



INTERSCHOLASTIC ATHLETIC HANDBOOK

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(Areas in **BOLD highlight** are new for 2013-2014)

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INTRODUCTION

The athletic program at Lake High School and Lake Middle School is an integral part of the overall education program in Lake Local Schools.

As with the academic program, we offer levels of competition and strive to be as competitive as possible in those programs while maintaining a caring and positive posture toward students.

In addition to instilling a winning attitude and providing our athletes the desire to gain a competitive edge, we also want to stress the importance of good sportsmanship by all parties involved. Moreover, we want our athletes to follow not only the letter... but also the spirit..... of the rules.

It is our belief that through diligent perseverance, hard work, and sacrifice, both on the part of coaches and the athletes, we can be competitive and successful in our endeavors on and off the playing fields.

This handbook has been prepared in order to give direction and definition to the athletic program in Lake Local Schools.

Lake Athletic Department

Mission: To provide an environment through athletics to achieve success.

Vision: To be a distinguished athletic program that promotes Blue Streak pride.

We Value: Sportsmanship, work ethic, spirited competition, every athlete and the engagement of students, staff and community.

Goals:

- Providing intentional communication
- Fostering participation in multiple athletic programs
- Supporting coach development and professional growth
- Promoting collaboration between our community and our school

FOCUS AREAS OF
THE LAKE LOCAL SCHOOLS
ATHLETIC DEPARTMENT

Our athletic department will:

- provide the educational benefits available through interscholastic competition to a maximum number of participants that can be efficiently and properly handled.
- provide the best facilities and qualified staff possible
- provide a variety of sports activities according to the interests and needs of our students within the confines of our budget and facility.
- provide a program with the physical welfare and safety of all participants and spectators of prime concern.

The Lake Local Schools Athletic Department believes the interscholastic athletic program, and other programs which support the interscholastic program, exist for the purpose of:

- Providing boys and girls who have interest and ability in sports with an outlet for the expression of these interests and abilities
- Providing an opportunity to experience important lessons of life which is a part of athletics.
 - * The opportunity to see that many limitations, both physical and mental, can be conquered.
 - * The ability to accept limitations, which cannot be overcome.
 - * The joys of teamwork as well as individual accomplishments.
 - * The ability to accept both victory and defeat gracefully.
- * Teaching physical skills and good health habits which will be of lasting benefit to the individual.

In relating the desire to win with the purposes listed above, the Lake Athletic Department feels that the lessons can be most easily taught in a winning atmosphere.

Although the Athletic Department encompasses both middle and high school students, each sport program should show evidence of articulation from one level to the next. In so doing, it is imperative that each head coach work with the athletic director and building principals.

Lake athletic programs are a means to the end in developing well-rounded individuals. Lake athletic programs are never an end in themselves.

The objectives of the Lake Athletic Program are to provide:

- * Understanding and knowledge of the value of athletics.
- * An understanding of why the school has athletics.
- * Better health and fitness.
- * A desire to succeed and excel.
- * The opportunity for developing self-discipline and emotional maturity.
- * The opportunity for developing social competence.

- * The opportunity for developing an understanding of why rules are necessary.
- * The opportunity for developing respect for the rights of others.
- * The opportunity for developing a respect for authority.
- * The opportunity for developing a sense of fair play and sportsmanship.
- * The opportunity to think both as a member of a group and as an individual.
- * The opportunity to develop the values of striving for and reaching group **goals**.
- * The opportunity to develop and improve motor skills.
- * The opportunity to develop skills, interests, and knowledge that will make life now and as an adult more enjoyable.

PROGRAM OPERATIONS

Keeping in mind that the head coaches are hired to coach and oversee the entire program and that their philosophy and style permeate the program, the head coaches shall work with all coaches in the total sport program to develop a style of play and direction of the program. The head coaches must set those parameters within the broader scope of the school district's philosophy and goals.

The head coaches shall work with the athletic director and building principals in setting parameters for the program. Specifics of each sport are not addressed in this philosophy because they may change from one sport to another and from one head coach to another.

The participation in an athletic program is a privilege (*not a right!*), which the Lake Local School affords its young people. Although the department recognizes the value of athletic participation, the department does adhere to the belief that the structure or the interscholastic athletic program is triangular in shape. At the base of the triangle is the physical education/intramural program where everyone who wants to participate can participate. The next step is middle school interscholastic athletics. At this level, there is not universal participation. This is still a learning experience and there is more participation than at the next level of the triangle. At each successive step in the triangle, there are greater demands placed upon each student-athlete, yet more greater rewards. At the varsity level, there is no guarantee of playing time; however, each individual athlete who is part of the team should be made to feel as an integral part of the team.

In building this triangle, the coaching staff for each sport, with the approval of the building administration, does determine the size of it. While it is true that not every member of the team receives equal playing time, and some may receive very limited playing time, the coaching staff needs to develop each individual athlete as much as possible.

The athletes, as team members, must also understand that they are part of a team and have a responsibility to work diligently and to sacrifice personal glory for team success and team goals.

It is the goal of the department that the principals, athletic director, assistant coaches, and head coaches will work together toward excellence and (1) will offer a quality program to the athletes, (2) will be competitive in all sports, and (3) will help each athlete reach his/her potential in that sport while still operating within the premise and guidelines of the philosophy of the Lake Local School District.

Ohio High School Athletic Association

The purpose of this non-profit organization is to regulate, supervise, and administer interscholastic athletic competition among its member schools. This purpose shall be accomplished by cooperating with all agencies concerned with the health and educational welfare of high school and middle school students; determining qualifications of individual contestants, coaches and officials; providing information through literature and other materials to facilitate athletic relations among member schools; establishing standards for sportsmanship and competition and furnishing protection against exploitation of school or student and in any manner directed by member schools.

The management of the Association of the Board of Control, District Boards and Commissioner, and other such persons designated by the Board of Control make up the administrative body of the OHSAA . All sport regulations of the Ohio High School Athletic Association are strictly adhered to by all concerned with the Lake Local Schools Athletic Department.

Federal League Athletic Association

Lake High School and Lake Middle School are members of the Federal League, which is administered by the principal and athletic director of the league schools and the league constitution. The purpose of the league shall be to provide wholesome interscholastic athletic competition, promote sportsmanship among its member schools, and encourage participation in other co-curricular activities.

Coaching Ethics and Responsibilities

All individuals who accept a coaching assignment in the Lake Local School District are expected to adhere to and enforce all policies, rules, and regulations established by the district. Responsibilities of every coach include:

- * To impress upon each athlete that academics is the primary purpose of attending school.
- * To support the administration in all policies, rules and regulations.

- * To support all other Lake coaches and their teams.
- * To suggest, recommend, and advise the Athletic Director of matters related to conduct or improvement of the department. Matters should be discussed in a professional manner and final decisions accepted and supported.
- * To work through the Athletic Director and Principal to minimize school disruptions due to athletic activities. Programs, rallies, and travel itinerary must have advanced approval.
- * To encourage each athlete to achieve their potential academically and athletically.

Athletic Job Descriptions:

A. Superintendent

1. Shall stay informed of athletic policies and procedures.
2. Shall support and interpret athletic policies and procedures to the public.
3. Shall be attuned to the needs both in facilities and staff for an efficient operation.
4. Shall communicate and interpret the athletic policies and programs to the Board of Education.
5. Shall continually make all athletic personnel conscious of Board policy.
6. Shall maintain a perspective of the role, scope, and influence of the athletic program as an integral part of the total educational experience of the youth and community it serves.
7. Shall be responsible for the total school operation including the athletic program through the delegation of authority to the principals, the athletic director and the coaches.

B. Principal

1. Shall be held ultimately responsible in all matters pertaining to interscholastic athletic activities involving high school (middle schools) and shall fulfill all duties and responsibilities pertaining there to.
2. Establish and restrict expenditures to a definite budget for each sport in cooperation with the head coach and the athletic director.
3. Determines the eligibility of all participants in the athletic program in cooperation with the athletic director.
4. Assists in the coordination of all activities, which may be arranged in connection with athletic contests.
5. Supervises and coordinates activities in relation to pep assemblies and other special athletic events.
6. Insures that all rules of the OHSAA are strictly upheld.
7. Reviews all coaching assignments annually with the athletic director.

8. Determines leave-policy for coaches attending clinics, tournaments, or contests and determine the feasibility of granting early dismissal to athletic teams.
9. Approves early dismissal of athletic teams when necessary to meet contractual obligations.

C. Athletic Director

1. Reports to the building principal.
2. Provides general supervision in the areas of intramural, athletic and recreational programs, and represents the school in matters related to these fields.
3. Develops an athletic program, which includes participation by as many students as possible, taking into consideration the aspects of health, value of the program to the individual student and overall relation to the total academic program.
4. Cooperates, advises, and assists head coaches in evaluation of coaching staff. Reviews evaluations, adds his comments, and forwards to the building principal for review.
5. Assists the building principal in his selection, retention, and promotion of staff members in the athletic department for initial and renewal of contracts.
6. Coordinates the use of athletic facilities with other departments in the school and the athletic coaches.
7. Plans and recommends maintenance and development of facilities.
8. Recommends to the principal the purchase of equipment and materials that assist in the development of the department.
9. Prepares the athletic budget with the advice and assistance of the Principal and Superintendent.
10. Supervises all interscholastic activity, builds schedules, hires officials, secures all the necessary personnel to insure efficient management of contests.
11. Arranges transportation for athletic events.
12. Serves as treasurer of the athletic funds and supervises all money collected and spent, maintains necessary records of all monies received and dispersed, and makes financial reports to administration.
13. Organizes and operates the Athletic Department in accordance with the Ohio High School Athletic Association rules and regulations, the Lake Local Schools Board of Education and administrative regulations.
14. Represents the school district in the community in all matters pertaining to his area of athletics.
15. Provides leadership, direction, cooperation, and encouragement to all community and school booster organizations.

16. Coordinates the purchase of all athletic supplies with the respective head coaches. Makes the final decision on purchases of all athletic equipment by coaches.
17. Coordinates and directs the duties of the athletic secretary, the trainer and equipment managers, the faculty and ticket managers, game help personnel, and the sports information and publicity personnel.
18. The athletic director shall supervise all athletic banquets so as to treat all sports equally at the banquet level.
19. Provides professional development opportunities for the coaching staff.
20. Assume additional duties as assigned by the administration of the schools.

D. Assistant Athletic Director

The athletic assistant serves as an administrative aide to the Athletic Department. The candidate is selected from the teaching staff hired by the Board of Education when possible. The candidate should have a background in interscholastic athletics and possess strong multi-task organizational skills. Among the duties of the position are:

1. Coordinates development of all scheduling outside of Federal League master contracts.
2. Secures and contracts for contest officials.
3. Secures event personnel (game admin, sideline/press box/scoretable, etc.)
4. Coordinates payment vouchers for contracted officials and event workers.
5. Oversees coordination of Lake Local side of myOHSAA website.
6. Serves as middle school athletic liaison with league.
7. Assists with event coverage in role of site manager.
8. Assumes other duties as assigned by the athletic director and/or building principal.

E. Head Coach

Head coaches will be selected on the basis of the most qualified person available for such a position. Ohio Revised Code (RC 3313.53) requires that school districts first seek licensed teachers to fill supplemental positions; should a licensed teacher not meet the qualifications for the position, the position may be offered to a nonlicensed person if all ORC standards are met (Ohio School Law, 7.11). The Superintendent of Schools recommends to the Board of Education a nominee who has the endorsement of the Athletic Director and the Principal. (In hiring assistant coaches, the head coach is involved in this same selection process).

1. Responsible to the Athletic Director.
2. Develops a well-organized program of interscholastic competition at all levels of the program.

3. Selects and organizes a staff at all levels to achieve the highest degree of efficiency.
4. Makes every effort to promote a feeling of good will and cooperation between and among other coaches and squad members.
5. Ensures that all rules and regulations of the Ohio High School Athletic Association and Federal League are followed and enforced.
6. Plans practices and game sessions so that one coach is present at all times. This includes supervision of the locker room until all athletes have departed.
7. Accompanies and supervises the team in buses to and from all athletic events, unless other arrangements have been made. It is necessary to wait until all athletes have been picked up by their parent/guardian before leaving the building after all events.
8. Maintains good public relations with the community, parents, administration, faculty, media and squad members.
9. Establishes and administers all squad regulations during the season.
10. Assumes responsibility for conduct of players and coaches.
11. Promotes sportsmanship.
12. Conforms to the school policies in the ordering and purchasing of equipment.
13. Prepares assignments for all assistant coaches.
14. Works with Athletic Director on recognition events.
15. Appraises his/her coaching staff in cooperation with the Athletic Director.
16. Keeps foremost in mind the health and welfare of the athlete.
17. Conforms to the policies of the Lake Athletic Department.
18. Supports the Lake Athletic Booster Club.
19. Attends all required Athletic Department meetings.
20. Assume the responsibility for the enforcement of team training regulations and the Lake Local School District "ATOD" policy for the athletes.
21. Pre-Season responsibilities:
 - * require physical exams of all participants before tryouts are conducted.
 - * require all athletes to show evidence of having insurance coverage or a signed waiver before starting practice.
 - * supervise the issuance of equipment.
 - * complete and forward eligibility forms to the Athletic Director as directed by him.
 - * check all travel itineraries with the Athletic Director.
 - * see that all necessary forms are completed and sent to the proper person.

- * arrange with the Athletic Director for all facility requests for the season and holidays (i.e., fields, gyms, rooms).
- * review the season's schedule with the Athletic Director.
- * conducts informational meeting(s) with athletes' parents.

22. In-Season responsibilities:

- * assume the responsibility for the maintenance and storage of equipment.
- * submit publicity material to the local newspapers and work cooperatively with the media.
- * submit program information to the Athletic Director.
- * file student accident reports to the Athletic Director.
- * submit squad roster information to the Athletic Director.
- * scout other schools' teams as necessary.
- * submit weekly reports to the Athletic Office with regard to the development of the specific sport program.
- * maintain intra-staff communication at all levels.

23. Off-Season responsibilities:

- * prepare presentations at awards banquet, Booster Club, and sport assemblies.
- * complete a detailed inventory of supplies and equipment for entire program (7th through 12th grades).
- * determine needs for the next season.
- * prepare requisitions for the purchase of new equipment.
- * complete all required forms to be filed with Athletic Director (records, evaluations, awards, etc.).
- * attend clinics when possible.
- * assist individual athletes in college choices as needed.
- * assess, evaluate, and confer with returning athletes for developmental planning.
- * organize and implement the off-season conditioning program with the coaching staff.
- * prepare college information sheets on next year's seniors.
- * monitor grades/eligibility throughout the school year while promoting academics.

24. Must possess valid CPR and Pupil Activity Permit (including "Coach Education").

25. Assume all additional duties assigned by administration.

F. Assistant Coach

The position of assistant coach will be filled based upon input from the head coach, Athletic Director, and Building Principal and recommendation of the Superintendent to the Board of Education. The assistant coach must meet all provisions of the Lake Board Of Education and the OHSAA. The assistant coach will be directly responsible to the head coach.

1. Responsible to Athletic Director and head coach.
2. Attend all meetings scheduled by the head coach.
3. Assist in the administration of the athletic program.
4. Demonstrate loyalty to the head coach and to the program.
5. Maintain good public relations with those groups and individuals involved with the program.
6. Support the Lake Athletic Booster Club.
7. Conduct oneself in a professional manner at all times.
8. Teach the values of good sportsmanship.
9. Be available for Athletic Department meetings as necessary.
10. Works through proper channels and protocol in referring parents or the public to appropriate administrative responses.
11. Assume responsibilities of head coach in matters of supervision in absence of head coach.
12. Pre-Season responsibilities:
 - * be in attendance from the first day of practice.
 - * assist with the supervision of practices and games.
 - * assist with the issuance of equipment.
 - * assist in pre-season conditioning as assigned by the head coach.
13. In-Season responsibilities:
 - * carry out the duties assigned by the head coach.
 - * assist the trainer with his/her duties.
 - * scout other schools' teams as necessary.
 - * observe and communicate with feeder coaches in the program.
14. Off-season responsibilities:
 - * assist in the collection, storage, and inventory of equipment.
 - * assist with banquet activities.
 - * attend clinics when possible.
 - * assist with the off-season conditioning program.
15. Must possess a valid CPR and Pupil Activity Supervisor Permit.

G. Volunteer Coach

Any head coach who desires to have a volunteer coach work with a team in his/her program must secure permission in writing from the Athletic Department. Upon approval, the selected person will be submitted to the Lake Board of Education for

approval. The head coach should discuss the request with the Athletic Director prior to the volunteer coach working with the team/staff.

1. Responsible to Athletic Director and head coach.
2. Assumes responsibilities as designated by the responsible coach.
3. Must have secured a current BCI/FBI check.

H. Strength Coach

The head strength coach is employed on a nine-month (i.e., academic year) basis and works within the Lake Local Schools' athletic department, reporting directly to the Lake High School athletic director. The primary responsibility of this coach would be to coordinate and supervise the activities within the Lake Athletic Complex weight room from 2:30 p.m. to 5:00 p.m. each school day.

1. Possess expertise in the development of strength and fitness skills of adolescent and adult student-athletes.
2. Have knowledge of safety and health issues related to strength training management and supervision.
3. Ability to create prescriptive strength development programs per individual and team athletic requirements and needs.
4. Maintain and secure accurate inventory of weight room equipment and associated supplies.
5. Ability to coordinate with coaching staff the strength training needs relative to each sport and each athlete.
6. Create routine equipment maintenance and safety inspection procedures; oversee security of weight room within Complex.

I. Ticket Manager

The Ticket Manager arranges for and supervises ticket sales for athletic events and activities related to the athletic department. Candidates for this position will be selected upon the input of the Athletic Director and Building Principal and recommended by the Superintendent of Schools to the Board of Education.

1. Responsible for securing, inventorying, preparing and selling tickets for all revenue-producing athletic events within the Lake Local Schools.
2. Arranges for the pre-season printing of tickets (season tickets in football; general admission in all other sports).
3. Coordinates LLSA employee lists for admission gates.
4. Assists as needed with fiscal responsibilities of OHSAA hosted events.
3. Responsible for accounting for all monies received and deposited from athletic event ticket sales.

4. Creates written reports of all athletic event ticket sales for the athletic department and the Lake Local Schools Business Office and assists with audit functions as requested.
5. Secures event personnel related to ticket sales and gate collections and reports work hours of same to payroll clerk.
6. Assists with all other duties as assigned by the Athletic Director.

J. Equipment Manager

The Equipment Manager maintains quality control over all football equipment and uniforms. Candidates for this position will be selected upon the input of the Athletic Director and Building Principal and recommended by the Superintendent of Schools to the Board of Education.

1. Works with head football coach in selecting and ordering athletic equipment per athletic department purchase policy.
2. Assists head football coach in inventorying and storing of all athletic equipment for each varsity sport.
3. Repairs and makes recommendations for repairs of equipment.
4. Coordinates reconditioning of uniforms and equipment.
5. Oversees student-managers in care and proper use of all related equipment.
6. Assists with all other duties as assigned by the Athletic Director.

K. Site Manager

The Athletic Director and Assistant Athletic Director/Ticket Manager will coordinate the assignment of personnel to assist with game management. The Ticket Manager will be primarily responsible for personnel related to ticket sales at revenue-producing events; the Athletic Director will be responsible for all other personnel deemed necessary for appropriate event supervision. Every effort will be made to utilize Lake Local Schools employees prior to enlisting help from non-school personnel. Assigned game help will be paid at the prevailing rate for such duties.

For each "gated" event or athletic contest where specific supervisory responsibilities are assigned, the Athletic Director will designate a site manager for the event. The Site Manager will assume duties including, but not limited to:

1. Meeting and escorting game officials to and from contest area.
2. Crowd control and fan/participant safety.
3. Addressing of custodial and game site needs.
4. Securing of facility areas as appropriate.
5. Coordinate communication related to event.
6. Designated representative of LLSD administration and athletic department.

L. Procedure for Selecting a Head Coach

The Superintendent will determine the available teaching positions within the district and initiate the school posting and employment procedures. The Superintendent, in coordination with the Principal and the Athletic Director will establish application parameters (acceptance and closing dates), interview timelines, and tentative selection date. The Athletic Director and Principal will screen all applications and (per established timelines) present a candidate(s) to the Superintendent for approval.

M. Procedure for Selecting Assistant Coaches

Assistant coaching assignments will be recommended by the Athletic Director and Building Principal in consultation with the Superintendent. Whenever possible, the respective head coach will be sought for additional input in the assistant coach selection process.

N. Lake Athletic Council

The purpose of the Lake Athletic Council is to improve and maintain the line of communication among coaches, faculty, administration, and community. Major policy changes affecting the administration of the Lake Local Schools athletic program may be placed before the Athletic Council to review. The Athletic Council may make recommendations through the Superintendent to the Lake Board of Education for any necessary changes.

The Athletic Council will meet a minimum of two times per academic year: the third Wednesday of November and March. Special meetings can be arranged as necessary. All meetings will be coordinated from the Principal and Athletic Director's offices. Meetings will be announced and agendas provided at least one week prior to the scheduled date. The high school principal will prepare the agenda and chair each meeting.

Membership to the Athletic Council includes:

- Board of Education Member(s) (maximum of two)
- Superintendent
- High School Principal
- Middle School Principal
- Athletic Director
- One male head coach
- One female head coach
- One faculty member
- One Lake Athletic Booster Club member
- One female administrator

The designated coaches, faculty member, and Booster Club member will be appointed by the high school principal and athletic director for one or two year assignments. Rotation of assignments will be utilized to maximize representation from all areas of the athletic program.

O. Individual Sport Offerings (by season)

The Lake Local Schools offer the following sports programs for high school students:

<u>FALL SPORT:</u>	<u>ABBREV.</u>	<u>TEAMS:</u>
Cheerleading	CL	Varsity, Junior-Varsity, Freshmen
Cross-Country/Boys	BXC	Varsity, Junior-Varsity
Cross-Country/Girls	GXC	Varsity, Junior-Varsity
Dance Team	DT	Varsity
Football	FB	Varsity, Junior-Varsity, Freshman
Golf/Boys	BG	Varsity, Junior-Varsity
Golf/Girls	GG	Varsity, Junior-Varsity
Soccer/Boys	BSOC	Varsity, Junior-Varsity, Freshman
Soccer/Girls	GSOC	Varsity, Junior-Varsity
Tennis/Girls	GT	Varsity, Junior-Varsity
Volleyball/Girls	GVB	Varsity, Junior-Varsity, Freshman
<u>WINTER SPORT:</u>		
Basketball/Boys	BBK	Varsity, Junior-Varsity, Freshman
Basketball/Girls	GBK	Varsity, Junior-Varsity, Freshman
Cheerleading	CL	Varsity, Junior-Varsity, Freshman
Dance Team	DT	Varsity, Junior-Varsity
Gymnastics	GY	Varsity
Swimming/Boys	BSW	Varsity
Swimming/Girls	GSW	Varsity
Wrestling	WR	Varsity, Junior-Varsity
Bowling/Boys	BBWL	Varsity, Junior-Varsity
Bowling/Girls	GBWL	Varsity, Junior-Varsity
<u>SPRING SPORT:</u>		
Baseball	BB	Varsity, Junior-Varsity, Freshman
Softball	SB	Varsity, Junior-Varsity, Freshman
Tennis/Boys	BT	Varsity, Junior-Varsity
Track/Boys	BTR	Varsity, Junior-Varsity
Track/Girls	GTR	Varsity, Junior-Varsity

The Lake Local Schools offer the following sports programs for middle school students:

<u>FALL SPORT:</u>		
Cheerleading	CL	One Seventh & One Eighth team
Cross Country/Boys	BXC	One "combined team (7 th & 8 th)
Cross Country/Girls	GXC	One "combined team (7 th & 8 th)
Football	FB	One Eighth team
Volleyball/Girls	GVB	Two Seventh & Two Eighth teams
<u>WINTER SPORT:</u>		
Basketball/Boys	BBK	Two Seventh & Two Eighth teams
Basketball/Girls	GBK	Two Seventh & Two Eighth teams
Cheerleading	CL	One Seventh & One Eighth team
Wrestling	WR	One "combined team (7 th & 8 th)
<u>SPRING SPORT:</u>		
Track/Boys	BTR	One "combined team (7 th & 8 th)

COACHING GUIDELINES

General Policies

The following is a brief list of general policies that the athletic department of the Lake Local Schools adheres to.

- 1) Accountability for the program: Each head coach is given an amount of latitude in directing the program. Each coach is permitted to set guidelines via rules and run their respective program. The coaches, then, are expected to be accountable for their program and their subsequent activities.
- 2) Communications with student-athletes and parents: Players should feel comfortable enough to discuss with the coach any concerns that they may have. Parents should also feel comfortable in discussing concerns with the coach.

An atmosphere should be created by the coach to insure good communication with the players and parents. There are times when complaints or concerns may arise. The best place to resolve these issues is at the level of the coach. The administration is there and ready to help when the need arises. In any case, coaches are required to discuss these concerns with the athletic director and to keep the athletic director informed of concerns and developments in their programs. A proactive approach with communication is expected by all parties.

In addition to training rules, the head coach is expected to distribute to the student-athletes and their parents a philosophy of coaching. Emphasis should continually be upon maintaining the critical nature of the Parent-Child-Coach relationship and encouraging parents and student-athletes to work primarily through communication with the coach.

- 3) Knowledge of and Adherence to OHSAA By-Laws: All Lake athletic coaches (head and assistant coaches) are expected to have a thorough knowledge of Ohio High School Athletic Association By-laws and Sport Specific Rules that apply to their respective sport(s). Coaches will be expected to follow all OHSAA directives and operate their programs within the spirit of such regulations at all times.

- 4) Communication with school/local community: Coaches should have avenues to get their message and philosophy to the community. Communication with fellow professionals at the school and with community members and youth programs is encouraged. This could help the coach in times of controversy or when the season is not going as well as expected.

- 5) Hiring: The superintendent, according to the law and practices, does have the final say in recommending a coaching candidate to the Board of Education for hire. The building principal does make the recommendation to the superintendent. Internally, the building principal is encouraged to use resources in making the recommendation. Among the resources are the athletic director and, for assistant coaches, the head coach.

- 6) Evaluation: The athletic director, with appropriate input from the building administration, shall evaluate each head coach according to the negotiated agreement. The head coach shall provide input to help the athletic director evaluate the assistants.

The middle school coaches shall be evaluated by the building principal and athletic director with input from the head coach. The head coach shall have an active part in discussing concerns with the athletic director and building principal.

- 7) Non-renewal: Non-renewal of a coach shall be in accordance with the negotiated agreement and the Ohio Revised Code. (Note: All "Community Coaches" are automatically non-renewed at completion of each one-year contract).

Accreditation (of coaches)

Lake Local Schools encourages and supports the professional development of all interscholastic coaches. All Lake athletic coaches will be expected to meet the following requirements as approved by the Lake Board of Education:

- All Lake athletic coaches (paid and volunteer) must be approved by the Lake Board of Education.
- All Lake athletic coaches (paid and unpaid) will be required to produce a valid Ohio BCI and FBI check **PRIOR** to being approved by the Lake Board of Education.
- All Lake paid athletic coaches must provide a valid Ohio Pupil Activity Permit and a current CPR validation.
- All Lake paid athletic coaches must complete the NFHS “Coaching Education” course within 45 days of the date of hire by the Lake Board of Education. Exemptions to this stipulation may only be granted by the Superintendent and with a specified date of completion for the course.
- The Lake athletic director will verify all NFHS course completions and notify the Lake Local Treasurer’s office of such completions.
- LLSD stipend coaches will receive their coaching stipend once all requirements listed above have been met and verified by the Lake athletic director.

Assemblies

Athletic/Pep assemblies may be requested by the cheerleader coach, student council advisor, or the head coach(es). Assembly requests should be arranged through the building principal. A detailed agenda should be submitted at least 48 hours in advance of the assembly.

ATOD Proactiveness

All athletic coaches will be in-serviced prior to their season regarding their taking a proactive approach to enforcement of the Lake Local “ATOD” policy. The “*Refuse to Use*” program, a series of brief, weekly team meetings will be established with each coach/team to discuss and keep “up-front” the issues surrounding chemical abuse and peer pressure.

Assessment/Evaluation

Each head coach and their respective sport program will be assessed on an annual basis. This evaluation process will incorporate a multi-step routine:

- a. Development of a “*Three Year Plan*” (by each head coach).
- b. Creation of seasonal “Goals and Objectives” (developed jointly by the head coach and athletic director).
- c. In-season update sessions.
- d. Administrative observations and feedback opportunities.
- e. Post-season evaluation meeting.

Note: See “*Coach Assessment*” forms in Handbook index.

Athletic facilities usage

It is the general policy of the Lake Local Board of Education that school facilities be made available for community use when such use does not interfere with school operation, school functions, school events. School organizations, activities, and athletic teams have priority over outside groups.

All requests for facility usage from non-school groups should be referred to the Lake Community Scheduler at 330-877-4040. Rental fee and agreements are established per Board of Education Policy. Requests specific to athletic facilities should also be referred to the Lake Community Scheduler.

Booster Club

The Lake Athletic Booster Club is an independent organization whose sole purpose is to support and promote interest in all Lake Local Schools sports. The Athletic Boosters provide financial assistance to the athletic department and assist in a variety of projects to promote cooperation, spirit, and assistance to the athletic programs.

Athletic Booster Club meetings are held the fourth Monday of each month except for December and July. The board of directors or the athletic director may call special meetings as necessary. All athletic coaches are encouraged to attend each meeting of the Athletic Boosters and head coaches are required to attend a minimum of three during the school year. The head coach should be prepared to give a short update of his/her program at each meeting.

Special projects or request to the Lake Athletic Booster should be addressed through the athletic director; the athletic director may then present the request to the Boosters or develop an alternative-funding plan. (Note: See *"A Coach's Guide to the Lake Athletic Booster Club"* in the appendix)

Budget and Purchases

The athletic department budget is prepared annually by the athletic director and reviewed by the superintendent, the treasurer, high school principal, and one other member of the Athletic Council. All budgetary accounts and activities will be in accordance with Ohio Revised Code, Section 3315.062 and 3313.811 and State Auditor Circular No. 81-9.

The total amount of the athletic budget will be based upon gate carry-over balance from the preceding year and projected gate revenue (and Athletic Booster contributions) for the coming year. The appropriation for each sport will be based on the proposed detailed budget as submitted by each coach in their year-end report. The final sport appropriation shall be set up by the athletic director in conference with the head coach and then submitted to the building principal before June 1 of each school year.

Purchases are limited to those items necessary for the operation of each sport program. The following sequence must be followed for athletic purchases:

1. Head coach obtains prices in writing ("quotes") and submits to the athletic director. For any item over \$250, quotes/bids from three different vendors must be obtained.
2. The athletic director will originate a purchase requisition and purchase order.
3. The order is placed by the athletic director.
4. The head coach notifies the athletic director when orders are received in their entirety.
5. The athletic director shall approve all bills for payment.

Head coaches are responsible for operating within their designated sport budget and for the payment of any purchases which exceed their budget. Head coaches are responsible for the payment of any purchases which have not received the prior approval of the athletic director or which have not been prior and properly requisitioned. Any reimbursement for athletic-related purchases or service (e.g., mileage for scouting, travel to events, etc.) must be pre-approved by the athletic director and must meet LLSA established protocol for reimbursable requests.

Generally, fall and winter sports will establish their budgets for the next school year following their seasons; spring sports will establish their budgets by mid-season. Budget monies not spent by mid-May are no longer spendable.

Championship Recognitions:

To recognize Lake athletic teams who win league, district, regional and state championships in the manner intended by the Lake Athletic Handbook and approved by the Lake Board of Education, such championships must be sanctioned by (i.e., under the jurisdiction of) the Ohio High School Athletic Association (OHSAA).

However, to honor an appropriate team accomplishment which falls outside such jurisdiction, the following may be considered:

- A recognition banner displayed in the gym for a period of time not to exceed two years from the date of the accomplishment.
- A display of a state championship trophy and/or team photo in the “Lake State Champions” display case.

Rationale:

1. Many non-OHSAA tournaments and championships have a limited scope of competition. Not all sponsored teams within an activity/sport are included with all competitions.
2. There are varied sponsorships of non-OHSAA tournaments. The purpose, goal and philosophy of such competitions are not always educational-based.
3. Most non-OHSAA competitions are “pay to compete” which may tend to minimize a true “level playing field” competition.

Clinics

It is the philosophy of the Lake Athletic Department that professional development of each staff member is an essential and vital part of a coach’s overall preparation and development. Coaches and staff members are encouraged to attend at least one clinic each year. The following guidelines for clinic attendance will be followed:

1. The coach must complete a “Clinic Request Form” and submit to the athletic director at least one week prior to the clinic.
2. Available funds in a sport’s budget and head coach’s approval will be two factors considered in approving the request.
3. Reimbursed expenditures (meals, mileage, fees, registrations) will be based upon board policy and current budgetary restraints.
4. Receipts must accompany the follow-up clinic report form.

Club Sports

See “*Guidelines for establishing a Club Sport*” in Appendix.

Conflicts in Extracurricular Activities

The Lake Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and to this end will attempt to schedule events in a cooperative manner to minimize conflicts. *The student has a responsibility to do everything they can to avoid continuous conflicts.* This might include participating in only one athletic activity each sport season and being cautious about belonging to too many activities where conflict may occur. It also means notifying all advisors/coaches well in advance of any potential conflict in activities.

A performance (athletic event, contest, play, concert, etc.) normally has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence.

Should a conflict arise, the advisors/coaches will meet to work out a solution so conflict is minimal. If the parties are not able to create a solution, the athletic director and building principal will make the decision based upon:

- a. Relative importance of each event.
- b. Importance of each event to the student.
- c. Relative contribution the student can make.
- d. Parental input.

Once the decision has been made and the student has followed the decision, there will be no student penalty imposed by any advisor/coach. In some cases, withdrawal may be suggested.

Additionally, coaches should be alert for other potential school-related conflicts in scheduling. Every attempt should be made to avoid conflict of interests in scheduling contests on dates involving activities including (but not limited to) Homecoming, Prom Night, National Honor Society Induction, "Top 25 Banquet", etc. An annual district-wide scheduling meeting is held at the conclusion of each school year to address scheduling concerns for the next school calendar year. Potential overlapping activities should be minimized during this meeting.

Documentation

Documentation is a key part of postvention. It is a way to prevent or minimize future crisis occurrences. A well-written incident report is an important tool in this process and a way to improve the safety of everyone who may be involved in crisis moments. Coaches are expected to be aware of good documentation procedures (see "*How to Document an Incident*" in the appendix).

Emergency Medical Authorization

Any time a student or a group of students are taken out of the district as participants in a school event, the responsible staff member in charge of the event must take the Emergency Medical Authorizations for those students (per Ohio Revised Code 3313.71.2). All Emergency Medical Authorization forms must be kept in the "Blue Book" as provided seasonally to each coach at all levels.

Equipment

Issuing, collecting, purchasing, and inventory of equipment will be the responsibility of the head coach. The head coach may delegate this duty to an assistant coach. The head coach will recommend the purchase of new equipment and the repair/reconditioning of used equipment to the athletic director. Issued equipment to a student-athlete is to be worn only at practices, scheduled events, or as directed by the coach in charge. Equipment purchased with athletic department monies or donated equipment is property of the Lake Local Schools. No such equipment may be borrowed or otherwise utilized without the express approval of the athletic director.

Fund-Raising

Coaches who have a need for additional funds may raise monies via a fund-raiser. The coach must submit a "Fund Raiser Request Form" to the athletic director with all appropriate data included at least two weeks prior to the fund-raiser. Upon approval of the athletic director and coordination with the Lake Athletic Booster Club, the fund-raiser must meet all established criteria and generally be completed within a two-week period of time from the start of the event. At the completion of the fund-raising effort, a full accounting, along with a completed "sales project potential form", will be provided to the athletic director and approved by the building principal. All monies raised will be deposited into an account with the Lake Athletic Boosters. All fund-raising activities must comply with board policy and state regulations (see "*Fundraiser Protocol and Forms*" in the appendix).

Gym Banners (Team Recognitions)

Any board-approved athletic team winning the following Federal League or OHSAA-sanctioned championships will have an appropriate recognition banner displayed in the Varsity Gym. The LABC will assist with purchase of these banners:

1. Federal League Champions
2. District Champions
3. Regional Champions
4. State Finalist or Champions

(For individual student-athlete recognition of high achievement, refer to “*Athletic Award System*” in the Student-Athlete Guidelines)

Hazing

It is the policy of the Lake Board of Education and Lake Local Schools that hazing activities of *any* type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing. ***To be clear, our teacher-coaches should intentionally instruct and address issues of hazing in a proactive manner. Choosing to ignore (“don’t ask, don’t tell”) hazing and hazing-like situations is not an option.***

Hazing is defined as doing any act or coercing another, including the victim, into an activity that creates a 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.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

Injury/Accident Procedures

When a student-athlete is injured in competition or practice, the following protocol is the responsibility of the coach in charge:

1. Take appropriate steps to insure the safety and comfort of the injured athlete.
2. Notify the athlete’s parents or designee on the medical form.
3. In the event the athlete needs transported to a medical facility, a coach or responsible adult must accompany and stay with the athlete.
4. Complete an accident/injury report with the athletic office as soon after the accident as possible. A copy of this report should be filed with the trainer.
5. A doctor or appropriate medical personnel will determine when the athlete may return to activity.
6. Coaches should follow all guidelines related to blood-borne pathogens prevention.

In-Season / Out-of-Season Preferences

In-season sports and club sports will have preference of facilities over out-of-season sports and club sports. It is assumed that all coaches will work together to bring about a schedule that is agreeable to everyone. Scheduling conflicts which may arise from non-school requests and will be handled and communicated via the Office of Community Scheduler.

Keys/“Swipe Cards”

All athletic-related keys and electronic “swipe cards” must be signed for and filed with the athletic director. All keys must be returned upon the completion of the season unless other arrangements are made with the athletic director. The head coach is responsible for all staff keys and their accounting. No keys are to be reproduced or lent without the express approval of the athletic director. Violation of key privileges will result in immediate return of all keys to the athletic office. Upon a coach’s non-renewal, retirement or otherwise leaving of the Lake athletic department, all keys and “swipe cards” must be returned to the Lake athletic office.

Official School Colors / Nickname

The official school colors for Lake athletic teams are Royal Blue and White with Red being utilized as a trim color (NOT a primary color). The Lake Local Schools is not responsible for paying for any uniforms or game apparel which are not in compliance with the official school colors. Likewise, any team apparel, worn as a group “dress” or as a function of the team will follow the same school color expectations.

The official nickname for Lake athletic teams is “Blue Streaks”, “Streaks”, or “Lady Streaks”. The officially adopted team/school logo is:



and



“Open Gyms” / “Open Fields”

Coaches may open facilities for unstructured free play provided the activity is supervised by a Lake Local school employee and does not conflict with an in-season facility use. The supervisor may designate the sport to be played, but may not limit participation to a select group of students. Requiring student-athletes to attend such sessions or implying that a student-athlete’s selection to an interscholastic squad is contingent upon participation at the open session is prohibited.

Parent Meetings

In coordination with the athletic director, each head coach will schedule a pre-season meeting each sport season. Areas which will be covered at this meeting include (but are not limited to) safety concerns and warnings, eligibility and lettering requirements, discipline and team rules, practice schedules, administrative (paperwork) details, and the general goals and objectives the coaching staff seeks with the student-athletes and their parents. As there will be necessary paperwork shared with parents, attendance at these meetings are required by each student-athletes parent(s) or guardian.

Further, the OHSAA mandates that all student-athletes and parents attend a pre-season information meeting prior to the start of each sport season in which the respective student-athlete participates. Parents will sign-off on an attendance form at such meetings and the form will be maintained for OHSAA audits. The head coach will prepare a “hard copy” packet of information for those parents not able to attend the required meeting.

Passes / Complimentary Tickets

Each employee of the Lake Local Schools and one guest is entitled to free admission to all home events (except for tournaments and OHSAA-sanctioned events). All employees will appear on a "Pass List" at the entrance gate for such events and employees must show identification upon request. Any guest must accompany the LLS employee at the time of entry.

The Federal League will provide administrators' passes for the superintendent, each building principal, and the athletic director. Individual Federal League sports passes will be distributed to the head coach by the athletic director.

The athletic director will provide a limited number of "Courtesy Passes" to medical, Lake Athletic Booster Club, and other volunteer personnel.

College/University coaching staff members wishing to attend contests for the purpose of evaluating prospective student-athletes will be admitted free of charge with appropriate college/university identification. "Hired Scouts" or those representing scouting or scholarship services will pay the standard admission fee for the event attended.

Personnel Recommendations

The assessment and evaluation of each Lake athletic coach and sport program is an on-going process. The general sequence in the assessment and recommendation process is as follows:

1. The athletic director and head coach will have a pre-season conference to establish goals and parameters for the sport program and coach.
2. The athletic director and head coach will meet periodically throughout the sport season to review the goals and parameters of the program.
2. The athletic director and head coach will complete their evaluation within four weeks of the conclusion of the season. The head coach's evaluation of assistant coaches is due within two weeks following the conclusion of the season.
4. The athletic director and principal will be responsible for all contract recommendations to the superintendent.

Individual head coaches may suggest personnel change (replace or remove) to the athletic director to present to the principal. The athletic director may suggest change to the principal. The principal may suggest change to the athletic director and superintendent. The superintendent will have the final say in personnel change.

Postponements / Cancellations

It is the policy of the Federal League and Lake Local Schools that the following protocol be effect on days of school cancellation due to weather:

1. All 7th, 8th, and 9th grade events (practices and games) are canceled.
2. Varsity/JV contests *may* be played upon the mutual consent of the superintendents of the participating schools. Consideration of existing driving and potential weather conditions will be utilized.
3. Efforts will be made to reschedule canceled events through the athletic director. Federal League events will receive first priority.
4. The athletic director will be responsible for publicizing any postponements or cancellations through media and appropriate game personnel.
4. It is the policy of the Federal League to complete all varsity-level contests in the sport season.

Practices

All coaches are required to submit in writing a season practice time schedule to the athletic director two weeks prior to the start of official practices. In situations where facilities are shared with

another in-season sport or activity, the coaches/advisors of these sports/activities will meet first to devise an appropriate schedule of usage.

When changes to the practice schedule are necessary, the athletic director and all participants (and parents) should be notified as far in advance as possible. Changes should be kept to an absolute minimum. Other practice-related concerns:

1. Generally, any one practice period should not exceed two hours in length .
2. Coach(es) are responsible to secure locker room/facilities after each use.
3. All practices held when school is not in session (weekends, holidays) must be cleared through the athletic director.
4. There are to be no Sunday practices (only the superintendent may grant an exception to this situation).
5. "Snow Days": All Middle School events (practices and contests) are canceled. High School practices may be held after 12:00 p.m. in "Level 1" weather conditions when cleared through the AD and building principal. There

will be NO practices during countywide "Snow Emergency" conditions.

Public Relations / Promotions

Publicity surrounding a sport program is the responsibility of the head coach. The Lake Athletic Department encourages each head coach to promote in a positive manner all levels of the specific program. Results of all contests should be reported to WHBC (radio), the Canton Repository, the Akron Beacon-Journal, the Hartville News, The Suburbanite and any other appropriate Federal League media outlets by high school coaches. Additionally, head coaches must turn in an in-season weekly report by 8:00 a.m. each Monday to the Athletic Office which includes all results from all levels in the preceding week.

The student body and faculty/staff should be kept informed of athletic events through PA announcements and appropriate posters. Special publicity or media releases should be approved and released through the athletic director.

Promotion of special events (Homecoming, Senior Nights, Youth Nights, etc.) must be coordinated with the athletic director. Every effort should be made to schedule these promotions prior to the start of the sport season.

Recognition Nights

The athletic director will establish the dates for the fall, winter, and spring "Recognition Nights". The objective of "Athletic Recognition Nights" is to provide a celebration of our student-athletes' achievements within each sport season. The Lake community strongly supports its young people and we want to provide appropriate public recognition for the many good things these student-athletes accomplish. The Lake Athletic Booster Club is the "host" for the Recognition Night. The Boosters will provide the desserts in the Lake Community Dining Hall prior to general session.

Any varsity team which reaches a District Championship level (or higher) may opt to hold a separate banquet-style "break-out" presentation from the Recognition Night. The following criteria would be followed:

- a. The head coach should inform the athletic director of the request; the head coach with the approval of the athletic director would assign a "banquet coordinator" (a parent or coach) to work with the athletic director and the Lake Athletic Booster Club to develop specific banquet plans.
- b. The selected banquet night will be on a night separate from the Recognition Night and will be held in the Lake Community Dining Hall.

- c. The LABC will support such a banquet by providing up to \$5.50 per meal for each student-athlete and coach within the high school program of that sport. Parents and guests would pay for their own tickets to the banquet.
- d. The team and coaches of the sport requesting a banquet-format will still be expected to attend the seasonal Recognition Night through the presentation of “special awards”.

Scouting / Mileage

Scouting assignments will be determined by each head coach as necessary. Scouts will be supplied all necessary pass arrangements by the head coach. Scouts will be limited to one car per scouting assignment.

Mileage reimbursements for scouting or clinics will be paid in accordance with the current adopted rate as established by the Lake Local Board of Education. All mileage vouchers must include dates, destination, and miles traveled. The voucher must be signed by the coach/scout, the head coach, and the athletic director within two weeks following the last scouting assignment of the season. All mileage reimbursements are budgeted annually per sport and approved by the head coach and athletic director.

Senior Nights

Senior student-athletes within each sport season will have an opportunity to be recognized at one selected “Senior Night” during their sport season. The Lake Athletic Booster Club will provide corsages for the parents of seniors on the designated night. The format listed below will be utilized. Any changes to this format must be approved by the athletic director.

Fall Sports:	All fall sports at late-season home football game.
Winter Sports:	Wrestling, Swimming & Girls Basketball--At final home match of the season. All others--At late-season home boys basketball game.
Spring Sports:	At designated events as determined by respective head coaches.

Sportsmanship

Each Lake athletic coach is expected to set a good example for participants and fans in regards to sportsmanship. Coaches should specifically address and instruct all participants in matters of acceptable sportsmanship and reinforce appropriate behavior that impacts their respective program and the ensuing athletic venue (crowd control, student support, and general contest atmosphere). Coaches are expected to work with the athletic and school administration to create a positive sportsmanship environment at all Lake activities.

Sports Medicine

The Lake Local School District, in cooperation with the Mercy Sports Medicine Group, provides daily, professional assessment and evaluation of all Lake student-athletes during the regular sport seasons. This service is provided free of charge to our student-athletes; however, each family should coordinate and communicate related health issues and concerns through both their personal health-care provider and the school athletic sports medicine personnel/trainer. Student-athletes will be seen by the trainer at posted hours throughout the school year, regardless of the current status of the student-athlete as it relates to being “in-season” or “out-of-season”.

Squad Selection

The assigned coach shall select the squad based upon the sport program's selection criteria. When "cuts" for selection are necessary, coaches should provide ample opportunity for each candidate to appropriately represent their skills; this typically requires a minimum of four days of tryouts. Final selection of team members rests solely with each head coach. Coaches that select or "cut" to finalize squad rosters are expected to meet with individual student-athletes to discuss options for improvement and general assessment of skills. No "Cut Lists" are to be posted by coaches in notifying squad members of their status.

Supervision

Coaches are to remain at practice or after games until each athlete has left the premises. Legally, the coach is responsible for supervision of athletes, not only during practice, but also until they leave the premises.

Supervision expectations are the same for planned out-of-season activities (conditioning, open gyms, etc.). Likewise, no athlete should be left unsupervised for any reason by a Lake coach in the weight room or similar LLSD athletic/school facilities.

Summer Camps

Head coaches are encouraged to provide summer/camp experiences for their athletes. The coach may utilize Lake Local Schools facilities for summer instruction of Lake students with rental fees waived provided all Board-approved criteria is met. The athletic director will assist coaches wishing to conduct summer camps by coordinating dates and facilities. Consideration of each coach's camp schedule and target group will be given to minimize athlete and facility conflict.

Coaches who involve their athletes and teams in summer camps and leagues at outside venues assume all responsibilities and costs for such activities.

Texting/ Electronic Communication w/students

In the present culture of multi-media communication, the texting of information is familiar and common to many of our students. However, as educators, coaches are expected to maintain high levels of professionalism and behavior. The following expectations are required of Lake Local coaches and teachers in ANY type of adult-to-student contact and communication:

- The text/message/information should be transparent and accessible to parents
- Must be professional in content and tone
- Avoid texting individual students; text entire teams, groups (e.g., captains, seniors, etc.)
- Information should be limited to "*need to know*" basics (e.g., time, place, day, etc.) and must be related to the sport/activity under the charge of the coach
- Employees should be respectful and professional in all communications by word, image or other means.
- Employees should avoid use of obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior or sexual harassment. If you post information or comments that are not related to the District, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to:
 - Posting of photographs or documents, regardless of the content, which could be considered offensive to other parties and be a violation of state and/or

- District rules and policies;
- Posting of information that is considered to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts) may be a violation of state and/or District rules and policies.
- Posting as a citizen about a non-job related matter of public concern (elections, environmental issues, etc.) and making comments that negatively affect the district's effectiveness or efficiency or otherwise disrupt the workplace.
- Posting or blogging about personal subjects (i.e. dating, romance, drug or alcohol use).
- Your blog or web page should not contain any references to sexual subjects or contain vulgar or profane language or graphics. If your blog or web page was a movie, it should be rated "G".

Training Rules / Discipline Codes

It is the responsibility of the head coach of a team to set up and enforce training rules and consequences for each sport. The Lake "Athletic Code of Conduct" (ATOD Policy) will take precedence over any individual sport rules, but each coach may structure additional expectations for his/her program.

A copy of team rules is to be given to each athlete and parent/guardian. There should also be a signed contract on file in the Lake Athletic Office from each athlete confirming that they are knowledgeable of the rules prior to participation (see "ATOD" policy in appendix).

Included in each team's set of rules should be a reminder that to letter in a varsity sport, the athlete is required to fully complete the season as a member of the squad.

Transportation / Cancellation of Bus

All transportation for athletic events will be requested through the athletic office. Each coach will consult with the athletic director prior to the start of the respective season for purposes of establishing departure and return times per date.

Team members are never permitted to drive to out-of-district scrimmages or contests. Team members are expected to ride to and from the event on the team bus. An exception may be made for a student to travel to and/or from an event with their parent/guardian with a prior written request and coach approval.

Coaches shall ride the bus to and from the athletic event involving their assigned team. Non-participants (those not connected with the team) are not permitted to ride the team bus. Statisticians, scorekeepers, video are considered participants.

Coaches transporting student-athletes for sponsored or sanctioned activities: Student-athletes will be transported via board-approved vehicles (bus or school van) at all times for LLSA-sanctioned, contracted events. The Lake Local School District will only assume responsibility under such circumstances. Any driver of such vehicle(s) must meet the requirements and criteria established by the state of Ohio regarding the transportation of students for any school-related activities and events. This includes coaches, trainers, and any other personnel assigned to supervise individuals who are involved with activities under the name of Lake Local Schools.

Note: For any non-LLSD-sanctioned activity (e.g., summer camps, summer leagues, non-sanctioned work-outs, or other competitions), coaches are HIGHLY DISCOURAGED from providing transportation for student-athletes. Any coach providing such transportation will be doing so AT THEIR OWN LIABILITY RISK!

Every effort will be made to notify all parties when changes in transportation are necessary. Coaches are expected to contact the athletic secretary or the athletic director directly to cancel or change any transportation directive.

NOTE: See "Transportation Permission Form" under "Information for Parents-Students" in Appendix.

Trophies/Trophy Cases

Lake High School takes great pride in the sports heritage of all Blue Streaks athletic teams.

Championship trophies will be showcased for the following durations:

Sub-Championship (2nd, 3rd, "runner-up", etc.):	1 year
Event Championship (individuals, tournaments, etc.):	2 years
League Championship:	15 years
District/Regional Championship:	20 years
State Championship:	Infinite
Special Recognitions (local, state, national):	Varies

Retirement of trophies will take place each August. Coaches will be notified of trophy retirements; the public will be notified second through local print (newspaper) media. Coaches/public will have the option of securing retired trophies. Unsecured trophies will be removed from cases and placed in storage for one year. Upon space availability, trophies may be maintained in cases.

Warning Statements

Each head coach will publish a set of safety "disclaimers" or warning statements specific to their sport. These statements are to be shared at the pre-season "Parents' Meeting" and signed off by the student-athlete and the parent (see "Sport Warning Statements" under "Health and Safety Forms" in Appendix).

STUDENT-ATHLETE GUIDELINES

Athletic Award System

Lake athletic awards will be presented according to the following guidelines:

- A. VARSITY awards: A student-athlete will receive only one six-inch block "L" letter. All succeeding varsity awards will be a metallic award indicative of the sport in which he/she successfully meets the requirements necessary to win the award.
 - 1. The letter shall have no emblem of said sport woven in the letter.
 - 2. The second, third, and fourth year award is the one metallic award per sport earned.
 - 3. A senior who has been a faithful member of an athletic squad for a period of three years, but failed to make necessary requirements to earn a letter, may upon special recommendation of the head coach, receive a varsity "L". This provision also applies to foreign exchange students.
 - 4. A manager, statistician, or other team aide may receive a "Manager's Letter" (four-inch block "L") at the discretion of the head coach. It is recommended that this letter be presented to those who have provided significant assistance to the athletic program.

- B. JUNIOR-VARSITY awards: Any student-athlete who is a faithful member of a

junior-varsity athletic team, upon recommendation of the head coach receives a certificate.

- C. FRESHMAN awards: Any student-athlete who is a faithful member of a freshman athletic team, upon recommendation of the head coach, will receive a certificate.
- D. CHEERLEADER/DANCE TEAM awards: A varsity cheerleader/dance team member will receive one varsity letter. All succeeding varsity awards will be a metallic insert. "Letter" recognition will be per sport season.
 - 1. Junior-Varsity and Freshman CL/D will receive a certificate.

NOTE: All awards will be distributed by the athletic director to the respective head coach upon receipt of "Award Winners" list and completed inventory list from post-season coach packets. The head coach will receive these awards prior to the banquet date. Each head coach/assistant coach should sign certificates prior to the banquet.

- E. No awards other than those designated in this handbook shall be given to any student-athlete.
- F. Minimum requirements for winning a Varsity "L" Award:
 - Baseball:* Participation in one-half of the played innings. Pitchers must participate in one-fourth of total innings played. If the athlete plays a "specialty" position (e.g., designated runner, designated hitter, etc.), the coach may submit documentation to support the number of games participated in, which must total a minimum of 60% of games played by the varsity team.
 - Basketball:* Participation in one-half of total regulation quarters played.
 - Cross-County:* Finish in the top seven for Lake and participate in one-half of total meets.
 - Cheerleading:* Participation in practices and contests during the fall and/or winter sport seasons.
 - Dance Team:* Participation in practices and contests during the fall and/or winter sport seasons.
 - Football:* Participation in one-half of total regular season quarters played. If on a specialty team, participation in a minimum of five varsity games.
 - Golf:* Participation in one-half of varsity matches.
 - Gymnastics:* Required to be a level 7, 8, or 9 optional gymnast. Routines must meet level 8 or 9 by December 31st. must practice an average of three times per week during the season. May only compete in high school competition during the month of February and must compete in two scheduled meets plus the OHSAA District Competition.
 - Soccer:* Participation in one-half of varsity regulation halves played.
 - Softball:* Participation in one-half of the played innings. Pitchers must participate in one-fourth of total innings played. . If the athlete plays a "specialty" position (e.g., designated runner, designated hitter, etc.), the coach may submit documentation to support the number of games participated in, which must total a minimum of 60% of games played by the varsity team.

<i>Swimming:</i>	Attend 90% of team practices AND <u>average</u> at least one point per meet for the regular season and participate in one-half the total meets..
<i>Tennis:</i>	Participation in one-half of varsity matches played.
<i>Track:</i>	Average at least one point per meet for the regular season and participate in one-half the total meets.
<i>Volleyball:</i>	Participate in one-half the total games played.
<i>Wrestling:</i>	Participate in eight varsity points (matches).
<i>Bowling:</i>	Participated in one-half of all varsity matches.

NOTE: Alternative determinations may be recommended by the coach. Such changes must meet with the approval of the athletic director and building principal *prior* to the start of the season. All team members and parents shall be informed in writing prior to the start of the season of the qualifications to be eligible for an award.

A student-athlete is *not* eligible for an award if he/she quits the team prior to the conclusion of the total season. All award winners must finish the season, including post-season events, and be in good-standing with the team. To receive their award, student-athletes must be in attendance at the awards presentation (or receive absentee permission from the Athletic Director).

All middle school sport participants may receive a certificate of participation. No special awards are presented at the middle school level.

G. SPECIAL ATHLETIC AWARDS:

NOTE: Any change in the number or name of individual sport awards may only be done with the prior approval of the athletic director. No coach may arbitrarily adjust, add or otherwise alter the stated awards without such prior approval.

Fall Sports:

Football: Most Valuable Player, Most Improved Player, Best Offensive Lineman, Best Offensive Back, Best Defensive Lineman, Best Defensive Back, Coach's Award (optional).

Boys/Girls Soccer: Most Valuable Player, Most Improved Player, Best Offensive Player, Best Defensive Player, Coach's Award (optional).

Boys/Girls Cross-Country: Most Valuable Runner, Most Improved Runner, Coach's Award.

Volleyball: Most Valuable Player, Most Improved Player, Best Defensive Player, Best Offensive Player, Coach's Award (optional).

Girls Tennis: Most Valuable Player, Most Improved Player, Coach's Award.

Boys and Girls Golf: Most Valuable Player, Most Improved Player, "Mr./Miss Class" Award

Winter Sports:

Boys Basketball: Most Valuable Player Most Improved Player, Leading Rebounder, Best Foul Shooter, Most Assists, Coach's Award (optional).

Girls Basketball: Most Valuable Player, Most Improved Player, Best Defensive Player, Best Foul Shooter, Leading Rebounder, Coach's Award (optional).

Wrestling: Most Valuable Player, Most Takedowns, Most Pins, Most Improved Player, Coach's Award (optional).

Swimming: Most Valuable Swimmer, Most Improved Swimmer, Coach's Award (optional).

Dance Team: Most Improved Athlete, Most Valuable Athlete

Cheer: Most Improved Athlete, Most Valuable Athlete

Boys and Girls *Bowling*: Most Improved Bowler, Most Valuable Bowler, Coach's Award

Spring Sports:

Baseball: Most Valuable Player, Most Improved Player, Highest Batting Average, Coach's Award.

Softball: Most Valuable Player, Most Improved Player, Highest Batting Average, Coach's Award.

Boys Tennis: Most Valuable Player, Most Improved Player, Coach's Award.

Boys and Girls Track: Most Valuable, Most Improved, Best Sprinter, Best Field Event, Best Distance Runner, Coach's Award (optional).

H. ALL-FEDERAL LEAGUE: Criteria for selection to All-Federal League teams are listed in the "Forms" handbook. Selection of All-League student-athletes are made by league head coaches at established selection meetings following each sport season.

I. ALL-DISTRICT SELECTIONS: Criteria for All-District selections are established by coaching associations and the media, not Lake High School or the Lake Athletic Department.

J. ALL-OHIO SELECTIONS: Criteria for All-Ohio selections are established by coaching associations and the media, not Lake High School or the Lake Athletic Department. Any student-athlete who receives First Team All-Ohio honors will have a 5"x7" photo displayed at Lake High School in a designated area for such recognitions. The Lake Athletic Booster Club will assist in the purchasing of such displays.

K. Any student-athlete who earns a varsity letter is eligible to display the letter on an appropriate Lake varsity letter jacket. The student-athlete may make their own choice as to where they purchase the jacket and will make their own arrangements for such purchases.

Athlete (Definition of)

For all purposes of interpretation, a student is considered to be an "athlete" when he/she first indicates an intention to try-out for any interscholastic sports team (for example, attending a preseason information meeting).

Attendance

Extra-curricular participants (which includes student-athletes) must be in attendance at school the entire school day. Absence for medical or school-related circumstances should be verified by official documentation. Any additional exceptions must be approved by a building administrator. This applies to practices, meetings, performances, contests, and any team/sport-related activity.

ATOD (Alcohol, Tobacco and Other Drugs) Policy

A copy is found in the Appendix ("*Required Pre-Season Forms*") under Information for Students-Parents) and by going to the following site:

<http://lake.stark.k12.oh.us/athletics/office/images/parentForms/Lake%20ATOD%20policy%20.pdf>

All Lake student-athletes (7th through 12th grades) agree to this policy prior to their involvement with each athletic season. This school board-approved athletic policy impacts choices the athlete makes year-round. Any additional Lake Local Board of Education adoption of policy which impacts the general student population will also apply to student-athletes.

Changing Sports in Mid-Season

A student-athlete, who is a member of an interscholastic team, may not quit that team following the first regular contracted competition and join any other Lake Local Schools' interscholastic athletic program during the same season. An athlete's participation in another school sport may begin upon the completion of the last regular season contest of the sport quit. If a player is dismissed from a squad for disciplinary reasons during a season he/she must refrain from participation in other Lake Local Schools' interscholastic athletic program activity for 10 school days from the date of the dismissal.

Denial of Participation ("Due Process")

If an athlete is to be denied participation from practices or contests as a result of violation of team rules, the coach must inform the athletic director of this action and request a denial of participation form (see "*Forms*" book). This form is to be completed and given to the student-athlete, the athletic director, and the principal.

The student-athlete has the right to appeal such action. The appeal may be with or without the parents. Signed codes of conduct/training rules must be on file in the athletic office. The appeal will be made to an Athletic Appeal Board comprised of the athletic director, one head coach (not of the appellant's sport), and one administrator. The appeal must be made within five days of the coach's notification of denied participation.

On matters of denial of participation related to school discipline violations (e.g., truancy, suspensions, etc.), the board-approved protocol and procedures will apply.

Eligibility

FOR STUDENTS ENROLLED IN GRADES 9-12:

- In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one-credit courses, or the equivalent, which count toward graduation; and
- Those grades referenced, when combined, be a total grade point average of at least 1.0 on a four point (4.0) scale.
- A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five subjects in the preceding grading period in which the student was enrolled; and
- Those grades must, when combined, be a total grade point average of at least 1.0 on a four point (4.0) scale;
- A student who failed one or more of the state proficiency tests may be required to participate in provided intervention programs in order to remain eligible.

FOR STUDENTS ENROLLED IN GRADES 7 & 8:

- A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must have received passing grades in a minimum of five subjects in the preceding grading period in which the student was enrolled; and
- Those grades referenced, when combined, be a total grade point average of at least 1.0 on a four point (4.0) scale; and
- A student who has failed one or more of the state proficiency tests may be required to participate in provided intervention programs in order to remain eligible.

Eligibility requirements are clearly defined in the Ohio High School Athletic Association Constitution and Bylaws. Ultimately, the understanding of and acknowledgement to meet all eligibility requirements falls upon the student-athlete and his/her parent/guardian.

Equipment/Uniform Loaning

All uniforms, practice gear, and associated sport equipment loaned to the student-athlete remain the property of the Lake Local School District. Student-athletes, upon the completion of the respective season and with the direction of the coach, shall return all such property in a clean and appropriate condition when requested. Failure to do so will result in the student-athlete's reimbursement for repairs, cleaning or replacement costs to the Lake athletic department.

OHSAA Regulations

The eligibility standards for the OHSAA have been adopted by member schools and were accepted by the LLSLD when it became a member of the OHSAA.

1. Scholarship: Do not change your course schedule or drop a course without first consulting your guidance counselor or athletic director to determine whether it will affect your eligibility. Eligibility for each grading period is determined by grades received in the preceding grade period. Semester and yearly grades have NO effect upon eligibility.

Grades 9-12: To be eligible, you must be currently enrolled in a member school and have received passing grades in a minimum of five one credit courses, or the equivalent, in the immediately preceding grade period.

Grade 7 & 8: To be eligible, you must be currently enrolled in a member school and have received passing grades in a minimum of five subjects in the preceding grade period.

For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

Students taking post-secondary school courses must comply with these standards. Please see your guidance counselor or athletic director if you have questions.

2. Residence: A student is eligible at the school located in the Ohio school district where the parent or legal guardian resides when all other eligibility standards are met. If your parent/legal guardian lives outside Ohio, you are not eligible unless you meet one of the exemptions to the residency bylaws. When there has been a court-ordered change in custody, the student must reside in the same school district with the legal guardian ("legal guardian" will be defined by court paperwork).

3. Age Limitations: If you are 19 years of age prior to August 1, you are ineligible for the current school year.

4. Instructional Programs: Camps, clinics, workshops, etc. that involve team play may be attended from June 1-July 31 only. Team play is defined as any activity of individuals with more than one player opposing one player. There is no limit on the number of players from the same school participating on the same team from June 1-July 31. An athlete may have no instructional contact with the school coaching staff except during the season of the sport or for 10 days from June 1-July 31.

5. Non-Interscholastic Participation: Participation by an athlete in a non-interscholastic program (tryouts, practice or contests) while a member of a school squad in the same sport is PROHIBITED. An athlete becomes a member of a squad by participating in an interscholastic contest (scrimmage, preview, or regular season contest). Exceptions: In individual sports, an athlete may practice and try out for a non-school team but may NOT compete in a contest.

Additional information on OHSAA by-laws can be found at:

www.ohsaa.org/general/about/Bylaws.pdf

Pre-Participation Exams ("Physicals")

OHSAA medical and parent consent forms are required of all interscholastic participants, cheerleaders/dance team members, and club-sport participants before they may participate in a

practice or an interscholastic event. Each coach is responsible for the dispersal and collection of these forms to/from student-athletes with the original form being filed in the athletic office (see “*Required Pre-Season Forms*” section; forms are also available on the OHSAA website: www.ohsaa.org).

Lake Local Schools will help coordinate through local health-care personnel for pre-participation exam dates each academic year. Notification of the dates, times, and specific arrangements will be made from the athletic office to the student-athletes and the coaches. Lake athletic coaches may be asked to assist with the administration of these exams.

Pre-Season Parent Information

The Lake High School athletic department requires a series of information responses from each student-athlete’s parent/guardian prior to participation in the athletic program. Parents can view and download all materials by going to:

<http://lake.stark.k12.oh.us/athletics/office/parentinfo.htm>

The following items must be downloaded and completed by the parent and then returned to the student-athlete’s coach prior to participation:

- 1) Download and print the  [Parent Sign-Off](#) Complete all data at the top of the form.
- 2) Review the “*The Sports Report*” video from the OHSAA (below). This video is about 20 minutes in length and covers many important topics.**
- 3) Download and review the new 4-page form,  “*Pre-participation Exam, Eligibility, Insurance and OHSAA Authorization Paperwork*”.
- 4) Download and print the  [Emergency Medical Authorization Form](#).
- 5) Download and review the Lake  “*ATOD Policy*”.

To access these sites on the LLSLD website, go to: <http://www.lakelocal.org/AAA/athletics/Pages/Pre-Season-Parent-Information.aspx>

Once each document has been reviewed by the parent, the parent and student-athlete sign-off on and return the “Parent Sign-off Form” to the respective coach.

Season

A student-athlete is considered “in-season” beginning with the first day of practice as defined by the OHSAA for a specific sport and continuing until the end of the same sport’s Recognition Night. A student-athlete is considered “out of season” when their activities fall beyond the above stated season time frame. Note: The Lake “ATOD Policy” is considered a 12-month, 24-hour per day agreement between the student-athlete and the district’s substance abuse code.

Sportsmanship

Lake student-athletes are expected to treat all opponents and contest officials with respect and abide by all respective rules for their sport. Student-athletes are expected to accept seriously the responsibility and privilege of representing Lake Schools and the Lake community and display positive actions.

Transportation

All transportation to and from away contracted events is the responsibility of the LLSLD and will be provided by the LLSLD. Athletes are required to travel to and from away contests in transportation provided by the LLSLD. Athletes may not transport themselves to or from away contests. If a special circumstance occurs, the athlete must request approval from the athletic director 24 hours in advance; forms are available in the athletic office and must be completed and signed off on by the responsible

coach and the athlete's parent/guardian (See "Transportation Permission Form" under "Information for Students-Parents in Appendix).

The choice of mode of transportation to and from practices ultimately lies with the athlete and their parent/guardian. We strongly encourage athletes to NOT ride with other students or athletes to or from practices. However, if they choose to ride with other students, the driver accepts the responsibility and liability of transportation.

Athletes will remain with their squad and under the supervision of the coach when attending away contests. Athletes who miss the bus are not permitted to participate in the contest unless there are extenuating circumstances. All regular school bus rules apply at all times. Athletes are expected to be dressed appropriately for all school-provided transportation.

Vacation Policy

Student-athletes and their parents need to understand the commitment involved in participating on an interscholastic team. Coaches should also be considerate of special family events and occasions, which may impact a student-athlete's timeframe. To maintain this balance between co-curricular and family obligations, the following guideline is to be followed when student-athletes must miss scheduled athletic activity due to vacation activity:

A. The student-athlete must personally contact the coach prior to any vacation, which will cause the athlete to miss a practice or athletic event.

1. Family vacations (student-athlete travels with immediate family members): Before contest participation can resume, the athlete must practice one day for every two practices or athletic events missed.
2. Non-family vacations (student-athlete travels without immediate family members): Before contest participation can resume, the athlete must practice two days for every practice or athletic event missed and may be withheld from at least one contest.

NOTE: For purposes of clarity, a "practice" in the above context is a regularly scheduled practice/instructional event that is available and expected of all team members.

B. Failure to personally contact the coach prior to any vacation will result in a doubling of the above periods of ineligibility and the athlete will be withheld from at least one contest.

Weight Room

Lake Local Schools provides an outstanding weight room facility, which is available to all Lake Local students and residents. The weight room is located in the Lake Athletic Complex and maintains posted hours by sport seasons (hours are available by contacting the Lake athletic office). No students are permitted in the weight room without direct supervision by a Lake athletic department-approved weight room supervisor. Coaches and athletes may arrange specific workout hours and programs by contact the Head Strength Coach.