

Princeton City Schools  
Department of Interscholastic Athletics



Coaches Handbook

**PRINCETON CITY SCHOOLS  
DEPARTMENT OF INTERSCHOLASTIC ATHLETICS**

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## **Varsity Sports**

### **Fall**

Cheerleading  
Boys Cross Country  
Girls Cross Country  
Football  
Boys Golf  
Girls Golf  
Boys Soccer  
Girls Soccer  
Girls Tennis  
Girls Volleyball  
Boys Water Polo  
Girls Water Polo

### **Winter**

Academic Challenge  
Boys Basketball  
Girls Basketball  
Boys Bowling  
Girls Bowling  
Chess  
Indoor Track  
Boys Swimming  
Girls Swimming  
Wrestling

### **Spring**

Baseball  
Softball  
Boys Tennis  
Boys Track  
Girls Track  
Boys Volleyball

## **Introduction**

This handbook has been prepared to assist in guiding all coaching staff members in the successful performance of their assigned tasks. In establishing this guide, many factors were considered. We have attempted to include all areas, problems, and circumstances that normally occur in the performance of duties. However, we realize that all possible situations cannot be covered. We will establish procedures for particular situations not covered by this handbook as they occur.

While carrying out your coaching assignment, we ask you to keep this in mind; always act for the best interest of all students concerned as well as for the best interest of each individual student. Your sport or assignment is vital and necessary to us, to your school, to our community, and to the overall excellence of our total program.

Princeton Athletics is to be selfless. It is “we” before “me.” It is a test of character and commitment. For the student-athlete, sports should not only be solely about becoming a better athlete, but also a better person. As Princeton coaches we must work to support athletes of all ages and levels of experience and we must believe in the power of sport to help us accomplish our goals. We must remember that we are ONE department with ONE common philosophy and must act as such.

## **PRINCETON ATHLETIC DEPARTMENT PHILOSOPHY**

The athletic program of the Princeton City Schools is a cooperative effort of the Board of Education, the Administration, and the Athletic Department. The opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experience. The experiences contribute to the development of learning skills and emotional patterns that enable students to make maximum use of their education.

Participation in activities is a privilege which carries with it a responsibility to the school, to the activity, to the student body, to the community, and to the individual student. We believe that by promoting sportsmanship at all levels, the program instills pride and reinforces a sound value structure, and enhances the individual's self image as well as the image of the school district and the community.

Princeton's student activities are considered an integral part of the educational program providing experience that will help develop young men and women physically, mentally, socially, and emotionally.

## **General Information**

### **Ohio High School Athletic Association (O.H.S.A.A)**

Princeton is a member of the Ohio State High School Athletic Association (OHSAA). It is important for all coaches, parents and athletes to be familiar with the bylaws of the OHSAA. Intentional violation of any bylaws or other policies is a very serious offense. While it is not possible to agree with every rule and regulation, it is important for all to comply with them.

Please visit the Ohio High School Athletic Association website at [www.ohsaa.org](http://www.ohsaa.org).

### **Greater Miami Conference (G.M.C)**

Princeton is a member of the Greater Miami Conference. The conference consists of public high schools in the greater Cincinnati area (Colerain, Fairfield, Hamilton, Lakota West, Lakota East, Middletown, Milford, Oak Hills, and Sycamore). The GMC is an extremely prestigious and competitive Conference. Teams from the conference are competing at the State level on an annual basis in almost all sports.

Princeton coaches are required to attend all League meetings including All-Conference selection meetings in their sport.

Visit the Greater Miami Conference website at [www.gmcsports.com](http://www.gmcsports.com)

### **Athletic Schedules:**

The most up to date athletic schedules can be viewed at [www.vikenation.org](http://www.vikenation.org)

## **Becoming a Princeton Coach**

### **Qualifications:**

- \*You must obtain, and maintain all certifications set forth in the TRAININGS section of this handbook. You must provide copies of all certificates to the athletic office.
- \*Have knowledge and background in the assigned sport.
- \*Continue to examine new theories and procedures pertinent to the sport.
- \*Strong communication and organizational skills.
- \*Ability to act as a role model and ambassador for the athletic program and the school.
- \*Must be loyal to the total athletic and educational program of the Princeton City School District.
- \*All coaches are expected to report any and all violations of the Athletic Handbook and/or team rules to the Athletic Director. This is to be done to maintain consistency and integrity of the program and to alert the administration of possible parental calls.
- \*All coaches must meet a criteria established by the ODE, OHSA and Princeton City Schools.
- \*All coaches must complete the hiring process conducted by the Human Resources Department and the Athletic Department regardless of whether the coach is paid or a volunteer. **You must be finger-printed and have a BCI and FBI background check prior to ANY contact with students.**

## **Requirements for Coaching Checklist**

Coaching student-athletes in the Princeton City School District's interscholastic athletics program requires the following:

\_\_\_\_\_ Meet with the Athletic Director.

\_\_\_\_\_ Schedule an appointment with Human Resources to complete all necessary hiring paperwork and background checks. Please bring the following items with you:

- Valid Pupil Activity Permit (PAP)
- Valid Picture Identification
- Social Security Card
- Voided check
- \$50.00, exact cash or a check (BCI & FBI background check)

Princeton City Schools Human Resources Department  
3900 Cottingham Drive  
Sharonville, Ohio 45241  
Phone: 513.864.1080  
Fax: 513.864.1089

\_\_\_\_\_ Complete all necessary training/certifications and turn in copies to the athletic department . Please refer to the TRAININGS section in this handbook.

\_\_\_\_\_ If you have not already done so, apply for//renew your Pupil Activity Permit (PAP)

## Coaching Permits

Coaching or pupil activity permits (PAP) are required for individuals who will direct, supervise or coach a student activity program that involves athletics, routine or regular physical activity or activities with health and safety considerations. School districts determine which staff members need to have a permit. Princeton City Schools requires any individual coaching, paid or volunteer, to obtain an Ohio pupil activity permit (PAP). Those who wish to apply for an Ohio pupil activity permit (PAP) must complete the requirements outlined here.

### DISTRICTS ARE TO VERIFY ALL TRAINING FOR COACHING PERMITS

School district e-signers will confirm that all applicants for coaching permits have valid training or certification in **all** required areas, as outlined in the chart below.

## TRAINING REQUIREMENTS

There are six categories of training below. Coaches are to: a) check with the athletic department regarding preferences and procedures related to each category; and b) provide documentation to the athletic department showing that you have met the requirements.

We encourage coaches to keep record of any expiration dates for your training sessions to ensure that you retake them before they expire (dates vary). To assist with this, the athletic department will enter all certifications and their expiration dates in your Final Forms account. **No coach is permitted to coach until all certifications are current and verified by the athletic department. Failure to comply with the training requirements may result in suspension and/or dismissal from the coaching staff.**

### TRAININGS

**1. Fundamentals of Coaching** - The National Federation of State High School Associations presents this series of online modules (one-time training \$65).

**2. Cardiopulmonary Resuscitation (CPR) training** - Fulfill this requirement through a course approved by Princeton City Schools. (cost will vary depending on provider)

**3. First Aid for Coaches** - Fulfill this requirement through **ONE** of the four categories of options outlined below (cost will vary depending on provider):

1. **Ohio Department of Education-approved pupil activity program.**
2. **Nationally approved programs.** Select **ONE** of the following:
  - Human Kinetics Coach Education Center ([Sport First Aid](#));
  - National Federation of State High School Associations & American Red Cross ([First Aid, Health and Safety](#)).
  - [American Heart Association](#) (First Aid).
3. **College or university courses.** Courses must be completed within the past three years and be related to first aid or athletic training.
4. **Professional licenses or certifications.** The following licenses/certifications fulfill the first aid training requirement: MD, DO, DC, PA, RN, EMR, EMT, AEMT, Paramedic, ATC and SCS. Your board license must be active.

**4. Concussion Training** - Complete **ONE** of the following free, online courses (valid for three years, free of charge).

- The National Federation of State High School Associations' training program "[Concussion in Sports](#)";
- [National Alliance for Youth Sports Concussion Training](#); or
- National Centers for Disease Control and Prevention program "[Heads Up to Youth Sports: Online Training](#)."

Please see the [Ohio Department of Health website](#) for additional resources.

**5. Sudden Cardiac Arrest Training** - Each year, coaches must review the [Ohio Department of Health's](#) video and related fact sheet. **Coaches must** use **ODE's** [Learning Management System \(LMS\)](#) (free of charge). You may access LMS through your [OH|ID account](#) within 24 hours of submitting your online application. On the LMS homepage at top right, click the Course Catalog link. Then search for *Sudden Cardiac Arrest* to find the course. After you view the materials and pass a short test, you may download and print your certificate of completion.

If you are unable to access the LMS, please review the video and related materials on the [Ohio Department of Health website](#).

**6. Covid-19 Training For Coaches and Administration** - Complete the following free, online courses (valid for one year, free of charge).

- The National Federation of State High School Associations' training program "[Covid-19 Training for Coaches and Administration](#)".

Please see the [Ohio Department of Health website](#) for additional resources.

## **OBTAINING YOUR PUPIL ACTIVITY PERMIT**

STEPS FOR THOSE REQUESTING A PERMIT (NEW OR RENEWAL)

### **Application Instructions**

- **Make sure you have a OH|ID account.** If you are certain you do not have a OH|ID account, set one up [following the instructions here](#).
- **If you have a OH|ID account** but do not remember the user name or password, click on the "Forgot Password" link on the [OH|ID portal](#) to reset your password. Please do not set up a second OH|ID account. If you need assistance, you may contact (877) 644-6338 or [Profile.Help@education.ohio.gov](mailto:Profile.Help@education.ohio.gov).
- **IRN** - Princeton City Schools Information Retrieval Number (IRN) is **044677**.

- Access your [OH|ID account](#).
- Click Educator Licensure and Records (CORE).
- Complete the online application from your CORE Dashboard.
- See the [CORE User Manual](#) for complete instructions.

## PERMIT TERMS FOR CERTAIN CREDENTIAL HOLDERS

Select your pupil activity permit in the online application process based on the following criteria.

Apply for:

A. A **three-year** permit if you hold:

- No other educator credential; or
- An educator credential *other than* one of those listed under B or C.

B. A **four-year** permit if you hold:

- A four-year resident educator license; or
- A four-year alternative resident educator license.

C. A **five-year** permit if you hold:

- A five-year professional license; or
- A five-year senior professional license; or
- A five-year lead professional license

## **HIGH EXPECTATIONS AND GOOD SPORTSMANSHIP** **A TOTAL TEAM EFFORT**

**COACHES:** Coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, students, and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

1. Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior
2. Instruct participants in proper sportsmanship behavior and responsibilities
3. Respect judgement of contest officials and display no behavior to incite fans
4. Treat opposing coaches, participants and fans with respect
5. Shake hands with officials and opposing coaches
6. Develop and enforce penalties for participants who do not abide by sportsmanship standards

Coaches should avoid the following inappropriate behaviors:

1. Use of profanity
2. Ejection from contest
3. Berating officials or players
4. Inciting spectators/players to inappropriate behavior

### **OHSAA Coach Ejection from a Contest**

Any coach ejected for unsporting conduct or flagrant foul shall be suspended from coaching in all contests for the remainder of that day. In addition, the coach shall be suspended from coaching for all contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection or disqualification. If the ejection or disqualification occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season next school year. A coach who has been suspended from coaching may attend the contest but sit in the spectator area and may not give instructions to the players or the individual who has been assigned to coach the team any time prior to or during the contest including halftime or any intermission. A suspended coach shall not travel with the squad to an away contest. The ejected coach must pay a \$100 fine to the Ohio High School Athletic Association and complete the NFHS Sportsmanship course within 30 days of the ejection. A coach who is ejected a second time shall be suspended indefinitely and required to attend a mandatory conference with the Commissioner at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with Bylaw 12. subject to the discretion of the Commissioner.

All coaches working with student-athletes in the athletic program in Princeton City School District will be held accountable to the OHSAA coach ejection rule. It is the responsibility of the local school authorities to ensure this regulation is enforced. When a suspended coach is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA Tournament regulations. In accordance with Bylaw 8-3-1, the decisions of the contest officials are final.

### **Head Coaches Duties and Responsibilities:**

1. Take Ownership of your program
2. Provide written rules and expectations to all team members and their parents and hold a parent meeting prior to the start of competition.
3. Be responsible for all matters pertaining to the organization and administration of the coaching of the team under their direction and shall enforce all rules of the Ohio High School Athletic Association as they pertain to the respective sports.
4. Plan and conduct daily practices for the team.
5. Assign duties to all assistant coaches
6. Supervise athletes and team assigned to you. (Games, practices, after practices)
7. Follow the rules of and regulations regarding the use of school facilities
8. Coordinate and direct ALL levels of the program by conducting coaches meetings, developing team rules, assisting other coaches in the development of practices and maintaining strong communication at each level.
9. Attend and participate in all Athletic meetings set forth by the Athletic Director.
10. Attend all required GMC, Coaches Association, and Southwest District meetings. (Rules, awards, etc.)
11. Plan, organize and conduct a post season awards banquet, in-season parent night, and outreach methods to encourage student body attendance at games.
12. To be of assistance to athletes in determining their future level of competition upon graduation.
13. Maintain accurate statistics for win/losses and athlete performances. (All-Conference, team records etc.)
14. Follow rules and regulations in the Athletic Handbook.
15. Completion of required OHSAA coaching certification courses.
16. Meet with the Athletic Director for pre-season and post-season evaluation and planning meetings.
17. Complete OHSAA rules test and other OHSAA communications by assigned date.

18. Assume responsibility of communicating with the media and parents: pre-season, in-season and postseason.
19. Complete all OHSA and GMC official rating forms.
20. Develop strategies and make recommendations to enhance the future of the program.
21. Evaluate assistant coaches at the post-season meeting with the Athletic Director.
22. Display sportsmanship towards opponents, officials, parents and one's team.
23. Supervise all athletes during overnight trips.
24. Keep accurate inventory of equipment, uniforms etc.
25. Work with the Athletic Director on developing an appropriate annual budget.
26. Assist in the organizing and running of invitational, tournaments and regular season meets.
27. Communicate expectations to all assistant coaches (including 7th and 8th), prior to the start of official practice for the upcoming season.
28. Have an end of season awards ceremony.

### **Assistant Coach/Volunteer Assistant Coaches**

1. Support the head coach in conduct of the athletic program, of that particular sport and the total athletic program of the Princeton City School District.
2. Be loyal to the head coach and the team.
3. Attend coaching staff meetings when called by the head coach.
4. Assume any duties assigned by the head coach pertaining to the overall athletic program including practice drills, handling of equipment, academic monitoring, public relations, scouting, statistics, cleaning uniforms, etc.
5. In the absence of the head coach, assume all responsibilities assigned to the head coach.
6. Teaching skills necessary for each student athlete to reach their own potential.
7. Other duties assigned by the head coach or athletic director.

### **Other Items**

### **Supervision of Student-Athletes**

Coaches are expected to be the first to arrive and the last to leave practices or contests. Student-athletes should not be left in the locker room, the weight room, or other facilities without supervision of a coach. This applies to the times before and after a practice or open gym is scheduled. Coaches are to turn off lights, secure doors, and lock gates when leaving facilities. Upon arriving back at Princeton after away contests, a coach is to remain until all student-athletes are picked up or leave school grounds.

### **Outdoor Sports and Weather Conditions**

When lightning is spotted, or thunder is heard anywhere in the sky, it is the coaches' responsibility (athletic trainers may not always be present) to remove student-athletes to a building or other safe area. Activity should not resume until 30 minutes after the last lightning bolt is spotted or thunder is heard. Student-athletes should not be released to leave a building or other safe area until the lightning/thunder ends. Athletic trainers will make all practice decisions based on heat and humidity following OHSA guidelines.

### **Fundraising and Booster Club**

Any, and all, fundraisers need to be approved by the athletic department administration and athletic booster group. Please obtain the proper fundraiser form, complete it and return it to the athletic department. There are strict rules regarding selling certain foods at schools. Remember that under **no circumstance** is a coach allowed to handle any money!! This is all to be done through your booster treasurer, athletic dropbox, or athletic office

### **Transfer Students**

COACHES need to identify these new students **AS SOON AS POSSIBLE!** Send the new student immediately to an Athletic Director. The Athletic Director will determine the necessary paperwork and begin the process with the state. OHSA paperwork takes a long time to process! Determination letters take time to receive. Be proactive in identifying your athletes. Failure to do so can result in forfeiture of contests.

**Very important:** Transfer students/athletes **may not participate** in scrimmages or contests until OHSA has ruled on transfer eligibility.

### **Facility Use**

The use of any school facilities outside of regular practice/game time requires a Facilities Use Contract. The primary use of our facilities is for Princeton City Schools

teams/students. Use of the facilities for any other purpose is considered a rental and requires a contract and valid insurance, per District Policy. The Princeton City Schools facilities are not to be used for activities that fall outside of a school event. For example, coaches cannot use the gym for private lessons with his/her private clients or any outside teams. Any use of the facility beyond games or normal practice hours must be approved in advance by the Athletic Director and the District. Failure to comply with rental procedures may result in suspension and/or removal from the coaching staff.

**Gyms** - There should be absolutely no food or drinks or hard shoes permitted on the floor. The Coach should be the last person out and ensure lights are off and doors are locked.

**Athletic Weight Room** - Athletes must be supervised at all times, there are no exceptions. If a coach would like to use the weight room with his/her team, you must set up days and times with the Athletic Director (to ensure supervision is provided for athletes). Teams will be responsible for putting all weights and weight room equipment back properly.

**Athletic Fields** - The athletic fields must be maintained. All equipment must be put away at the end of practices and contests. Please make sure athletes throw away trash including water bottles and tape.

**Athletic Film/Study Table/Class Room** – talk with your AD about the availability of a classroom to be used for Film Class at your high school. Leave all rooms like you found them.

**Locker Rooms** - All athletes are to use the locker room to change and store personal belongings. Please do not tolerate athletes changing on the field, on the pool deck or in the gymnasium. Athletes are responsible for keeping locker rooms clean.

### **Media Coverage**

You are required to keep all stats and information pertaining to your sports. Also, you will need to keep this information updated weekly for SID STATS which reports directly to the GMC website and to Cincinnati.com. You can also contact the athletic department for information to be posted on the school district social media accounts. It is your duty as a coach to give your kids as much coverage as possible.

### **Emergency Action Plan**

**In case of serious injury, the following plan shall be implemented.**

1. If an Athletic Trainer is on site, follow their instructions before advancing.
2. Call 911 and ask for an ambulance..
  - A. Who will call?
    1. Assistant Coach
    2. Head Coach.
    3. Responsible Adult.
  - B. What to say on the phone.
    1. Request an Ambulance.
    2. What type of situation is it (life-threatening/ non-threatening).
    3. What type of injury.
      - a. head injury.
      - b. neck injury.
      - c. knee injury.
    4. Is the athlete conscious or unconscious.
    5. The athlete's vital signs (if given). a. pulse. b. breathing rate.
    6. What assistance is being given.
      - a. CPR.
      - b. rescue breathing.
      - c. stabilizing athlete.
      - d. AED
    7. Location of phone.
    8. Exact location of injury (Football Field).
      - a. Corner of Sharon Road and Chester
    9. ALWAYS HANG UP LAST.
3. After activating EMS contact the athletes' parents.
  - a. If parents are unavailable, refer to the athlete's EMF for secondary contact. Utilize Final Forms-Familiarize yourself with your roster
  - b. Inform parents of the situation.
4. After making the phone calls, return to the injury site for further instructions.

**MANDATORY PARENT MEETING**

The most important meeting you will have as a coach is your parent meeting. It is an opportunity to be proactive with the athletic department and team rules, policy and expectations. This meeting will be held early in the season before the first contest. The athletic department will make arrangements for the date, room and notification to parents.

### **Sample agenda:**

**WELCOME**

**INTRODUCTION OF COACHES**

**PROGRAM PHILOSOPHY**

**TEAM RULES**

**ATHLETIC HANDBOOK**

**PLAYER/COACH/PARENT EXPECTATIONS**

**BREAKOUT INTO VARSITY, JUNIOR VARSITY, FROSH TEAMS**

**THANK YOU**

These are a few guidelines that will help you to prepare for this extremely important meeting.

When your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach.

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

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all the players on the squad
3. Locations and times of all practices and contests
4. Team requirements, i.e., practices, special equipment, out-of-season conditioning, fees etc.
5. Procedure followed should your child be injured during participation
6. Discipline that may result in the denial of your child's participation and its impact on the team.(including, but not limited to. academic rules, code violations, administrative discipline for improper conduct, etc).

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

1. Concerns should follow this chain of command: 1) Coach 2) Athletic Director 3) Building Principal
2. Notification of any schedule conflicts well in advance
3. Specific concerns with regard to a coach's philosophy and/or expectations As your child becomes involved in the programs at Princeton High School, they will have the opportunity to experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

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

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

## **INTERSCHOLASTIC ATHLETIC AWARDS**

Recognition for participation in interscholastic athletics is based upon three general standards: (1) level of competition; (2) participation through practice and through games, matches or meets; and (3) performance or achievement level. Additional standards are established for each sport. These are described in detail following the explanation of special awards for participation in interscholastic athletics.

Athletes who participate in varsity or junior varsity sports and who meet standards established for that sport obtain these appropriate awards:

1. A freshman not receiving a varsity letter will receive one set of numerals for participation on a freshman level team whether the athlete competes in one or more sports at that level.
2. First varsity award- varsity letter and a pin
3. Second varsity awards- a pin
4. Third varsity award- plaque and a pin
5. Fourth varsity award- a plaque and a pin
6. Managers, trainers and statisticians receive the appropriate award at the level earned.
7. When an athlete is injured and cannot practice, he/she must report to practice and games at the request of his/her coach in order to fulfill requirements for his/her appropriate letter.

### **AWARDS WITHIN INDIVIDUAL INTERSCHOLASTIC SPORTS**

Coaches of individual interscholastic varsity sports establish the specific basis upon which they award letters and the other symbols of performance referred to above. This section summarizes criteria established for each sport and cites the basis for awarding "Most Valuable Player" and "Most Improved Player".

#### **CRITERIA TO EARN A VARSITY AWARD**

To earn a varsity letter, the participant must attend all practices unless excused by reason of illness, injury, or approved absence; must display team spirit and sportsmanlike attitude at all times; must show proper respect for the rules of the game; and be in good academic and personal standing at the completion of the season. All seniors who have participated four years in a program will earn a varsity letter. Any player dismissed from a team during the regular season, forfeits all rights to earn a letter in that sport. Any player dismissed from a team during tournament play, forfeits all rights to awards earned during tournament play.

#### **Academic Challenge**

Participants must compete in one-half of all varsity matches.  
Most Valuable Player- Voted by team members and coaching staff  
Most Improved Player- Voted by coaching staff

### **Baseball and Softball**

Participants must play in one-half of the regular season contests. Pitchers must play in one-quarter of regular season contests.  
Most Valuable Player- Voted by team members and coaching staff  
Most Improved Player- Voted by coaching staff

### **Basketball**

Participants must play in one-half of all varsity quarters  
Most Valuable Player- Voted by team members and coaching staff  
Most Improved Player- Voted by coaching staff

### **Cheerleading**

Participants must cheer in all contests unless excused by their coach.  
Leadership- Voted by squad members and coaching staff  
Most Spirited- Voted by squad members and coaching staff

### **Chess**

Participants must compete in one-half of all varsity matches.  
Most Valuable Player- Voted by team members and coaching staff  
Most Improved Player- Voted by coaching staff

### **Cross Country**

Participants must run in one-half of varsity meets; or in three meets plus the district championship meet.  
Most Valuable Runner- Voted by team members and coaching staff  
Most Improved Runner- Voted by coaching staff

### **Football**

Participants must play in one-half of the quarters; or be a regular on a special team in seven games.  
Most Valuable Offensive Player- Voted by team members and coaching staff  
Most Valuable Defensive Player- Voted by team members and coaching staff  
Most Improved Offensive Player- Voted by coaching staff  
Most Improved Defensive Player- Voted by coaching staff

### **Golf**

Participants must play in one-half of all varsity matches.

Most Valuable Golfer- Voted by team members and coaching staff

Most Improved Golfer- Voted by coaching staff

### **Soccer**

Participants must have averaged two quarters of playing time in every varsity game.

Most Valuable Offensive Player- Voted by team members and coaching staff

Most Valuable Defensive Player- Voted by team members and coaching staff

Most Improved Offensive Player- Voted by coaching staff

Most Improved Defensive Player- Voted by coaching staff

### **Swimming**

Swimmers must average two points for each dual meet scheduled; or score points in either the GMC league championship or state meet.

Most Valuable Swimmer- Voted by team members and coaching staff

Most Improved Swimmer- Voted by coaching staff

### **Tennis**

Participants must play in one-half of the team matches.

Most Valuable Player- Voted by team members and coaching staff

Most Improved Player- Voted by coaching staff

### **Track**

Participate in and score points in a minimum of three regular scheduled meets; or participate and score points in the GMC league championship meet and one other regular scheduled meet; or participate and score points in the sectional, district, or state championship meets.

Most Valuable Runner- Voted by team members and coaching staff

Most Improved Runner- Voted by coaching staff

### **Volleyball**

Participants must play in one-half of all varsity volleyball matches.

Most Valuable Player- Voted by team members and coaching staff

Most Improved Player- Voted by coaching staff

### **Water Polo**

Participants must average two quarters of playing time in every varsity game; or be a member of the state tournament team.

Most Valuable Player- Voted by team members and coaching staff

Most Improved Player- Voted by coaching staff

### **Wrestling**

A wrestler must earn 50 points to earn a varsity letter; 20 points to earn a JV letter.  
 JV Weigh-ins and points = ½ the value of varsity point system

Each match = 12 points	Bonus
Win	+1
Pin, Tech Fall	+2
Disqualification, Default	+2
Win by forfeit- Weigh-in Points plus	+1
Loss by pin	-1
Loss by unsportsmanlike DQ	-2
Failure to make weight- loss of weight points plus	-1
Practice- unexcused absence	-2
2 unexcused absences = dismissal from the team	
Tournament Third Place	+1
Tournament Runner-Up	+2
Tournament Champion	+3
GMC Third Place	+2
GMC Second Place	+3
GMC Champion	+5
Sectional Fourth Place	+2
Sectional Third Place	+3
Sectional Second Place	+5
Sectional Champion	+8
District Fifth Place	+3 (If Qualifier)
District Fourth Place	+4
District Third Place	+5
District Second Place	+7
District Champion	+10
State Win	+3
State Sixth Place	+4
State Fifth Place	+5
State Fourth Place	+7
State Third Place	+10
State Second Place	+12
State Champion	+15
Most Valuable Wrestler- Voted by team members and coaching staff	
Most Improved Wrestler- Voted by coaching staff	

## **SPECIAL ATHLETIC AWARDS**

### **THE SUPERINTENDENT'S CUP**

The Superintendent's Cup is presented at the seasonal athletic awards reception to the outstanding male and female scholar athlete in each varsity sport. Requirements to be eligible for the cup includes: (1) participation in the sport as a senior unless waived by extenuating circumstances approved by the Athletic Director and head coach; (2) a 3.00 academic average or above; (3) and three years of participation in the sport. Points from 15 to 30 are awarded for athletic achievements and for school citizenship. The total of these points combined with requirements above, merits this award for the one senior male and female athlete in each sport.

### **THE SUPERINTENDENT'S AWARD**

The Superintendent's Award is presented at the Senior Academic Program to one male and one female scholar-athlete who received or who was eligible for a Superintendent's Cup during the school year.

Each Superintendent's Cup winner gains ten additional points towards the cup; the runner-up receives five points ; and all others qualifying in each sport receive three points.

Total points will consist of the academic point total plus the first, second and third place points received in each sport and athlete qualified. A combination of the two scores will be the winner. If there is a tie, the person with the highest grade point average will be declared the winner.

### **THE VIKING CUP**

This trophy is presented to a June graduating senior athlete in both men's and women's programs as the best all-around athlete during the varsity career of that individual. Consideration will be given to the total varsity performance for all participating seasons-freshman through senior years. The recipient should exhibit the characteristics of good sportsmanship and fair play. Also, the recipient must have lettered in at least two varsity sports during his/her senior year. Head coaches will make nominations with the athletes accomplishments listed, and voted on by all varsity head coaches.

## **Middle School Awards**

### **1st Year in Same Sport**

Participants receive a letter and sport-specific pin and certificate for completing the season.

### **2nd Year in Same Sport**

Participants receive an additional sport-specific pin to add to their first year athletic award from the previous season and a certificate for completing the season.

The coaching staff may also include speciality awards for the end of the season banquet that is voted by the team and/or coaching staff.

## **COACHES CHECKLIST**

### **PRE-SEASON**

- \_\_\_\_\_ Meet all coaches ODE PAP and trainings, and turn certifications into the Athletic Department.
- \_\_\_\_\_ Inventory equipment, materials, etc. and turn new order requests into the Athletic Director.
- \_\_\_\_\_ Check your game schedule for any problems.
- \_\_\_\_\_ Give a list of participants to the athletic office so we check eligibility and check physical exam records (No student-athlete can practice without a physical).
- \_\_\_\_\_ Make sure that all athletes are listed and cleared in Final Forms.
- \_\_\_\_\_ Conduct a preseason parent meeting to discuss both the parents' and athletes' responsibilities.
- \_\_\_\_\_ Check and verify OHSAA eligibility list as prepared by the Athletic Department prior to the first contest. Update throughout the entire season as needed.
- \_\_\_\_\_ Submit to the Athletic Director a list of all assistant coaches, team managers, etc.
- \_\_\_\_\_ Submit a preseason conditioning schedule and preseason practice schedule.
- \_\_\_\_\_ Complete a sports information sheet and return to the Athletic Director.
- \_\_\_\_\_ Complete or attend all rules meetings.
- \_\_\_\_\_ Read Coaches handbook and sign off receipt.

### **DURING THE SEASON**

- \_\_\_\_\_ Notify the Athletic Director of changes in the schedule (games, practices, busses, etc) as soon as possible.
- \_\_\_\_\_ Notify the Athletic Director immediately of any injuries, disciplinary actions, or problems.
- \_\_\_\_\_ Present a positive image to the student-athletes, the school and the community.
- \_\_\_\_\_ Write morning athletic announcements to inform student body of results and celebrate accomplishments.
- \_\_\_\_\_ Monitor academic progress of athletes and hold weekly study tables.

### **POST-SEASON**

- \_\_\_\_\_ Collect all equipment and fill out any obligations. It is the coaches' responsibility to collect all equipment and uniforms from athletes.
- \_\_\_\_\_ Meet with the Athletic Director for a post season evaluation conference and conduct inventory and inspection of equipment.
- \_\_\_\_\_ Return first aid kits and water coolers to the athletic trainers.
- \_\_\_\_\_ Collect all keys from your coaching staff and return to the Athletic Director.
- \_\_\_\_\_ Conduct an end of season awards program.
- \_\_\_\_\_ Continue to support all athletes and teams.
- \_\_\_\_\_ Complete all official rating evaluations.
- \_\_\_\_\_ Submit next season's budget needs and wish list.
- \_\_\_\_\_ **No coaches will be submitted for pay until all postseason duties are completed.**

End of Year Statistic Form  
(To be turned in to the athletic office)

Sport \_\_\_\_\_

Year \_\_\_\_\_

Coach \_\_\_\_\_

Team Captains \_\_\_\_\_

Team MVP \_\_\_\_\_

1st Team ALL GMC \_\_\_\_\_

2nd Team All GMC \_\_\_\_\_

ALL City \_\_\_\_\_

ALL State \_\_\_\_\_

Record      Wins \_\_\_\_\_      Losses \_\_\_\_\_

All other Team Awards \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATHLETIC DEPARTMENT PRE-SEASON GOALS FOR HEAD COACH**

(Each Head Coach will establish pre-season goals. This form must be on file in the Athletic Office.)

NAME \_\_\_\_\_ DATE \_\_\_\_\_

COACHING ASSIGNMENT \_\_\_\_\_

Please indicate your personal, team, or program goals for this year's sport season. Also, list the target dates, and the means you plan to implement the goals as they relate to your coaching assignment. Return this form to the Athletic Director prior to the start of your sports season.

**Goal #1**

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Target Date: \_\_\_\_\_

Measurable Outcome: \_\_\_\_\_

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**Goal #2**

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Target Date: \_\_\_\_\_

Measurable Outcome: \_\_\_\_\_

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**Goal #3**

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Target Date: \_\_\_\_\_

Measurable Outcome: \_\_\_\_\_

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Athletic Director - Signature

\_\_\_\_\_  
(Date)

## **EVALUATION**

Each assistant coach will be formally evaluated by the Athletic Director and the varsity coach. The Head Coach shall also perform a self-evaluation. The Athletic Director will have a preseason meeting with each head coach to discuss goals for the season and have a postseason discussion concerning the season.

### **COACH'S SELF-EVALUATION (to be kept on file in athletic office)**

Coach \_\_\_\_\_

Sport \_\_\_\_\_

Coaching Position \_\_\_\_\_

Date \_\_\_\_\_

1. Please discuss the achievements of which you are most proud that have occurred during the past season. What obstacles were overcome to accomplish these achievements? Please discuss these in a priority order.

2. What could you do to improve your program next year?

3. Discuss other issues of concern or satisfaction:

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

## COACHES EVALUATION FORM

(To be kept on file in athletic office)

DATE: \_\_\_\_\_

COACH: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

EVALUATOR'S COMMENTS:

COACH'S COMMENTS:

NEEDS FOR THE PROGRAM FOR THE NEXT SCHOOL YEAR:

The signatures below indicate the above observations were discussed. The coach's signature does not necessarily indicate agreement with the observations.

Coach's Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Princeton City Schools Athletic Department Coaches Handbook Sign-Off Form**

A signed copy of this form must be kept on file in the Athletic Office. You have been hired as a coach in the Princeton City School District . One of your coaching obligations for coaches who wish to continue to coach at Princeton City Schools is to read, understand and adhere to all of the philosophies, policies and procedures stated in the Princeton City Schools Coaches Handbook. You are also acknowledging that you have visited the following link and read Bylaw 4-9 Recruiting on the OHSAA website:

<https://ohsaaweb.blob.core.windows.net/files/Eligibility/4-9GuidanceRecruiting.pdf>

Coach's Signature of Acknowledgment: I have read the Princeton City Schools Coaches Handbook and the OHSAA Recruiting Bylaw 4-9 and agree to abide by the provisions contained therein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_