive excellence, the development of well-rounded, faith-centered individuals, as well as the safety and welfare of our student-athletes, is the primary focus of the athletic programs at Sandusky Central Catholic School. These programs complement the academic and spiritual focus of the school.

## **Athletic Program Objectives**

The objectives for the athletic program include the following:

- To provide healthy outlets for students desiring to participate on teams in competition with other schools.
- To offer a program of interscholastic athletics that enables each team to compete successfully among schools in the league and state.
- To assist in the development of student, school, and community spirit.
- To develop pride in self, team, and school.
- To teach and practice Christian values and good sportsmanship.
- To teach the value of self-discipline, mutual respect, teamwork, and self-sacrifice.
- To provide an opportunity to further develop physical skills and to experience the rewards of competition.
- To provide opportunities for physical enrichment and assist in developing life-long interest in health and physical fitness.
- To operate an athletic program of the highest quality ensuring a safe and healthy learning environment.

## **Channel of Authority**

The athletic director is responsible for all areas of interscholastic athletics at Sandusky Central Catholic School. The athletic director shall work cooperatively and be responsible to the principal and president/head of school.

Ethical procedure demands that issues in the athletic program originating at any level shall proceed upwards through each office of responsibility, or, inversely, it shall follow the same channel of authority downward. To by-pass any office delays consideration and causes misunderstanding. The established channel of authority stems directly from the SCCS Board of Directors to the president/head of school, next to the principal, next to the athletic director, and then to the individual coach.

## **Athletic Affiliations**

### **Ohio High School Athletic Association (OHSAA)**

St. Mary Central Catholic High School and Sandusky Central Catholic Middle School are members in good standing with the Ohio High School Athletic Association (OHSAA) which serves as the authorized representative in the State of Ohio in the supervision and control of the interscholastic athletic activities of all member schools.

As members of OHSAA, our schools agree to abide by all of the state bylaws, rules, and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment, attendance, scholarship, residence, transfers, recruiting, amateurism, conduct, character, and discipline of student-athletes. More information regarding the Ohio High School Athletic Association can be obtained online at [www.ohsaa.org](http://www.ohsaa.org).

### **Sandusky Bay Conference/Northern 8 Football Conference**

St. Mary Central Catholic High School and Sandusky Central Catholic Middle School are proud to be members of the Sandusky Bay Conference and the Northern 8 Football Conference (varsity). Conference membership requires that member schools comply with the constitution, bylaws, rules, and operational procedures of the league and the bylaws and sports regulations of the OHSAA. Each conference sets league game schedules and provides opportunities for team and individual champions.

## **Central Catholic Athletic Boosters**

The Central Catholic Athletic Boosters (CCAB) serve as a non-profit volunteer organization working to promote positive parent and community involvement to maintain a high-quality athletic program for our K-12 student-athletes. The quality and success of our athletic programs rely upon the continued support of the Panther community.

The high school athletic director shall act as the official liaison between the school and the CCAB. Athletic department personnel and parents of student-athletes are encouraged to join the CCAB.

## **Cheerleading**

Cheerleading is considered a team sport within the SCCS Athletic Department and therefore will abide by the same guidelines accorded all SCCS athletes. Each cheerleader is expected to attend all practices, contests, fundraising activities, and other events as determined by the coach.

The primary goals as a cheer team are to promote and uphold school spirit, to develop good sportsmanship at all athletic events, and to represent our school in a positive manner at all times. For additional information about the cheerleading program at SCCS, please contact the cheerleading advisor or refer to the approved Cheerleading Code of Conduct.

## **Sportsmanship**

The SCCS Athletic Department believes that interscholastic competition involving member schools of the OHSAA should be governed by the basic principles of good sportsmanship. The development of good sportsmanship, ethical behavior, and integrity is the foundation of our athletic program. To have a place in our educational system, athletics must be maintained with high ideals and even higher objectives. We expect all coaches, athletes, and spectators to exemplify the following fundamentals of good sportsmanship:

- Show respect for self and others at all times.
- Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- Know, understand, and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- Maintain self-control at all times. Prevent the desire to win from overcoming rational behavior.
- Recognize and appreciate skill in performance regardless of team affiliation.

## **OHSAA Code of Ethics**

It is the duty of all concerned with school athletics to:

- Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- Eliminate all possibilities which tend to destroy the best values of the game.
- Stress the values derived from playing the game fairly.
- Show cordial courtesy to visiting teams and officials.
- Establish a happy relationship between visitors, officials, and hosts.
- Achieve a thorough understanding of the rules of the game and the standards of eligibility.
- Encourage leadership, use of initiative, and good judgment by players.
- Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- Remember that an athletic contest is only a game -- not a matter of life or death for player, coach, school, official, fan, state, or nation.

## **School Sponsored Sports**

Sandusky Central Catholic School offers a comprehensive variety of athletic activities for prospective student-athletes. The following is a list of interscholastic sports presently available:

### **Boys Athletics**

#### **Fall Sports:**

Cross Country  
Football  
Golf

#### **Levels:**

Varsity, Middle School  
Varsity, Middle School  
Varsity

#### **Winter Sports:**

Basketball  
Swimming  
Wrestling

#### **Levels:**

Varsity, Junior Varsity, Freshmen, Middle School  
Varsity, Middle School  
Varsity, Middle School

#### **Spring Sports:**

Baseball  
Tennis  
Track & Field

#### **Levels:**

Varsity, Junior Varsity  
Varsity, Junior Varsity  
Varsity, Middle School

### **Girls Athletics**

#### **Fall Sports:**

Cheerleading  
Cross Country  
Golf  
Tennis  
Volleyball

#### **Levels:**

Varsity, Junior Varsity, Middle School  
Varsity, Middle School  
Varsity, Junior Varsity  
Varsity, Junior Varsity  
Varsity, Junior Varsity, Freshmen, Middle School

#### **Winter Sports:**

Basketball  
Cheerleading  
Swimming

#### **Levels:**

Varsity, Junior Varsity, Middle School  
Varsity, Junior Varsity, Freshmen, Middle School  
Varsity, Middle School

#### **Spring Sports:**

Softball  
Track & Field

#### **Levels:**

Varsity,  
Varsity, Middle School

Teams will be filled with a top-down approach with the varsity teams being filled first. Teams will not be fielded if an appropriate number of athletes do not try out.

### **Elementary School Athletics (4-6)**

**Boys** - Basketball, Cross Country, Flag Football, Wrestling, Baseball

**Girls** - Basketball, Cross Country, Volleyball, Softball

## **DUTIES and RESPONSIBILITIES**

### **Principal (grades 6-12)**

- The principal will be responsible for making sure all duties, policies, and procedures as they pertain to interscholastic athletics and as prescribed by the Ohio high School Athletic Association (OHSAA) are followed.
- The principal or his designee will be in attendance at all conference administrators' meetings. He or his designee will be the voting representative of SCCS in all league-voting situations.
- The principal will provide leadership in making decisions on athletic policy, athletic philosophy, and coaching personnel.
- The principal can appoint a designee (OHSAA policy) to perform the required duties in relation to athletics at SCCS.

### **Athletic Director**

- Provide leadership in the recruitment, selection, and recommendation of coaching assignments.
- Verify that each coach has met all certification requirements set forth by the Diocese of Toledo, Sandusky Central Catholic School, and the Ohio High School Athletic Association. Provide data and information to assist administrators in making sound decisions and committing resources for the athletic program.
- Assume responsibility for the organization and scheduling of all athletic events.
- Seek and recommend suitable competitions for all non-conference contests.
- Secure game workers for athletic contests; chain crews, announcers, clock operators, score keepers, line judges, etc. and keep a list of those workers.
- Hire or arrange for officials, public safety personnel, and medical personnel as needed.
- Arrange transportation for athletic contests.
- Assume general responsibility for proper supervision of home contests.
- Prepare a master sports calendar that includes conference and non-conference contests.
- Arrange field and gym practice schedules and coordinate gym, building and athletic field use and maintain the athletic building use calendar.
- Arrange all details of visiting teams' needs.
- Assist with the approval of building use forms.
- Keep records of the results of all athletic contests.
- Assume the primary responsibility for the adoption, revision, and enforcement of the athletic handbook.

- Schedule and hold meetings with coaches as necessary to ensure the efficient operation of the athletic program.
- Provide for and maintain a record of the distribution and collection of coaches' keys.
- Complete an evaluation form and hold a conference with all head coaches at the conclusion of their sport season.
- Order awards and coordinate athletic awards programs.
- Attend athletic booster club meetings (serve as liaison).
- Verify each athlete's eligibility to participate according to established and academic requirements of eligibility for participation in each sport and keep properly completed verification files.
- Coordinate the ordering of team apparel.
- Assure appropriate use of the athletic trainer.
- Prepare and administer the athletic program budget and accounts for all athletic program receipts and expenditures.
- Requisition appropriate program supplies and equipment.
- Supervise all ticket sales at athletic contests.
- Mediate the resolution of problems, issues, and concerns that may arise between coaches and athletic programs.
- Attend relevant OHSAA and conference meetings.
- Stay abreast of state and federal mandates, current research, trends, products, rules, and regulations.
- Communicate professional development opportunities to the coaches.
- Coordinate van certification training for school district coaches.
- Work cooperatively with teaching, support, and parish staff members.
- Maintain communication with principal and president/head of school on all relevant issues.
- Provide ongoing supervision of all school district coaches.
- Maintain high moral character and promote Christian principles.
- Be a positive role model: display self-control and ethical behavior.
- Perform other related duties as assigned by the school administration.

### **Assistant Athletic Director – High School**

- Prepare ticket boxes and ticket reports for all home sports and other times athletic director deems necessary.
- Assists as site manager for all home sports.
- Coordinate with athletic director on the attendance of away contests.
- Assist athletic director with any tournaments held at SCCS.
- Assist athletic director with interview processes.
- Assist with special functions such as: parents night, homecoming, athletic banquets, etc.

- Serve as liaison between high school and middle school athletic departments.
- Attend conference and athletic department meetings as required.
- Assist with FinalForms, coaches' certification, and transportation scheduling.
- Perform any other duties as designated by the athletic director.

### **Assistant Athletic Director – Middle/Elementary School**

- Promote the mission and philosophy of the overall SCCS athletic program.
- Work cooperatively with the administration to provide ongoing supervision of coaches and others involved in the middle/elementary school athletic program.
- Work cooperatively with teaching, support, and Parish staff members.
- Verify each athlete's eligibility to participate according to established policies and academic requirements.
- Secure game workers for athletic contests; ticket sellers, chain crews, clock operators, score keepers, line judges, etc.
- Hire or arrange for officials, public safety personnel, and medical personnel as needed.
- Arrange all details of visiting teams' needs.
- Attend conference and athletic department meetings as required.
- Administer the school athletic code in a fair and consistent manner
- Responsible for communicating information from the high school athletic department to middle/elementary school coaches and staff.
- Issue, collect, and maintain an inventory of all athletic equipment and provide for its storage.
- Provide coverage for all home athletic contests with adult supervision.
- Assist with preparing contest sites for scheduled events.

### **Head Coach**

- Understand and follow the rules, regulations, and certifications set forth by all governing agencies.
- Understand the chain of command and refer all concerns through proper channels.
- Complete and submit required forms in a timely manner.
- Attend conference, state, and athletic department meetings as required.
- Attend clinics and other activities to improve coaching knowledge and performance.
- Recommend qualified assistant coaches for all levels of the program.
- Establish clear philosophy, goals, and direction for all coaches in the program.
- Assist athletic director with transportation departure times.
- Regularly monitor student-athletes academic progress and conduct.

- Understand and follow school/athletic codes of conduct.
- Maintain competency in rules and coaching techniques pertaining to the sport.
- Assist student-athletes in the college recruitment process.
- Communicate and work cooperatively with school administration.
- Plan and coordinate fundraising activities with administrative approval.
- Organize and promote summer programs (team/youth camps, leagues, etc.).
- Develop an accurate team roster with all pertinent information.
- Ensure that all student-athletes have met all requirements to participate (Final Forms).
- Provide training rules to team members and follow due process procedures.
- Issue equipment and maintain accurate inventory list.
- Conduct a pre-season meeting and communicate expectations, procedures, and important season dates.
- Develop well-organized practice plans that includes fundamental skills.
- Plan a well-articulated program that includes conditioning and scrimmages to prepare the student-athletes for the season.
- Use appropriate teaching, coaching, and motivational practices.
- Be prompt in meeting team for practices and contests.
- Dress in an appropriate manner for all functions.
- Utilize practice time for both individual and team development.
- Maintain fair and unprejudiced communication with players.
- Maintain suitable sideline conduct towards players, officials, and contest workers.
- Promote sportsmanship and maintain discipline throughout season.
- Provide proper supervision for student-athletes while under his/her jurisdiction.
- Facilitate and promote program for grades 4-6.
- Notify parent(s), contact trainer, and file report when injury to a team member occurs during practice or athletic contest.
- Keep athletic director informed of any facility/equipment safety concerns.
- Maintain effective public relations with media, school personnel, CCAB and all stakeholders.
- Promote positive school image and develop good community relationships.
- Instruct the student-athletes in the proper use and care of equipment. Maintain the security of the equipment, athletic facilities and building at all times.
- Complete all post-season requirements as outlined in the job description.
- Adhere to the faith-related responsibilities as outlined in the job description.
- Perform other related duties as assigned by the school administration.

## **Assistant/Middle School Coach**

- Understand and follow the rules, regulations, and certifications set forth by all governing agencies.
- Work cooperatively with head coach and school administration.
- Prepare and submit a monthly practice schedule to the head coach and high school athletic director.
- Adhere to the philosophy and techniques taught by the head coach.
- Promote the value of teamwork, sportsmanship, academic excellence, and proper conduct.
- Provide proper supervision and discipline of the student-athletes involved in the program level assigned.
- Punctual to meetings, practices, and contests.
- Develop respect by example in appearance, manners, language, and behavior.
- Establish good public relations with the school and community.
- Maintain suitable sideline control.
- Assist with distribution and collection of equipment, supplies, and uniforms.
- Follow established procedures in the event of an injury.
- Attend meetings, assemblies, and awards presentations as required.
- Accept responsibility for the security of equipment, athletic facilities, and building.
- Perform any other related duties as assigned by the head coach and school administration.

## **Cheerleading Coach**

- Responsible for the selecting, supervising and training of the cheerleaders.
- Responsible for the conduct of the cheerleaders at practice sessions and at all contests.
- Leads and directs the cheerleaders in such a way as to encourage good sportsmanship by example and leadership.
- Conducts self before the students and the community so as to instill respect and good sportsmanship.
- Assumes responsibility for an energetic public relations program for the cheerleaders and their activities.
- Responsible for uniforms and supplies.
- Sees that the cheerleaders carry out all the duties set forth in their constitution.
- Conduct clinics for tryouts of cheerleaders in the spring of the year and arranges for all judges for the tryouts.
- Responsible for any other duties relating to cheerleaders as may be directed by the athletic director and/or principal.

# COACHES CHECKLIST

## PRE-SEASON

- Receive and sign a copy of the coach's contract.
- Receive and review the job description/athletic handbook.
- Attend rules interpretation meetings, if required.
- Submit a list of program coaches (grades 4-12).
- Check on new equipment and supplies purchased.
- Meet with program coaches and establish responsibilities and expectations.
- Obtain necessary keys for program coaches.
- Meet with trainer and obtain medical kit/supplies for program coaches.
- Plan for the use of video equipment if needed.
- Consult with athletic director with regard to scrimmages and officials.
- Submit a roster to verify eligibility and all required forms have been completed (FinalForms).
- Develop training rules for your program.
- Plan and conduct a parent/student pre-season meeting.
- Develop a practice time schedule and submit to athletic director.
- Make preparations for picture day.
- Submit a final team roster.
- Issue equipment and complete inventory form.
- Review transportation schedule for accuracy.
- Attend required booster club meeting.
- Meet with development director for fundraiser requests.

# COACHES CHECKLIST

## IN-SEASON

- Maintain communication with athletic director.
- Supervise student-athletes when under your jurisdiction.
- Monitor student-athletes academic progress.
- Check daily attendance list.
- Report roster changes.
- Notify parents, contact trainer, and file report when an injury occurs.
- Address individual and team discipline issues and report to athletic director.
- Communicate with the athletic director concerning any issues with parents.
- Provide contest results to the media. (win or lose)
- Provide contest results for school announcements by the next school day.
- Complete contest officials evaluations, if required.
- Maintain facility and equipment security.
- Have emergency medical and travel release forms for all contests.
- Leave locker room/bench area in good order for away contests.
- Assist student-athletes with college recruitment process.
- Attend required meetings for tournaments and all-league selection.
- Contact parents and collect equipment from athletes who quit the team.

## COACHES CHECKLIST

### POST-SEASON

- Submit an awards list upon completion of your season (within 1 week).
- Return medical kit/supplies to the trainer.
- Return video equipment.
- Collect keys from staff members not returning.
- Inventory and store all equipment and laundered uniforms/warm-ups.
- Personally contact parents of athletes who have outstanding uniforms/equipment.
- Schedule a conference with the athletic director.
  1. Submit inventory and lost equipment forms.
  2. Submit end of season summary form.
  3. Submit coaching intent form.
  4. Discuss equipment/uniform needs, program concerns, assistant coaches and future schedules.
  5. Discuss and receive a copy of the coaching evaluation.

# **Athletic Policies and Procedures**

## **Parent/Coach Communication**

Both parenting and coaching are extremely challenging responsibilities. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to our student-athletes. For our athletic department to be successful, open lines of communication are vital. This requires involvement, dedication, sacrifice, and commitment from parents, student-athletes, and coaches.

### **Communication you should expect from your child's coach**

- Philosophy of the coach
- Expectations for your child as a member of the team
- Locations and times of all practices and contests
- Team requirements (fees, forms, rules, equipment, off-season conditioning)
- Procedures for injuries
- Discipline that results in your child's denial to participate

### **Communication coaches expect from parents**

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to coach's philosophy and/or expectations

### **Appropriate concerns to discuss with coaches**

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

### **Issues not appropriate to discuss with coaches**

- Playing time
- Team strategy
- Play calling
- Other student-athletes

### **Appropriate procedure for discussing concerns with coaches**

- A personal meeting between the student-athlete and the coach **(Recommended)**
- If a meeting between the student-athlete and coach does not result in a satisfactory resolution, contact the coach to set up an appointment **(Please do not confront the coach before or after a practice or contest.)**
- If unable to reach the coach, contact the athletic director for assistance
- If a meeting with the coach does not result in a satisfactory resolution, contact the athletic director to set up an appointment
- Determine the next appropriate step if necessary

## **Code of Conduct**

The Athletic Code of Conduct applies to all students (grades 7-12) who voluntarily agree to participate in interscholastic athletics at Sandusky Central Catholic School. This policy is in effect on a 24/7/365 basis on and off school property.

As a member of an athletic team, our student-athletes are direct and important representatives of SCCS and the tradition of Panther pride that it symbolizes. Student-athletes are in a position of influence among their peers and with younger students as well as others within the community. Therefore, they are expected to be positive role models and demonstrate appropriate leadership on and off the field of competition.

The expectation is that student-athletes are respectful at all times and accept the full responsibility assumed as a member of an athletic team. Conduct should be above standard in all situations. Any conduct that results in dishonor of the student-athlete, the team, or the school will not be condoned. Acts of unacceptable conduct tarnish the reputation of everyone associated with Panther athletics and SCCS.

### **Bullying and Hazing**

Bullying means any repeated intentional written, verbal, electronic, or physical act that:

- Mentally or physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Hazing is defined as any act of coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

**False reports or retaliation for bullying and/or hazing also constitutes violations of this policy.**

### **Social Media**

The use of email messages, text messages, blogs, social media websites and/or app based programs, or other electronic communications by a SCCS student-athlete or his/her parents to make inflammatory or derogatory comments and/or inappropriate descriptions or pictures/videos regarding them self or anyone else, including adults, is strictly prohibited. Violations of our social media policy may result in disciplinary action.

## **Discipline**

- Harassment, intimidation, bullying, hazing, physical or verbal abuse/assault, misuse of social media, immoral conduct, profanity, offensive gestures, stealing, cheating, disruptive conduct, vandalism, gambling, possession or use of a dangerous weapon or object, unsportsmanlike conduct, or any other unacceptable actions will not be tolerated.
- If at any time or at any place, a student-athlete is involved in any of the above behaviors, his/her actions will be dealt with by the head coach and/or athletic director in consultation with the principal. Violations of a criminal or civil nature will be dealt with as prescribed in the SCCS Family Handbook.
  - Punishment may include, but is not limited to, extra duty assigned by the head coach, suspension from athletic contest(s), and dismissal from the team. Dismissal from the team requires approval from the athletic director and/or principal.

## **Expected Behavior**

- All coaches, team members, parents, and spectators are expected to conduct themselves in a Christian-like manner.
- A coach, team member, parent, or spectator guilty of any flagrant or unsportsmanlike behavior is subject to disciplinary action. This may include suspension for one contest, the remainder of the season, or permanently. In addition, the OHSAA Ejection Rule will be followed.
- All coaches, team members, parents, and spectators must realize these are school sponsored events. Severe violations such as physical contact, verbal threats, etc. will be taken seriously and referred to the appropriate law enforcement agency.

## **Individual Team Rules**

Coaches may establish a set of team rules for his/her respective sport in addition to the Athletic Code of Conduct. Team rules and penalties for violation must be given in writing to all team members and explained fully at the start of the season. The rules will be approved by the athletic director and kept on file in the athletic office.

## **Personal Appearance**

Student-athletes must meet the school dress-code regulations in regards to personal grooming (hair style, hair color, and facial hair) and dress. Student-athletes may be withheld from athletic competition by the head coach, athletic director, or principal if his/her personal grooming and dress do not positively represent SCCS.

## Tattoos/Piercings

SCCS will have no student-athlete represent our school with any artificial body markings (tattoos) or body piercings visible during any scheduled athletic contest. An artificial body marking or body piercing must be covered with a T-shirt (if legal in that sport), bandages, tape, socks, etc. If an artificial body marking or body piercing becomes visible during a scheduled athletic contest, the coach must remove the student-athlete from the contest immediately.

## Absenteeism

- Practice Absenteeism – Coaches must include regulations on tardiness or practice absenteeism in his/her individual team rules.
- School Absenteeism – It is the school's policy that student-athletes need to be in school and attending classes.
  - In order to practice for and participate in athletic contests, for a given day, student-athletes must be in school and attending classes not later than 9:00 am. Student-athletes must be present for Mass to participate in practice or events on scheduled Mass days
  - Students must remain in school the entire day, unless excused by the athletic director. If a student-athlete is too ill to attend classes, he/she should not be permitted to take part in any athletic practices or contests that day.
  - Exceptions:
    - Doctor's appointments
    - Funerals
    - College visits
  - Student-athletes are expected to be in school on time. Late night contests grant no privilege for the student being late for school the next day.
  - Approved Absence – A student-athlete shall not be penalized by a coach or withheld from competition for missing practice or a game to attend a school sanctioned event. i.e.: Model U.N.
    - **Special Note:** this would not apply to an approved personal absence such as a family vacation.
    - Student-athletes must give the coach a 1 week notice of any conflicts.

## **Use or Possession of Alcohol, Drugs, and Tobacco**

A student involved in athletics at SCCS shall not use, purchase, sell, distribute, or possess alcohol, tobacco in any form, vape pens, e-cigarettes, steroids, counterfeit drugs, illegal drugs, and drug related paraphernalia. **Student-athletes who possess and/or use medication prescribed by a licensed practitioner must follow the school's established guidelines.** If at any time or at any place, a student-athlete is involved with any illegal substance he/she is in violation of the Athletic Code of Conduct and will be subject to the following disciplinary action:

### **First Offense**

- Notify parents and arrange a conference
- The student-athlete and his/her parents must meet with the SCCS administrative team.
- The student-athlete must undergo assessment by a licensed professional if deemed necessary by the administrative team.
- The student-athlete will be suspended for at least 20% of the scheduled contests for the current athletic season and the suspension will carry over into the next sport. Ten (10) hours of community service on school property is also required. Students not currently in a sport will face suspension during their next season of participation.

### **Second Offense**

- Notify parents and arrange a conference.
- Require student-athlete to participate in an assessment and drug-alcohol education program through an agency approved by SCCS.
- Assign student a consequence, as outlined by the SCCS Family Handbook.
- The student-athlete will forfeit the current athletic season and subsequent athletic season or co-curriculars. In addition, the student-athlete will be required to perform ten (10) hours of community service on school property. The last day of the school year is considered to be the end of the spring season. The fall sports season begins the next day. The student-athlete must forfeit any individual athletic awards, including letters earned and conference awards for the current season.

### **Third Offense**

The third offense is a flagrant violation of school policy and could result in the student's expulsion from SCCS. The minimum disciplinary action to be taken will be:

- Suspend the student-athlete from school for a minimum of three days.
- Require the student-athlete to participate in a drug-alcohol education program through an agency approved by SCCS.
- Prohibit student from any further athletic competition or participation of any kind while a student at SCCS. The student-athlete will forfeit all forthcoming awards, including varsity letters and conference awards.

## **Eligibility**

### **Academic**

We strive, as a school, for academic excellence. To be eligible to participate in interscholastic athletics, grades 7-12, all student-athletes will be required to meet certain standards established by the Ohio High School Athletic Association and Sandusky Central Catholic School. These standards are as follows:

### **OHSAA Eligibility Requirements**

#### **OHSAA Bylaw 4-4-1**

- High School
  - During the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses, or the equivalent, which count toward graduation.
- Junior High
  - A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five (5) of those subjects in which the student received grades.
- High School and Junior High
  - 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 grades from the immediately preceding grading period become effective.
- High School
  - A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five (5) subjects carried the preceding grading period (the last grading period of 8<sup>th</sup> grade) in which the student was enrolled.
- High School and Junior High
  - Summer school grades and other educational options may not be used to substitute for failure to meet the academic standards during the last grading period of the school year.

### **SCCS Eligibility Requirements**

In addition to the OHSAA eligibility requirements, SCCS student-athletes must:

- Maintain a GPA of 1.7 or higher.
- Have no more than 1 **F** per grading period.

**Note:** Ineligible student-athletes may continue to practice and condition with the team. However, he/she may not participate in any competition, performance, or team activity.

## **Student-Athlete Conduct**

- Any student-athlete may be put on probation, suspended for a period of time, or dismissed from a team for violating the behavior standards as set forth by SCCS, the Athletic Code of Conduct, or a coaches individual team rules.
- Any student-athlete serving an in-school or out-of-school suspension is ineligible for practice and/or competition on the day(s) of the suspension.
- Any student-athlete quitting or dismissed from an interscholastic sport team shall not be eligible to try out for any other interscholastic sport team during the same season.
- Any student-athlete who quits or is dismissed from an interscholastic sport team may not participate in workouts for an upcoming interscholastic sport without the consent of both coaches involved, with final approval by the athletic director.
- Exceptions:
  - Any student-athlete cut from an interscholastic sport team during the try out period may try out for another interscholastic sport team during the same season.
  - Any student-athlete producing verification to the athletic director from a physician that he/she can no longer participate in an interscholastic sport for medical reasons may be allowed to try out for another interscholastic sport team during the same season or participate in workouts for an upcoming interscholastic sport with a physician's approval.

## **Dual Sports**

Student-athletes are permitted to participate on two sport teams during the same OHSAA defined sports season. The head coaches of both sport teams involved, the athlete, and his/her parents must all agree to the terms of participation as listed below, as well as written practice and contest schedules.

- The student-athlete must make application to the athletic department for consideration before the first appointed date of practice set by the OHSAA.
- The student-athlete must have a minimum of a 2.25 GPA to be eligible and maintain this status for all grading periods to follow.
- The student-athlete must declare a primary sport, indicating which sport will take precedence in the case of conflicts on days of competition. This designation cannot be changed during the season.
- In the event that a student-athlete is disciplined for any violation in a specific sport, the consequence will also be applied to the second sport in the season of dual participation.

## **Transfer Student**

A transferring student must be ruled eligible by OHSAA rules.

### **OHSAA Bylaw 4-7-2**

If a student transfers at any time after the fifth day of the student's ninth grade year or after having established eligibility by playing in a contest (scrimmage, preview/jamboree, Foundation game or regular season/tournament contests), the student shall be eligible, insofar as transfer is concerned, for **ONLY** the first 50% of the maximum allowable regular season contests (including all scrimmages, preview/jamboree/Foundation games) **in those sports in which the student participated** (participation being defined as playing in a contest) during the 12 months immediately preceding this transfer. This transfer consequence shall remain in effect until the one-year anniversary of the date of enrollment in the school to which the student transferred, at which time the student is no longer considered a transfer student.

After the first 50% of the maximum allowable regular season contests have been completed, the student shall **then become INELIGIBLE for the remainder of the regular season contests**. Furthermore, the student **shall also remain ineligible to participate in the OHSAA sponsored tournament(s) in those respective sports** until the one-year anniversary of the student's date of enrollment. A student who did not participate in an OHSAA recognized sport in the 12 months immediately preceding the transfer is not subject to the consequence of this transfer bylaw. For **exceptions** to the transfer rules please visit [www.ohsaa.org](http://www.ohsaa.org).

## **Requirements for Participation**

Before a student-athlete will be permitted to participate in practice, the following required documents must be completed in **FinalForms**:

- OHSAA PPE Physical Form
  - All student-athletes are required to be examined by a physician once per year and provide a completed physical form to be kept on file in the athletic office.
  - All parents of student-athletes must complete the OHSAA Authorization Form.
- Emergency Medical Form
  - All parents of student-athletes must complete an Emergency Medical Form. A copy of this form will be carried by the coach to all practices and contests.
- Athletic Information & Approval Form
  - All parents of student-athletes must complete the Athletic Information and Approval Form. Student-athletes must agree to abide by eligibility and training rules.
- Sudden Cardiac Arrest Awareness Form
  - All student-athletes and parents must view a video presentation and complete the form concerning sudden cardiac arrest awareness.
- Concussion Acknowledgement Form
  - All student-athletes and parents must complete and sign the Ohio Department of Health Concussion Information Form.
  - All parents of student-athletes must complete the ImPact Testing Consent Form.
- Transportation Release Form
  - All parents must complete the Transportation Release Form and provide a current copy of car insurance information in order for a student-athlete to be released from riding in school transportation to or from sporting events.

## **OHSAA Pre-Season Meeting**

### **OHSAA Bylaw 3-1-4**

No later than two weeks after the beginning of each sports season, the principal, through his/her athletic administrator, coaches and such other personnel as deemed advisable by said principal, shall conduct a mandatory, preseason meeting with all student-athletes who wish to participate in the upcoming sports seasons and their parents.

## **Team Selection**

It is our desire to have maximum student participation in our athletic program at SCCS and coaches are encouraged to keep as many team members as possible without compromising the integrity of their sport. The team selection standards are as follows:

- The coaching staff of each sport has the sole responsibility of choosing members of the team, determining the level of play, and the amount of playing time.
- The coach may use tryouts to choose the members of the team.
- Prior to tryouts, the coach shall provide the following information to all candidates:
  - Extent of the tryout period
  - Criteria to be used to select the team (knowledge, skills, attitude, etc.)
  - Number to be selected
  - Practice and contest commitments
- If squad cuts are necessary, each candidate shall:
  - Have completed a predetermined number of practice sessions.
  - Be personally informed of the cut by the coach (cut lists are not to be posted).
  - Be informed of individual improvement techniques by the coach.
- Multiple teams may be created at the middle school level to accommodate larger numbers of student-athletes.
- Late admission to any team will be permitted under the following conditions:
  - A conference must be held with the athlete, parent, and coach.
  - If approved, the coach will determine when the athlete is ready for competition.

## **Game Day Dress Code**

Student-athletes are a visible representation of the school. Therefore, the student-athlete's attire and well-groomed appearance at his/her sport's competition will be appropriate for students at SCCS.

## **Practice Sessions**

Sport team participants must meet all requirements prior to the first practice and are required to attend all scheduled practices unless granted special permission by the coach. Practices should be governed by the following standards:

- All participants should receive timely practice schedules.
- Practice sessions should be scheduled so as to create the minimum amount of daily conflict with school/family activities of the participants.
- There is to be no practice for sports teams before 1:00 p.m. on Sunday.
- Practice sessions must conclude by 9:00 p.m.
- Proper practice attire should be worn at all times.
- Coaches should be the first to arrive and the last to leave a practice session.
- Players are not to be in the building or at the practice site **unsupervised**.
- Players are not to practice without a coach present.
- All equipment used during a practice session shall be returned to the proper storage area and the practice site must be cleaned of debris.

In the event that practice sessions are held inside of our school facilities, the coaching staff shall instruct team members to enter and exit through the designated outside doors. The last coach to use the school facility will secure the lights and outside doors.

## **School Closings**

### **Athletic Contest**

In the event of a school closing, all middle school athletic contests will be canceled. The decision to cancel high school athletic contests will be made by the athletic directors, in cooperation with administrative representatives from the competing district(s).

### **Athletic Practice**

In the event of a school closing, all middle school athletic practices will be canceled. High school practices may be held after 12:00 p.m. if the practice site and road conditions are deemed safe. The decision to conduct athletic practices will be made by the head coaches of each sport in consultation with the athletic director. The student-athletes will be notified of the decision as early as possible. These are optional workouts and coaches will not penalize a student-athlete for lateness or missing a practice in these situations.

The determination to attend practice will be left up to the parents. The safety of our student-athletes is of the utmost importance. **Practices will not be permitted if a level 2 or level 3 for road conditions is issued by a law enforcement agency.**

## **Vacations**

Vacations by student-athletes during an OHSAA defined sports season are disruptive to the team and thus discouraged. Those wishing to schedule a vacation during a sports season need to evaluate the commitment necessary to participate on an interscholastic athletic team.

### **Family Vacations**

If a student-athlete plans to go on a family vacation during an OHSAA defined sports season it will be treated as an approved personal absence. The student-athlete will remain on the team. However, he/she must:

- Inform the head coach at least one week in advance of the vacation period.
- Be willing to accept denial of participation for an equal amount of interscholastic contests missed. If no contests are missed, upon returning the student-athlete must participate in 2 practice days with the team before resuming competition. In this situation, a contest day counts as a practice day.
- Be willing to assume any consequences related to his/her status on the team.

### **Non-Family Vacations**

Student-athletes who plan to go on a non-family vacation during an OHSAA defined sports season may be dismissed from the team due to an unapproved personal absence, in addition to any established school and team rules. A conference with the coach is highly recommended prior to making this decision.

## **Athletic Injuries**

In the event of an athletic injury, the athletic trainer is the primary responder and directs the course of action unless a physician is present. In the event the athletic trainer is not present, the coach in charge of the activity is to assume responsibility. An Injury Report Form must be completed by the trainer/coach within 24 hours of the injury.

When an injury appears to be of a serious nature, a 911 call for emergency care should be made immediately. The athlete's parents should be notified by the coach or athletic trainer. If the parents are not available, a member of the coaching staff should accompany the injured athlete with the emergency medical form in his/her possession.

At away contests, if the athletic trainer is not present, the host school medical personnel are in control. If no medical personnel are present, members of the coaching staff are instructed to act within the scope of their first aid education and, if warranted, call for emergency care.

After an injury, an athlete may not return to competition without clearance of the athletic trainer. If an athlete has been referred to a hospital emergency facility or to a physician, the athlete is required to bring any and all written medical clearance notes from the doctor that states they are cleared to return to participate.

## **Concussion Protocol**

Concussions are a common problem in sports and have the potential for serious complications if not managed correctly. Even what appears to be a minor injury has the real risk of catastrophic results when an athlete is returned to action too soon. Outlined below is the 5 day protocol for return to play after the student-athlete is cleared by a physician.

- Day 1 - Light conditioning monitored by the trainer
- Day 2 - Light conditioning and light weightlifting monitored by the trainer
- Day 3 - Light practice with the team
- Day 4 - Full participation in practice
- Day 5 - Return to play

**The athlete must remain asymptomatic to progress to the next level. If symptoms recur, the athlete must return to the previous level.**

## **Senior Night**

Recognition of our SCCS senior student-athletes will occur at the last home contest for each individual sport. The student-athletes and their parents will be recognized prior to the start of the contest. The procedures for senior night are as follows:

- The student-athletes shall complete and submit the Senior Night Biography Form to the athletic office.
- A brief overview from the biography form will be announced for each senior.
- The athletic department will provide flowers for the mothers of SCCS student-athletes.
- The athletic department will provide flowers for senior female players of our opponents.
- Parents of SCCS senior student-athletes are responsible for any gifts given to their son/daughter.
- The individual sport teams are responsible for supplying a photographer.

## **Awards Programs**

It is important to recognize student-athletes for their hard work, dedication, and effort when participating in the SCCS athletic program. At the conclusion of each sports season, an awards program will be held to honor the student-athletes in the presence of their team, families, and friends. The date, time, and format for each program will be determined by the athletic director and are subject to change.

Athletic awards programs are recognized as official school functions. As such, proper attire and a well-groomed appearance is required. Attendance is mandatory for the student-athletes and failure to attend without permission from the head coach may result in the forfeiture of any award.

## **Awards**

To earn an athletic award, the student-athlete must complete the season in good standing which includes maintaining eligibility and behavioral expectations.

The requirements for an athlete to earn a varsity letter are established by the head coach of each sport. The coach's criteria for such awards must be submitted and approved by the athletic director prior to the start of the season.

### **Awards List**

The following awards are approved for each sport:

- Numerals
- Participation Certificates
- Varsity Letters
- Four Year Gold Pass
- Most Valuable Player Award
- Most Improved Player Award
- Coaches Award
- SportsLeader Virtue Award
- Conference, District, etc. Awards

**Any deviation from the above list must be approved by the athletic director.**

### **Special Notes:**

- Coaches reserve the right to overrule any team voting.
- Multiple awards are permitted if agreed upon by the head coach and athletic director.

### **Senior Awards**

- Lee Zierolf Award
  - This award is presented to the outstanding student-athlete of the senior class. Nominees must meet the following criteria:
    - Upper 1/3 of the senior class with a minimum "B" average.
    - Outstanding leadership, citizenship, and exemplary character.
    - Exhibits athletic prowess.
- Senior Plaques
  - All seniors that participated in a sport while attending SMCC will receive a plaque denoting their athletic accomplishments.
  - All seniors are required to complete and return the information form to the athletic office in order to receive their plaque.
  - Senior plaques are donated by the CCAB.

## **Transportation**

Student-athletes, coaches, and other team personnel are expected to travel in authorized SCCS vehicles when a contest has been scheduled away from the school site. Members of the athletic staff feel it is in the best interest of team unity that everyone travel together and share the game experience. As the “guardian” during these trips, it is also important that the coaching staff account for each student-athlete and insure their safe whereabouts.

The athletic director shall be responsible for making transportation arrangements for all athletic teams. The head coach shall be given a tentative transportation schedule to review. All changes must be made through the athletic office. All team members shall be informed of the time of departure and estimated time of return.

It is expected that our student-athletes will conduct themselves appropriately while traveling in authorized SCCS vehicles. All regular bus/van rules will be in effect, including rules pertaining to food, noise, remaining in seats, care, and respect for equipment.

The SCCS Athletic Department will not be responsible for transporting student-athletes to offsite places of practice. Also, the department will not be responsible for student-athletes who transport other student-athletes.

### **Transportation Release**

A Transportation Release Form will be completed prior to the beginning of each sport’s season. In the event of extenuating circumstances, a parent may need to take responsibility for transporting their child. Parents will not be allowed to transport non-custodial children. The head coach/athletic director must be notified before the contest.

In an emergency situation, the head coach may release a student-athlete from school transportation requirements, provided the parent or parent designee (minimum age 21) makes a personal request at the site.

### **Breakdowns and Accidents**

In the event of a vehicle breakdown or accident, the driver has been instructed in the proper procedures to follow. When a vehicle breakdown or accident occurs, it is the responsibility of the coaching staff to provide for the supervision and protection of the student-athletes, including tending to any injuries.

- Student-athletes should remain together and in the vehicle unless instructed otherwise by the driver or other authority, e.g., police.
- Coaches should remain with the student-athletes at all times.
- Coaches should contact the athletic director at the first available opportunity.
- Student-athletes should contact their parents by cell phone.

## **Adding a New Sport**

At Sandusky Central Catholic School, our mission is to provide a quality based, comprehensive program to allow all students the opportunity to participate in one or more athletic activities throughout the school year.

The process of adding a sport would start by petitioning the athletic department of SCCS. To add a new sport, the following criteria must be met:

- Adequately funded. This would include multiple years into the future.
- Has sufficient numbers of interested participants without affecting other established sport teams.
- Provides proper facilities for contests and practice.
- Ability to hire a qualified coaching staff.
- Ability to provide required equipment.
- Has an adequate source of competition within a reasonable travel distance.
- Has community support.
- Supports the vision and mission of our school.

The intended new sport must be included in the Ohio High School Athletic Association roster of sanctioned championship sports. Additionally, it is highly recommended that the additional sport in question be recognized by the Sandusky Bay Conference.

After all of the above-required items have been met, the athletic director would present a recommendation to the Board of Directors for their consideration. In their decision, the Board could mandate operation of the new sport as a “club” sport or extracurricular activity for a probationary period of time. At the conclusion of that probationary period, a decision could be made to continue club status, approve varsity status, or eliminate the activity all together. In any case, all decisions made by the Board of Directors shall be final.

## **Club Sports**

From time to time, non-varsity sports are offered for participation at Sandusky Central Catholic School. These sports are sponsored by, and administered under the guidelines as spelled out in this handbook. All sections of this handbook apply to all approved club sports.

Currently there are two approved club sports offered at SCCS: The Panther Amateur Wrestling Club (PAW) and The Panther Baseball Club. To add a club sport, the same criteria for establishing a new sport must be met.