

# **LOWELLVILLE LOCAL SCHOOL DISTRICT**



## **ATHLETIC HANDBOOK**

**Revised: March 2023**

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## **ATHLETIC PHILOSOPHY**

The athletic program is an integral part of the total educational program at Lowellville. Therefore, we believe the administration, faculty, and coaches must work together in formulating a good program. The involvement of all school personnel helps us to be consistent in following the objectives of educational policies. Teaching an individual to do his/her best in any activity is a worthwhile educational goal.

## **ACADEMIC ELIGIBILITY**

In order to be eligible, a student-athlete in grades 9, 10, 11, or 12 must be currently enrolled in the Lowellville Local School District and have received passing grades in the equivalent of 5 credits (not classes) per year towards graduation during the immediately preceding grading quarter. In addition, student-athletes cannot have more than one "F" during the grading quarter.

## **ASSEMBLIES**

Arrangements and scheduling for regular pep assemblies are made with the principal, athletic director, band director, cheerleader advisor, and head coach involved in supervising and organizing the program.

## **BOOSTER/SUPPORT ORGANIZATIONS**

The Board recognizes that the endeavors and objectives of booster organizations can be a valuable means of stimulating interest and endorsement of the aims and achievements of the District. Care must be taken to avoid compromising or diluting the responsibility and authority of the Board. At the beginning of the year Booster organizations must submit to the Superintendent/designee their tentative goals, objectives, projects and/or activities along with their fund-raising plans for the year. Any changes made during the school year should be sent to the Superintendent for review. The Board retains final authority over all plans, projects, and activities involving District students. Booster organizations must abide by all District policies and rules as well as the following list.

1. Booster organizations should not use the school's tax ID number.
2. Booster organizations should not accept checks made out to the school and vice versa.
3. District officials should not have a leadership role in booster organizations.
4. Fundraising activities should not occur on school premises during school hours unless permission has been given by the Superintendent/designee.
5. The use of District name and emblems must be authorized.
6. Financial Reports must be submitted quarterly.
7. All equipment, supplies or cash donations made to the school or school personnel must be requested by the Athletic Director/Principal and the donation must be accepted by the Board of Education.
8. Election of Officers must be reported annually.
9. Documentation of fund-raising activities is required. Booster organizations must have permission from the Board prior to any construction of facilities. The organization must provide the Board, in writing, that funds are available to complete the project. Acceptance of donated equipment or materials depends upon the compliance with, or experience related to, the Board's policy of standardizing materials and equipment.

## CALENDAR OF SUPPLEMENTALS

The following athletic supplementals will be posted based on the timeframe below.

### December – Fall Head Coaches with assistants.

Cheerleading Varsity/JV 10% (or 2 at 5%)

Cheerleading - 7 & 8 5%

Cross Country HS 8%

Cross Country 7 & 8 5%

Football - Varsity 21%

Football - Assistant 10%

Football - Assistant 10%

Football - Assistant 10%

Football - Assistant 10%

Football - Assistant 10%

Football - 7 & 8 Head 9%

Football - 7 & 8 Assistant 8%

Golf - Boys 4%

Golf - Girls 4%

Volleyball - Head Varsity 12%

Volleyball - JV/Assistant Varsity 8%

Volleyball - 8th 8%

Volleyball - 7th 8%

Weight Training 6%

### April – Winter Head Coaches with assistants.

Basketball - Boys Varsity 21%

Basketball - Boys JV 11% or 2 at 5.5%

Basketball - Boys Varsity Assistant 10%

Basketball - Boys Freshman (Minimum 6) 8%

Basketball - Boys 8th 8%

Basketball - Boys 7th 8%

Basketball - Girls Varsity 21%

Basketball - Girls JV 11% or 2 at 5.5%

Basketball - Girls Varsity Assistant 10%

Basketball - Girls 8th 8%

Basketball - Girls 7th 8%

Bowling - Head 6%

Bowling - JV 4%

Indoor Track- Head Coach- 4%

Athletic Director- 21%

Girls Assistant AD- 12%

### August – Spring Head Coaches with assistants.

Baseball - Varsity 12%

Baseball - Assistant 7%

Baseball - Assistant 5%

Baseball - Assistant (Minimum 20) 5%

Softball - Varsity 12%

Softball - Assistant 7%

Softball - Assistant 5%

Softball - Assistant (Minimum 20) 5%

Track Head Boys HS - 12%

Track Head Girls HS - 12%

Track - Assistant Girls HS - 8%

Track - Assistant Boys HS - 8%

Track - 7 & 8 Boys 8%

Track - 7 & 8 Girls 8%

\*Assistant coaches are permitted to be hired with the head coaches or throughout the year.

\*Each sport is permitted one volunteer and he/she must be Board approved.

## **CHANGING SPORTS IN MID-SEASON**

A student who is a member of an interscholastic team may not quit that team and join another during the same season. Also, a student may not participate in intramurals, or the weight and conditioning programs during that season, unless permission is given from the coach of the team that the athlete quit

## **COACHING RESPONSIBILITIES AND ETHICS**

Specific responsibility of coaches in the Lowellville Schools include:

1. It is imperative that each coach support the administration in all policies, rules, and regulations.
2. Proper credentialing and licensure. A coach is not permitted to start coaching until all credentials have been completed and submitted to the athletic director. The credentials required: Pupil Activity Certificate, all courses required through the Coaches' Tool Chest, Completed Drug Test, FBI & BCI Background Checks. Coaches will be required to complete all courses offered in the Coaches' Tool Chest each year before their season begins. Once completed, the coach will receive one certificate to document that everything was completed.
3. A student-athlete or group of student-athletes must be supervised by a BOE approved coach at all times. A head coach may designate the supervision to an assistant coach. This includes practice, games, open gyms, conditioning, weight training, and students waiting for transportation.
4. Proper communication with the athletic director, team, parents, and media including game results. This includes updating the athletic website.
5. Support all other coaches and their teams.
6. Responsible for all athletic equipment and uniforms for the respective sport. A coach will not be paid at the end of the season until everything has been returned and inventoried.
7. Proper attendance at all sport related events including off season workouts, open gyms, in season practices, and games.
8. All coaches are to display leadership and sportsmanship, and must present a professional appearance and conduct while coaching, while at practice, and before, during and after athletic events.
9. All team members should be informed of their practice times and places well in advance. Give them starting and ending times. This is a good procedure and shows consideration for parents, rides, custodians, etc. It is recommended that Head Coaches of their respective teams use the Remind App and include their athletes and their parents/guardians.
10. Under no circumstances will a weight-lifting session be scheduled without the direct supervision of an assigned board-approved coach.
11. Practice sessions are scheduled for team members. Coaches are not in a position to offer the Lowellville athletic facilities for use by unauthorized individuals.
12. Adhere to any additional rules set forth by the administration and athletic director.

## **ENDING DATES OF SPORTS SEASONS**

Each sports season will end with each team's final contest. No practice will be held after this date so that the next season's sports may start practice. In no case will the starting practice of one sport interfere with the regular season or post-season tournament qualification of individuals or teams in another sport. The sports in season will not be superseded by the pre-season program of another sport.

## **FUNDRAISING**

If a head coach wishes to have a fundraiser for his/her team, the following must be completed prior to the fundraising event:

1. Completion and review of the Purchasing Informational Sheet provided by the Board of Education secretary. A signed form proving completion must be signed and returned to the Board of Education Office.
2. Completion of a Sales Project Potential Form. The form must be signed by the Head Coach, Athletic Director, K-12 Principal, and Superintendent. The Sales Project Potential Form must be Board approved before the fundraiser begins.

## **GAME HELP**

The Athletic Director will enlist and assign positions at entrances, ticket sellers, ticket takers, timers, etc., to assure proper supervision at all athletic events. Game help will be paid a fee to be determined by the Athletic Director, approved by the Principal, and in relation to the funds available for the current year. Game help will be paid at the conclusion of the season through the proper pay-out procedures established by the State Auditor and the Lowellville School District.

## **GATE RECEIPTS AND ADMISSIONS**

The purpose of interscholastic athletic events is generally assumed to be twofold: to provide educational opportunities for students who participate in such events and to provide revenue to support a comprehensive athletic program. Admission is charged to the general public to meet the second objective. It is a general policy that, in the interest of fairness, all persons attending are charged admission.

The only exceptions to this policy are those listed below:

- a. All participants in the event—their coaches, advisors, directors, and chaperones—will be admitted free of charge.
- b. Persons providing support services for the events will be admitted free of charge. These include, but are not limited to, the following classes of people on duty at the specific event: police, concession stand workers, bus drivers, ticket sellers and takers, scorekeepers, maintenance personnel, and school administration.
- c. One ticket will be given to each coach for use by the coach's spouse for all home games for their respective sport. All Coaches, whether Head or Assistants will be allowed to attend all home contests in any sport at Lowellville High School. This is for the Head or Assistant coaches only and no guest will be allowed for other contests.
- d. Senior citizens, age 62 and over, who have obtained a senior citizen's pass from the athletic association, will be admitted for free.
- e. All school employees will be admitted free of charge to all events sponsored by the Lowellville Schools.

## **HEAD COACH EVALUATIONS**

All varsity head coaches will be evaluated within two weeks at the conclusion of their sports banquet. Prior to the head coach evaluation, an end of season obligation form and athletic lettering form must be completed.

## **INCLEMENT WEATHER - GAME CANCELLATIONS**

When school is closed due to inclement weather, any and all underclass games and/or practices are automatically called off with the announcement school will not be in session. Varsity and junior varsity game cancellations or postponements will be determined on an individual basis, usually by 12:00 noon. Practice for varsity and junior varsity teams on days school is not in session due to inclement weather, is the responsibility of the head coach after getting approval from the athletic director. If practice is held on an inclement weather day, the practice schedule will be determined by the athletic director and coaches. Practice shall not begin before 1:00 pm.

## **INJURIES**

Injuries must be reported to the coach as soon as possible. Any athlete who requires the services of a physician must have the physician's written permission to return to practice or competition. The injured athlete must attend all practices and contests, injury permitting, unless excused by the head coach.

## **INSURANCE**

School student insurance is available for the parent/guardian and full payment for the premium is the responsibility of the parent or guardian. Student insurance information is available upon request with the athletic director.

## **LEAGUE PASSES**

The Mahoning Valley Athletic Conference will provide 16 passes provided for entrance plus 1 guest into league games. The following shall be provided a league pass: Superintendent, Treasurer, Principal, Assistant Principal, Athletic Director, Assistant Athletic Director, and 5 BOE members. The remaining five may be distributed for scouting, but to be returned at the end of the season, and distributed to the next season's coaches.

## **LOWELLVILLE BOARD OF EDUCATION EXTRACURRICULAR AND CLUB COMMITTEE**

The purpose of the Lowellville Board of Education Extracurricular and Club Committee is to improve and maintain a line of communication among the students, coaches, faculty, administration, Board of Education, and the public. Major policy changes surrounding the administration of the athletic program in the Lowellville Schools shall be placed before the Committee for review. These meetings are open to the public. The Board of Education, as a body, will have the final authority.

## **LOWELLVILLE BANQUETS AND AWARD PROGRAMS**

All awards will be given at the appropriate school recognized banquet and/or awards program. Students must be in attendance to receive their award(s). Any exception to this rule must meet with the mutual agreement of the coach and Athletic Director. All coaches are expected to present the awards for their respective team. Proper student dress and behavior shall be emphasized and promoted by all coaches. The program shall remain within the framework of the established time schedule. Coaches must submit the awards request to the Athletic Director immediately following the season's final event. The Athletic Director is responsible for confirming and organizing all awards for the banquet. No awards other than those listed in this handbook will be given to Lowellville athletes. The financial cost of the awards is the sole responsibility of the school district. The banquet and/or awards banquet is the sole responsibility of the Lowellville Athletic Boosters.

## LOWELLVILLE VARSITY ATHLETIC AWARD SYSTEM

### Award Types

All League 1st Team: 8x10 Plaque  
All League 2nd Team: Certificate  
All League Honorable Mention: Certificate  
All Ohio 1st Team: 8x10 Plaque  
Special Awards: 8" trophy  
Memoriam Awards: 8x10 Plaque

### Fall Sports

#### Boys Cross Country 9-12

M.V.P.  
Coaches Award

#### Girls Cross Country 9-12

M.V.P.  
Coaches Award

#### Boys Golf 9-12

M.V.P.  
Coaches Award

#### Girls Golf 9-12

M.V.P.  
Coaches Award

#### Football 9-12

M.V.P. Offense  
M.V.P. Defense  
Junior Varsity Award  
Sam Rogers Memorial Award  
Most Improved  
Coaches Award

#### Volleyball 9-12

Varsity M.V.P.  
Junior Varsity Award  
Coaches Award  
Most Improved

### Winter Sports

#### Boys Basketball 9-12

M.V.P. Offense  
M.V.P. Defense  
Free Throw Leader  
Assist Leader Rebound Leader  
Junior Varsity Award  
Coaches Award

#### Girls Basketball 9-12

M.V.P. Offense  
M.V.P. Defense  
Free Throw Leader  
Assist Leader  
Andria Perry Memorial Award  
Junior Varsity Award  
Coaches Award

#### Boys Bowling 9-12

M.V.P.  
Coaches Award

#### Girls Bowling 9-12

M.V.P.  
Coaches Award

#### Indoor Track 9-12

Boys & Girls M.V.P.  
Boys & Girls Coaches Award

### Spring Sports

#### Baseball 9-12

Varsity M.V.P.  
Best Pitcher  
Best Hitter  
Junior Varsity Award  
Coaches Award

#### Boys Track 9-12

M.V.P. Running Events  
M.V.P. Field Events  
Mark Cavalier Memorial Award  
Coaches Award

#### Girls Track 9-12

M.V.P. Running Events  
M.V.P. Field Events  
Mark Cavalier Memorial Award  
Coaches Award

#### Softball 9-12

Varsity M.V.P.  
Best Pitcher  
Best Hitter  
Junior Varsity Award  
Coaches Award

**\*An award cannot be shared unless based on statistics and approved by the athletic director.**



**LOWELLVILLE VARSITY ATHLETIC LETTERING SYSTEM  
OHSAA RECOGNIZED SPORTS**

Participation: Certificate

1<sup>st</sup> year: a chenille letter “L” inscribed insignia of that sport

2<sup>nd</sup> year: a 3” x 5” plaque

3<sup>rd</sup> year: a 4” x 6” plaque

4<sup>th</sup> year: an 8” trophy

Varsity Football	- Participation in 50% of scheduled quarters including tournaments.
Varsity Volleyball	- Participation in 50% of scheduled games including tournaments.
Varsity Golf	- Participation in 50% of scheduled matches including tournaments.
Varsity Cross Country	- Participation in 50% of scheduled races including tournaments.
Varsity Basketball	- Participation in 50% of scheduled quarters including tournaments.
Varsity Bowling	- Participation in 50% of scheduled matches including tournaments.
Varsity Baseball	- Participation in 50% of scheduled games including tournaments.
Varsity Softball	- Participation in 50% of scheduled games including tournaments.
Varsity Track	- Earn 20 points during the regular season, or five points in either the Mahoning County meet, M.V.A.C meet, or the district-regional-state meet.

Head varsity coaches may issue a letter to athletes who would have earned a letter but for an injury during the season that kept them from continuing participation. Also, all seniors who have completed their senior season in that sport will be awarded a varsity letter. Coaches may award letters to student managers at their own discretion.

**OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**

The purpose of this non-profit organization shall be to regulate, supervise, and administer the interscholastic athletic competition among its member schools to the end that the interscholastic program be an integral factor in the total educational program of the schools. This shall be accomplished by cooperating with all agencies vitally concerned with the health and educational welfare of high school and junior high school students; by determining qualifications of individual contestants, coaches, and officials; by providing information through schools; by establishing standards for sportsmanship and competition; and by furnishing protection against exploitation of school or student and in any manner directed by the member schools. Our school is a member of the Association and is located in the Northeastern District. All sports regulations of the OHSAA are strictly adhered to by all concerned in our athletic program.

**PARTICIPATION OF MULTIPLE SPORTS IN ONE SEASON**

Students are permitted to participate in more than one sport in the same season. If doing so, the student must declare which sport is the primary and which sport is the secondary in regards to attendance at practices, scrimmages, and games. This shall be done under the guidance of both head coaches and the athletic director.

## **PAUL V. JOHNSON AWARD**

The Paul V. Johnson Award is awarded to the top male and female senior student-athlete.

The following requirements for the senior student-athletes are provided below.

- The senior student athlete must have participated in a minimum of two Ohio High School Athletic Association recognized sports.
- A minimum G.P.A. of 2.25.

The following voting procedures are provided below:

- The vote can be conducted through email or an online form to ensure proper documentation.
- The student-athletes will not be identified by name.
- Each voter is permitted to vote once. A head coach that coaches more than one sport is not permitted to vote more than once.
- The following school employees are permitted to vote:
  - School Administrators - Superintendent, Principal, Assistant Principal, Athletic Director, and Girls Assistant Athletic Director.
  - Varsity Head Coaches - Boys Golf, Girls Golf, Volleyball, Cross Country, Football, Bowling, Boys Basketball, Girls Basketball, Boys Track, Girls Track, Softball, and Baseball.

The following results and presentation procedures are provided below:

- The senior student-athlete with the highest vote total (male/female) will be the recipient.
- In the event of a tie, both athletes who tie will receive the award. A maximum of two awards is permitted.
- In the event of a three way tie, the students' G.P.A. will be used.
- The award will be presented at the senior breakfast and the award will be given in the form of an 8x10 plaque.

## **PURCHASING OF EQUIPMENT, MATERIALS, AND SUPPLIES**

Recommendations for the purchase of new or reconditioned athletic equipment, materials, and supplies are made by the head coaches of each sport to the Athletic Director. No equipment may be purchased by a coach without an approved requisition. Athletic requisitions with purchase order number must be properly submitted and approved before any equipment is ordered. A coach who does not follow the procedures will be responsible for the payment of bills. Requisitions for purchase of athletic equipment are made to the Athletic Director. Equipment, supplies, and uniforms are school property and are never to be given to athletes. Equipment issued to coaches shall be returned upon resignation or termination of teaching and/or coaching contract. End-of-season cleaning and inventory of the equipment is guided by the head coach. The inventory will be submitted to the Athletic Director at the conclusion of the season. All equipment issued shall be returned and on the inventory no more than two weeks following the conclusion of the season.

## **SCHOOL ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES**

Students must be in attendance at school the entire day of an extra-curricular event. Students must be in attendance before the end of first period (8:35) and complete the school day to be eligible for extracurricular activities. The school principals may excuse a student for the following reasons:

1. Doctor appointments with written doctor's excuse.
2. Attendance at a funeral
3. School business
4. College visitation with documentation
5. Other good and just causes approved in advance by the building administration

Students expelled, suspended from school, or serving in-school intervention are not eligible to participate in extracurricular activities during that period of time.

## **SELECTION OF COACHES**

Coaches are hired by the Board of Education upon recommendation of the Superintendent. The Superintendent recommends to the Board for their consideration, a nominee who has the endorsement of the Principal, Assistant Principal, and Athletic Director.

### **PROCEDURES FOR SELECTING THE HEAD COACH**

1. The Superintendent will determine the available coaching positions in the District and continue with school posting and employment procedures.
2. The Superintendent will receive applications—establish a closing date.
3. The Superintendent, Principal, Assistant Principal, and Athletic Director will screen applications and present names of no more than five (5) finalists for interviewing.
4. The Superintendent, Principal, Assistant Principal, and Athletic Director will interview finalists.
5. The Superintendent will proceed with policy as written under "Selection of Coaches."
6. All unsuccessful candidates will be informed by letter of our appreciation for their interest in our school.

### **PROCEDURES FOR SELECTING THE ASSISTANT COACH**

The head coach will recommend his/her assistants to the Athletic Director and Principal. Assistant coaching assignments will then be recommended by the Athletic Director and Principal to the Superintendent.

## **STUDENT ATHLETE RESPONSIBILITY**

To ensure proper participation, student athletes must:

1. Complete the following forms online through the Lowellville Final Forms website: Emergency Medical Authorization Form, Sudden Cardiac Arrest Form, Concussion Form, Lowellville Drug Testing Policy Form, and Student Code of Conduct Form. Failure to have these completed prior to the first official start date per the OHSAA will require that student-athlete to sit out of practice/scrimmages/games until completed.
2. Complete the OHSAA Physical Form and upload it through the Lowellville Final Forms website. Failure to have this completed prior to the first official start date per the OHSAA will require that student-athlete to sit out of practice/scrimmages/games until completed.
3. Satisfy academic eligibility requirements.
4. Attend the pre-season coach/athlete/parent meeting.
5. Return uniforms, equipment, and pay all fines. A student will not receive his/her uniform for the next sport until the missing uniform is returned.
6. Adhere to any additional rules set forth by the administration and head coach.

### **TRANSPORTATION OF ATHLETIC TEAMS**

All transportation for athletic events will be requested through the Athletic Director. Each coach will consult with the Athletic Director prior to his/her respective season for the purpose of establishing departure times and team travel procedures. Student athletes are expected to ride to and from the event on the team bus. However, exceptions may be requested with a written request in the form of a transportation release from the parent or guardian given to the coach at least the morning of the event. The coach may or may not approve the request at his/her own discretion.

### **TRANSPORTATION TO ATHLETIC EVENTS – AUTHORIZED PERSONNEL**

Coaches must ride the team bus to and from athletic events involving their assigned team. Non-participants (those not connected with the team) are not permitted to ride the team bus or van. Statisticians, scorers, etc., are considered participants. When a scheduled athletic contest has been canceled, the Athletic Director cancels the bus. This should be done as soon as possible.

### **USE OF ATHLETIC FACILITIES - GYMNASIUMS**

All coaches must use the Google Building Use Calendars to reserve practice times in the big and small gymnasiums. Priority will be as follows: varsity, junior varsity, freshman, and junior high. Coaches are required to have their practice schedules completed at least 1-2 months prior to the desired month. OHSAA sports in-season will have priority over those designated as off-season. Official starts for all sports can be found on the OHSAA website. It is the general policy of the Lowellville Board of Education that school facilities should be made available for community use when such use does not interfere with school operation, school functions, or school activities. School organizations and activities have priority over outside groups. All rental fees will be handled at the Superintendent's office. All requests are to be made to the office of the athletic director. This includes youth sports and amateur teams.

## EVALUATION FORM FOR VARSITY HEAD COACHES



### LOWELLVILLE LOCAL SCHOOL DISTRICT HEAD COACH EVALUATION FORM

Name of Coach: \_\_\_\_\_ Sport: \_\_\_\_\_ Year: \_\_\_\_\_

The coach's evaluation will be based on how well he/she scores on each of the responsibilities listed below. Scoring on each item will reflect:

3 – Effective                      2 – Needs Improvement                      1 – Ineffective

#### **Professional Duties and Responsibilities**

- \_\_\_\_\_ Manages all matters relating to the organization and administration of the team under his/her direction.
- \_\_\_\_\_ Abides by all relevant Board policies and administrative guidelines.
- \_\_\_\_\_ Enforces all rules of the Ohio High School Athletic Association related to his/her sport.
- \_\_\_\_\_ Assigns duties to assistant coaches and evaluates their performance.
- \_\_\_\_\_ Plans all practice sessions with specific training objectives.
- \_\_\_\_\_ Prepares public information releases regarding his/her sport.
- \_\_\_\_\_ Maintains a complete, accurate squad roster and submits copies to the athletic director when and as requested.
- \_\_\_\_\_ Cooperates with the athletic director in setting up physical examination schedules and verifies that no student is issued equipment or allowed to practice until his/her examination form has been completed.
- \_\_\_\_\_ Assigns at least one (1) coach to be with the squad members, including locker room supervision until all squad members have left the building and/or school grounds.
- \_\_\_\_\_ Arranges for or conducts spot checks to confirm that all windows, doors, and gates are locked in any area that has been used.
- \_\_\_\_\_ Prepares a detailed equipment and supply request and submits it to the athletic director in sufficient time to obtain the material when needed.
- \_\_\_\_\_ Arranges for the school board approved team awards through the athletic office.
- \_\_\_\_\_ Assists the athletic director in scheduling by recommending teams to be played and officials to be employed.
- \_\_\_\_\_ Is cooperative in sharing facilities.
- \_\_\_\_\_ Keeps the athletic director informed about unusual events.
- \_\_\_\_\_ Enforces rules and regulations concerning condition of players, their health and safety, and conduct pursuant to the conduct code.
- \_\_\_\_\_ Reports injuries promptly and exercises great care in dealing with all injuries, particularly those of serious nature. In all cases, the coach confirms that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach secures the signed "Authorization to Reenter" approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.

#### **Coaching Performance**

- \_\_\_\_\_ Develops respect by example in appearance, manners, behavior, language, and conduct.
- \_\_\_\_\_ Maintains suitable sideline control at games and tournaments.
- \_\_\_\_\_ Provides proper supervision in all situations.
- \_\_\_\_\_ Maintains effective individual and team discipline control.
- \_\_\_\_\_ Develops a well-organized practice schedule which utilizes his/her staff and team to its maximum potential.
- \_\_\_\_\_ Establishes the fundamental philosophy, skills, and knowledge to be taught to the athletes.

- \_\_\_\_\_ Is fair, understanding, tolerant, empathetic, and patient with team members.
- \_\_\_\_\_ Innovative in trying and assessing new coaching techniques and ideas.
- \_\_\_\_\_ Shows an interest in an athlete's academic achievements and on-season/off-season activities.
- \_\_\_\_\_ Provides leadership and demonstrates attitudes that produce positive efforts by participants.
- \_\_\_\_\_ Delegates authority with responsibility while remaining accountable for such delegations.
- \_\_\_\_\_ Models behavior which reflect the values of good sportsmanship, fair competition, and ethical behavior.
- \_\_\_\_\_ Provides opportunities for all members of the team to participate, consistent with their ability and persistence of effort.

**Professional and Personal Relationships**

- \_\_\_\_\_ Develops rapport with the coaching staff, other teachers, and administrators.
- \_\_\_\_\_ Maintains a level of respect and cooperation with all stakeholders involved in the school district.
- \_\_\_\_\_ Conducts and/or participates in necessary in-service meetings and coaches' clinics to improve coaching performance and attends meetings necessary for the welfare of the athletic department.
- \_\_\_\_\_ Develops sound public relations by cooperating with newspaper, radio, television, Booster Club, and interested spectators.
- \_\_\_\_\_ Works with lower-age groups and junior high coaches to develop and maintain a coordinated program.
- \_\_\_\_\_ Promotes all sports and extracurriculars in the school district.
- \_\_\_\_\_ Communicates and cooperates with parents.

**Evaluators Comments:**

Comments by the Coach: (A separate response can be added, but it must be submitted to the athletic director within 24 hours.)

The coach's signature indicates only that all phases of the appraisal have been conducted with the full knowledge of the coach.

\_\_\_\_\_  
Head Coach Signature

\_\_\_\_\_  
Date

**General evaluation of the coach's performance in this appraisal: (Circle One)**

- Successful – Recommended for continued assignment.
- Needs Improvement – Recommended for reassignment provided an understanding can be reached in areas where improvement is suggested.
- Unsatisfactory – Not recommended for continued assignment.

\_\_\_\_\_  
Athletic Director or Principal Signature

\_\_\_\_\_  
Date

cc: Superintendent, Principal, Athletic Office



**LOWELLVILLE LOCAL SCHOOL DISTRICT  
ATHLETIC DEPARTMENT - END OF SEASON OBLIGATIONS**

**All Head Coaches within the Lowellville Local School District must meet certain end of season responsibilities in order to complete their coaching assignment. Failure to comply may affect future assignments. Payment of supplemental will be held until all obligations are met.**

**The following must be turned into or approved by the Athletic Director:**

1. Ensure that all assistant/junior high coaches have met obligations below that apply.
2. Complete inventory of all equipment and supplies.
3. Ensure that all equipment is safely stored.
4. Ensure all game uniforms are delivered to the Athletic Director and accounted for.
5. Vacate all keys from assistant/junior high coaches to return to the Athletic Director for inventory.
6. A brief summary of the season and suggestions for improving the program.
7. A list of participation awards, letter awards, total quarters, and special awards.
8. A list of athletes who have not turned in their equipment.
9. The scorebook used from the season and if applicable previous seasons.

The Athletic Department certifies that the above duties have been successfully completed.

Signed \_\_\_\_\_ (Coach)                      Date: \_\_\_\_\_

Signed \_\_\_\_\_ (Athletic Director)                      Date: \_\_\_\_\_

Signed \_\_\_\_\_ (Superintendent)                      Date: \_\_\_\_\_





**LOWELLVILLE LOCAL SCHOOL DISTRICT**

**ATHLETIC DEPARTMENT - END OF SEASON LETTERING GOLF/VBALL/CC/BOWLING**

**ATHLETIC YEAR:** \_\_\_\_\_

**OVERALL RECORD:** \_\_\_\_\_

**LEAGUE RECORD:** \_\_\_\_\_

<b>Player</b>	<b>Grade</b>	<b>Total Matches/Races</b>

**Head Coach Signature/Date:** \_\_\_\_\_ **AD Signature/Date:** \_\_\_\_\_



**LOWELLVILLE LOCAL SCHOOL DISTRICT**

**ATHLETIC DEPARTMENT - END OF SEASON QUARTERS- VARSITY FOOTBALL/BASKETBALL**

**ATHLETIC YEAR:** \_\_\_\_\_

**OVERALL RECORD:** \_\_\_\_\_

**LEAGUE RECORD:** \_\_\_\_\_

<b>Player</b>	<b>Grade</b>	<b>Total Quarters</b>

**Head Coach Signature/Date:** \_\_\_\_\_ **AD Signature/Date:** \_\_\_\_\_



**LOWELLVILLE LOCAL SCHOOL DISTRICT**

**ATHLETIC DEPARTMENT - END OF SEASON INNINGS - BASEBALL/SOFTBALL**

**ATHLETIC YEAR:** \_\_\_\_\_

**OVERALL RECORD:** \_\_\_\_\_

**LEAGUE RECORD:** \_\_\_\_\_

<b>Player</b>	<b>Grade</b>	<b>Total Games Schedule</b>	<b>Total Games Played</b>

**Head Coach Signature/Date:** \_\_\_\_\_ **AD Signature/Date:** \_\_\_\_\_



**LOWELLVILLE LOCAL SCHOOL DISTRICT  
ATHLETIC DEPARTMENT - END OF SEASON - TRACK**

**ATHLETIC YEAR:** \_\_\_\_\_

**OVERALL RECORD:** \_\_\_\_\_

**LEAGUE RECORD:** \_\_\_\_\_

Player/Grade	List Meets Scored In	Points/Meets	Total Points

**Head Coach Signature/Date:** \_\_\_\_\_ **AD Signature/Date:** \_\_\_\_\_

## **LOWELLVILLE LOCAL SCHOOLS POSITION: Athletic Director**

**REPORTS TO:** Principal

### **GENERAL RESPONSIBILITIES:**

Coordinates and supervises the interscholastic athletic OHSAA recognized programs for grades 7-12 football, boys and girls basketball, boys and girls track, boys and girls golf, varsity baseball and softball, bowling, boys and girls cross country, varsity cheerleading, and indoor track (recognized by OATCCC).

### **SPECIFIC RESPONSIBILITIES:**

1. Coordinates and supervises the athletic programs listed above
2. Acts as liaison between the athletic staff and administration
3. Schedules athletic contests after consultation with the head coaches and administration
4. Assumes responsibility for securing officials, working with the M.V.A.C. Commissioner in the appropriate sport
5. Works with the treasurer on the athletic activity fund to maintain the proper procedures for accounting for expenditures and receipts.
6. Approves all requisitions for ordering and for the expenditure of funds and secures the principal's signature and final approval.
7. Develops a budget with the input of the supervisor of girls and junior high athletics, and holds all purchases within budget limits; revises budget as necessary to maintain fair and equitable quality programs in all sports.
8. Maintains an inventory of equipment for each sport and provides adequate storage of the equipment.
9. Assists the administration in the recruitment and selection of coaching personnel.
10. Coordinates the use and maintenance of the school's athletic facilities in conjunction with the supervisor of girls and junior high athletics for practices and games, while making sure that the facilities are safe and ready for play.
11. Assigns and supervises ticket sellers, ticket takers, police, and other personnel required to prepare for and handle all home athletic contests and assumes general responsibility for the proper supervision of these games; arranges for medical personnel as needed.
12. Assigns and supervises police and other personnel required to prepare for and handle home interscholastic contests
13. Attends all home contests and away games in Varsity Football and Boys JV/Varsity Basketball. Also attends all Home contests in Jr. High/Varsity Track Meets, Jr. High Football, JV Football, and Freshman Basketball.
14. Keeps all affected parties (i.e., coaches, officials, custodial staff, bus drivers, game workers, police, administration) informed as to dates, times, places, and special conditions for all contests.
15. Acts as a resource person in articulating athletic programs to the public through the news media
16. Compiles files of physical examination forms according to OHSAA regulations, including parental permission, insurance waiver or purchase and statement regarding use of school equipment, and forwards the files to the principal's office
17. Assumes the primary responsibility for all aspects of ticket sales including: a. sale or presale tickets for home contests b. gate sales at home contests c. financial reports
18. Keeps the principal and/or superintendent informed of any matters requiring their attention.
19. Represents the district at athletic meetings at the M.V.A.C. level, the Northeastern Ohio District level, and state level—as determined by the administration
20. Represents the district in relationships with the Lowellville Athletic Boosters on behalf of the boys and girls high school sports
21. Arranges transportation for students to and from athletic events
22. Performs other duties associated with athletics as designated by the principal

**LOWELLVILLE LOCAL SCHOOLS POSITION: Girls Assistant AD**

**REPORTS TO:** Athletic Director

**GENERAL RESPONSIBILITIES:** Supervises girls and junior high interscholastic sports

**SPECIFIC RESPONSIBILITIES:**

1. Coordinates and supervises the following sports:
  - a. varsity and junior varsity and junior high volleyball
  - b. varsity and junior varsity girls basketball
  - c. junior high boys and girls basketball
  - d. junior high boys and girls track/cross country
  - e. junior high cheerleaders
2. Acts as liaison between athletic staff and the administration
3. Assists the administration in procuring and selecting coaching personnel, with the input of head coaches solicited for assistant coaching positions
4. Works with the athletic director to coordinate the use and maintenance of the school's athletic facilities
5. Informs the principal and/or superintendent of any matters requiring their attention in reference to the athletic program.
6. Performs other duties associated with supervision of the above sports as designated by the principal

## **LOWELLVILLE LOCAL SCHOOLS POSITION: Head Coach**

**REPORTS TO:** Athletic Director

**GENERAL RESPONSIBILITIES:** Supervises and coaches athletic teams in the assigned sports

### **SPECIFIC RESPONSIBILITIES:**

1. Assumes responsibility for and organizes and supervises the coaching staff in teaching fundamentals of interscholastic sports.
2. Assumes responsibility for his/her behavior and that of the squad and coaching staff at practice sessions and in all interscholastic games
3. Assumes responsibility for supervision and direction of the total program of the assigned sports
4. Directs the work and assignment of assistant coaches with the approval of the athletic director
5. Safeguards the physical well-being of all participants
6. Protects himself/herself and the school by permitting no individual to receive equipment to practice or participate until he/she has:
  - a. submitted to a physical examination and turned in the completed form
  - b. turned in a signed waiver of liability (insurance) form
7. Provides the athletic director and the principal with an eligibility list and roster within one week of the first practice
8. Maintains knowledge of first-aid for injured athletes and reports serious injuries to appropriate personnel as soon as possible.
9. Informs all athletes of the guidelines, conduct code, policies and procedures of the Lowellville High School, the athletic department, and the OHSAA
10. Turns in complete inventory to the athletic director within two weeks after the end of the season; assumes responsibility for the care, assignment, inventory, and storage of equipment
11. Assumes financial responsibility for all equipment in his/her inventory (Equipment issued must be accounted for at the end of the season. No equipment purchased by the athletic fund may become the property of any player without the written approval of the athletic director or principal. Lost equipment must be paid for by the athlete.)
12. Cooperate with other coaches supervises the locker room and team areas (Coaches are expected to be at their area of practice and games at all times and must be present in the locker room until all athletes have gone from the area. At no time are athletes to be in an unsupervised area. Home and visitor locker rooms are to be inspected before and after each contest. Problems shall be reported to the athletic director.)
13. Assumes responsibility for the general cleanliness of the team area. (This house-keeping may be delegated to an assistant, but the head coach assumes this responsibility.)
14. Calls in and arranges for storage—at the end of the season—of jackets, sweaters, shoes, hats, and any other coaching staff equipment purchased by the athletic fund, and all videotape or camera equipment used in a particular sport.
15. Prepares an itemized order for the next season and turns it into the athletic director at the same time as the inventory.
16. Submits to the athletic director—within one week of the completion of the season—the following: a. an inventory of all equipment b. proposed order for next year c. record of scores for all contests d. award winners (including letter awards, certificate winners, and special awards) e. complete statistics as may have been kept, including a list of record holders f. list of players at end of season g. all completed cards, emergency medical cards, and waivers h. any other forms or data required of him/her to OHSAA and/or the athletic director
17. Meets periodically with all personnel involved in his/her sport to establish what he/she wants taught, what he/she wants done and how he/she wants the program to operate.

18. Informs the athletic director when it becomes necessary to discipline or suspend any player from the squad. (A brief report shall be made to the athletic director and the principal and all due process procedures shall be followed.)
19. Gives all orders for purchasing to the athletic director for processing (No orders will be made by any coach without going through the athletic director. Items ordered without the permission of the athletic director become the property of the coach doing the ordering and he/she assumes the responsibility for payment.)
20. Instructs team members that equipment is to be worn only for the purpose for which it was purchased—for practices or games—and is not to be worn at any social event, school use, or throughout the community.
21. Supports and conforms to policy—both in fact and in spirit—after decisions and policies have been established.
22. Assists in planning special events such as assemblies, homecoming, pep rallies, Booster Club programs, banquets, etc.
23. Approaches the task of coaching at all times with the thought in mind that what he/she says and does, both desirable and undesirable, has tremendous consequence and influence upon the action and reactions of young adults
24. Assists in securing athletic scholarships for deserving seniors POSITION: Head Coach – Volleyball, Softball, and Girls Basketball
25. Evaluates all staff members, and within two weeks after the end of the season, reviews the evaluations with the athletic director (The coach will have input in staff selection and staff reorganization.)
26. Displays respect for game officials, spectators, opposing players and coaches, and other staff members—both certificated and uncertificated
27. Observes a code of ethics consensually agreed upon for high school athletics
28. Attends clinics, state tournaments, etc., as approved by the athletic director, principal, superintendent, and board of education
29. Demonstrates commitment to the entire athletic program by supporting other coaches and sports and encouraging athletes to participate in other sports, and actively participates in improving the athletic program as well as the total educational program of the schools
30. Abstains from the use of tobacco, tobacco products, alcoholic beverages and drugs during time of contact with students
31. Dresses appropriately and maintains proper grooming
32. Performs other duties associated with the assigned sports as designated by the athletic director and/or supervisor of Girls and Junior High Athletics



**POSITION:** Assistant Coach

**REPORTS TO:** Head Coach

**GENERAL RESPONSIBILITIES:** Assists the head coach in coordinating and supervising the interscholastic athletic programs for varsity, junior varsity, and 7-8 grade.

**SPECIFIC RESPONSIBILITIES:**

1. Supports the head coach in conducting and supervising of the sport
2. Maintains loyalty to the head coach
3. Assists the head coach in a manner which will be most beneficial to the entire program
4. Assumes responsibility for the development and guidance of a specific team as designated by the head coach
5. Attends all meetings requested by the head coach or athletic director
6. Covers all scouting trips requested by the head coach
7. Assists the head coach in checking in all equipment at the end of the season
8. Assumes all responsibilities of the head coach as designated by the head coach in his/her absence
9. Supports and conforms to athletic department policies and operating procedures
10. Performs other duties associated with coaching as designated by the head coach

## Cheer Guidelines

### Lowellville Local Schools Varsity, Junior Varsity, and Junior High Cheerleading Try-Out Policy and Procedures

#### **I. ELIGIBILITY**

##### **A. Grade Requirements (Lowellville Students Only)**

1. Any students in grades 10 or 11 is eligible to try-out for the Varsity Cheerleading squad providing the following conditions in Section I-B are met.
2. Any student in grades 8 or 9 is eligible to try-out for the Junior Varsity Cheerleading squad providing the conditions in Section I-B are met.
3. Any student in grades 6 or 7 is eligible to try-out for the Junior High Cheerleading squads providing the following conditions in Section I-B are met.

##### **B. Participation Requirements:**

1. Each student must have on file with the Lowellville High School Athletic Director the following:
  - a. A valid OHSAA physical card signed by a parent or guardian, the student, and a doctor dated within the year.
  - b. A signed parental permission slip
2. Each student must meet OHSAA eligibility guidelines and the guidelines provided by the Lowellville Board of Education determining eligibility (grades 7 to 11). Note: This does not apply to those in grade 6 trying out for the Junior High Squad.
3. The varsity advisor should have a set of rules the cheerleaders must abide by the specific consequences if a rule is broken. The set of rules should be presented to the Athletic Director and Principal for their approval.
4. All chosen cheerleaders are expected to serve for a period of one school year.

#### **II. CLINICS AND TRYOUTS**

##### **A. Clinic and Tryout Committee:**

1. The cheerleader tryout committee will consist of the current Cheerleader Advisors, both High School and Junior High, Athletic Director, and High School Principal plus one or two additional helpers (as-needed per the discretion of the athletic director, preferably a certified staff member). The additional helpers' person would ideally (but not required) have experience in the cheerleading field and have no relatives involved in the try-outs.
2. The committee shall:
  - a. Establish the date, time and place for the clinic and tryouts.
  - b. A list of eligible judges will be obtained from UCA/local cheerleading contacts. Judges will have knowledge of cheerleading and will be recommended to the Superintendent for selection for a fee. This fee will be given to the Administration prior to the tryouts for their approval. The individual(s) secured by the Superintendent, is/are to be contacted by the cheerleading advisor or Administration by e-mail or text message that we are in need of judges and provide all follow-up information as well.
  - c. The judges should be knowledgeable in cheerleading and selected with discretion . Ideally, each will have no current or past association or relations to the Lowellville School District or any candidate.
  - d. The High School Cheerleading Advisor shall distribute the tryout rating sheets to the judges. These rating sheets should never be handled or viewed by the Senior cheerleaders.
  - e. The rating sheets should be sealed in an envelope by the judges when complete and only opened when all members of the cheerleading committee are present.

f. Once the scores are tabulated, list in alphabetical order the candidates selected for each squad with no mention of any scores. These results will be posted on the School website under the cheerleading tab only and not posted at the school.

#### B. Clinic Process:

1. The clinic will be four days of workshops prior to try-outs. The clinic will be supervised by the Varsity Cheerleading Advisor with assistance from the Assistant Advisors and outgoing Senior Cheerleaders in good standing. No judges will be allowed to attend the clinic. Outside instructors can be brought in to teach the candidates if required, but these instructors cannot be used as judges. This decision is per the discretion of the High School Advisor.

a. The assigned try-out material (by UCA) will be distributed to each of the candidates by the Friday prior to the week of the clinic.

b. This Digital material will illustrate the required cheers, chants, and dance required for the try-out. This material will not be distributed or viewed by any of the outgoing Seniors prior to all the candidates receiving a copy.

c. The Senior Cheerleaders involved in the try-outs will teach the candidates the Fight Song, cheer and other elements of the required cheers, dance and chants per the discretion of the Advisors.

2. The cheerleading candidates will learn required jumps, cheers, and routines to be performed at try-outs. Any routine or try-out requirement cannot be discussed or taught to a candidate prior to try-out week by any of the personnel involved in the Clinic, including the Advisors and outgoing Senior Cheerleaders. The Senior Cheerleaders/Advisors involved in the clinic are not permitted to work privately with any candidates during the try-out week. Senior Cheerleaders and Advisors must sign a form pledging this will not happen. If this rule is broken, the cheerleading candidate involved will be barred from competition and the Cheerleader/Advisor involved will not be allowed to perform their duties at the try-outs.

3. The clinics are MANDATORY unless there is a medical or funeral excuse, or prior approval from the Administration. If an unexcused absence occurs, the candidate will not be allowed to try-out.

#### C. Scoring Requirements:

1. There will be 10 Varsity and 10 Junior Varsity Cheerleaders chosen unless 10 or fewer students signed up for cheerleading. The administration in collaboration with the cheerleading advisor will determine the acceptable number if there are 10 or under. If a member of a cheering squad quits, moves, or is expelled from the team, it is the Cheering Advisor with the recommendation of the Athletic Director to replace the next highest point person with the dismissed cheerleader. This only applies to Junior Varsity & Varsity Cheering Squads.

2. The 8 highest scoring candidates eligible under section I.A.3 above will comprise the 8th Grade squad.

3. The 8 highest scoring candidates eligible under section I.A.3 above will comprise the 7th Grade squad.

4. A blank copy of the CHEERLEADING TRYOUT RATING SHEET will be given to all candidates prior to try-outs.

5. Every cheerleader chosen must cheer for both football and basketball seasons.

#### D. Selection of Cheerleading Squad:

1. Total points for each candidate will be tabulated by the Cheerleading tryout committee. The total amount of points is simply the combination of the points received in the “cheering” portion and “jumping” portion of the trials. There will be no experience points or coaches input points. No students are to see any partial or total scores. No scores for any candidate shall be made available to anyone but the members of the committee who shall post the results on the school website under the cheerleading tab. Once tryouts are completed, if the parent of a child that did not make the squad wants to see her daughter’s scores, they will be permitted to see the child’s individual scoring sheets, as well as the

overall tabulation compared to the candidates that did make the squad, less the successful candidates' names.

2. In case of a tie for the final position on the squad:

- a. The first tie-breaker shall be the highest score in the cheering portion of the try-out.
- b. The second tie-breaker shall be the highest score in the required cheer.
- c. The third tie-breaker shall be the highest score of the school fight song.
- d. The fourth tie-breaker shall be the highest score on original cheer.
- e. The fifth tie-breaker shall be the highest score on short dance.

### **III. DISMISSAL FROM CHEERLEADING SQUAD**

1. Disciplinary procedure to be put forth by the High School Cheerleading Advisor, and will apply to both High School, Junior Varsity and Junior High Squads. The discipline procedure is to be approved by the Principal and Athletic Director.

### **IV. CLINIC PROCEDURE**

1. On the first night of clinics, groups of 3-4 will be chosen for try-out purposes. The try-out groups remain together all week and cannot be changed for any reason. The administration of the formation of the groups will be done by the Cheering Advisor and Athletic Director in full view of all the candidates. Groups cannot be requested or formed prior to the clinic, but randomly chosen. Choices are made in strict alphabetical order per class (upperclassmen to lower classmen).

2. After the first clinic night, the Athletic Director is provided with a list of candidates in each group labeled by the letter. The Athletic Director will randomly assign try-out numbers and group positioning for try-outs. This list is not known to coaches or the candidates prior to it being posted in the locker rooms for each candidate to get their number tag on the day of try-outs. The order for the trials will be opposite in each section of the try-out competition. If a candidate is first up in the "jumping" portion of the try-out, she will perform last in the "cheering" portion of the try-out.

3. During the clinic week, Senior Cheerleaders and Advisors will teach what will be required on try-out day to all candidates.

4. On the day of try-outs, Senior Cheerleaders perform the material to the judges to demonstrate what is to be expected. The High School Cheerleading Advisor hands the judges their forms with only a number on each form and explains the scoring point system. Per each discipline, judges will score each candidate from 1 to 10, with 10 being highest. The Cheerleading Advisor will never discuss the judging procedure to any candidate with the judges unless there is a special circumstance such as disfigurement or disability outlined in the ADA.

5. Each candidate is judged on their own merit. They will also perform as part of a group, but judged individually. In Area A, each candidate performs as a group in four judging areas for Varsity and Junior Varsity – Required Cheer (10 points), Required Sideline (10 points), Fight Song (10 points), and Short Dance (10 points) totaling 40 points. The Junior High has two group areas, the Required Cheer (10 points) and Required Sideline (10 points) totaling 20 points. All other areas are performed individually. These include Original Cheer, Original Sideline, Execution, Spirit, and Overall Enthusiasm, each being worth 10 points. Area B for Varsity and Junior Varsity will judge all candidates on their ability to perform – Toe Touch, Herky, Optional Jump, Cartwheel, Split, Optional Stunt, Eye Contact, and Appearance (each being worth 5 points) totaling 40 points. The Junior High do not perform an Optional Stunt. Thus, their total is 35 points. 1 Merit Point can be earned by each current cheerleader by earning a minimum of 93% average on the previous year's Coaches Input Rating Sheet. The tryout rating sheet illustrates all the available points and requirements.

### **V. SUPERINTENDENT'S DISCRETION**

1. The Superintendent of Schools reserves the right to make changes to the guidelines if/when an extraordinary situation occurs.

**ACKNOWLEDGMENT OF LOWELLVILLE ATHLETIC HANDBOOK**

Name of Employee: \_\_\_\_\_ Title/Position: \_\_\_\_\_

I hereby acknowledge that I have been made aware that the Lowellville School District has an Athletic Handbook and that a copy of the Handbook, in electronic and/or paper form, has been made available to me for review. I hereby acknowledge that I understand that it is my responsibility to read the Handbook and familiarize myself with the guidelines and procedures contained therein. I agree to comply with all of the guidelines and procedures applicable to my position. Questions about the Handbook may be directed to the Athletic Director, Principal, and/or Assistant Principal. I further understand that this Athletic Handbook is not an employment contract and that changes may occur to the Handbook. I agree to comply with the guidelines and policies contained in the Handbook as well as any updates or changes to the policies and procedures contained in the Handbook.

Date: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND SIGNED AT THE TIME OF THE ISSUANCE/ACCESSIBILITY OF THE EMPLOYEE HANDBOOK.**

**A COPY OF THIS ACKNOWLEDGMENT IS TO BE PLACED IN EACH EMPLOYEE'S PERSONNEL FILE.**