

2025-2026  
Athletic Department  
Coaches' Handbook



Midwest Athletic Conference

## **Athletic Department Mission Statement**

The goal of the New Knoxville Local School athletic department shall be to enhance the academic program by providing students with the opportunity to participate in wholesome and friendly competition. Within a competitive environment, student-athletes will learn proper skill technique, good sportsmanship, and the value of teamwork allowing each to develop to his or her fullest potential.

## **Duties of the High School Principal**

The high school principal shall have the following general duties pertaining to the athletic department:

1. Keep the superintendent informed of all activities of the athletic department affecting the overall school system and general public.
2. Serve as general supervisor and coordinator of activities in connection with the athletic department and their placement on the school calendar.
3. See that the rules of the OHSAA are administered.
4. Certify eligibility of students participating in all interscholastic contests.
5. Arrange, with the athletic director, all athletic council meetings.
6. Keep an accurate weekly and grading period record of athletic eligibility.
7. Keep the coaches informed of weekly eligibility.
8. Coordinate with the superintendent and athletic director the hiring of coaches.

## **Duties of the Athletic Director**

The athletic director shall cooperate with the principal, superintendent, and coaches in performing the listed duties related to the school athletic program.

1. Administer the rules of the OHSAA as per rulebook.
2. Administer the rules and regulations set down by the New Knoxville Athletic Council.
3. Administer and coordinate the entire interscholastic athletic program.
4. Be responsible for signing and returning all officials forms and contracts as required by the OHSAA.

5. Supervise and sign all contracts for interscholastic games and officials to eliminate conflicts and maintain a proper balance in all sport areas subject to approval by the principal.
6. Schedule contests and maintain a calendar for all interscholastic activities.
7. Approve the purchases of all supplies requisitioned by the head coaches through the approval of the principal and superintendent. See that a purchase order is filled out and approved before ordering any athletic equipment.
8. Prepare all paper work for payment of officials and workers who work for the athletic department.
9. Distribute all league passes to the proper personnel.
10. Maintain a record of physicals. See that all participants have a physical on file. See that each coach has a copy of all players' emergency medical forms and any physical limitations.
11. Work with the head coach to select and secure the personnel to keep score books, scoreboards, time events, run the public address system, and secure line judges.
12. Secure workers to take tickets at home events requiring admission fees.
13. Cooperate with the superintendent and custodians for the proper maintenance of all playing facilities.
14. Serve as the athletic department ticket manager.
15. Maintain an accurate record of all deposits and payments and ticket summaries for auditing purposes.
16. Be in charge of the preparation of the athletic basketball program to be sold at all home basketball games, including visiting team roster inserts.
17. Arrange for the printing of sport schedule cards, securing a sponsor for those cards, and seeing to their distribution.
18. Represent the school and make decisions concerning the Midwest Athletic Conference at league meetings.
19. Arrange in conjunction with the transportation supervisor the transportation of teams to all athletic events.
20. Coordinate practice schedules.

21. Arrange for picture and media day with local newspapers and photographers.
22. Keep banners and Wall of Fame updated.
23. Contact the media with important information regarding cancellations, rescheduling, etc.
24. Be responsible for the athletic banquets.
25. Order all awards and keep accurate records of athletic participation.
26. Act as the chairman of the athletic council.
27. Arrange with the principal all athletic council meetings and notify parties involved.
28. Notify school officials and game officials of any cancellations.
29. See that schedules and rosters are sent to all team opponents.
30. Keep an inventory of athletic equipment and supplies.
31. Notify the treasurer of payment of coaches when all obligations have been met.
32. Make reservations for the MAC banquet. Notify coaches and students of the dates, times, and locations of the banquets.
33. Inform the coaching staff of all important meetings, dates, and other pertinent information.
34. See that all coaches have valid sports medicine certificates on file.
35. Provide coaches with athletic handbooks for their participants and for their own use.
36. Establish dates for Homecoming and Parents' Night with the principal.
37. The athletic director shall submit a budget for the athletic department annually to the superintendent in accordance with requirements of Circular 81-9 of the State Bureau of Inspection and Supervision of Public Office.
38. Attend or arrange for the attendance by another qualified supervisor at all athletic events in accordance with Bylaw 3 of the OHSAA handbook and the ruling of the New Knoxville administration.

**3-3-1 Section 3:** Faculty member must accompany team. The administrative head or some faculty member(s) authorized by the administrative head, in

addition to the coaches shall be present throughout all varsity basketball games. In all other spots, the coach or a faculty member shall accompany the team.

39. Keep all scorebooks at the conclusion of each season.
40. Evaluation of head coaches each athletic season.
41. Coordinate all activities with the Ranger Athletic Booster Club. Attend booster club meetings when necessary.

### **Duties of the Head Coach**

The head coach of each sport shall cooperate with the athletic director, principal, and superintendent in performing the following duties related to the school athletic program.

1. Cooperate with all administrators and students to promote the best interest of the overall athletic program.
2. Be in charge or coordinate all programs under the varsity program and work with all assistant coaches in the program (including the junior high program).
3. See that all participants have a physical on file before participating in any type of sport activity.
4. Review the roster on Final Forms and submit any additions or changes to the athletic director for eligibility purposes. This list is due not later than two weeks prior to the first contest.
5. Keep a copy of the medical information and history sheet provided by the athletic trainer present at all times during practices and games.
6. Submit for approval by the athletic director a list of training rules and expectations that are above and beyond the ones in the athletic handbook. Hand out copies of these rules to each participant. These additional rules should be signed by the player and his/her parent and returned to the head coach.
7. Arrange a monthly practice schedule and file copies of this schedule with the athletic director to be placed on the school calendar.
8. Report results of each contest using the athletic department's reporting platform.
9. Schedule all scrimmages. Notify the athletic director of dates, times, and locations.

10. Assume responsibility for the care of all equipment before, during, and at the end of each season. Submit to the athletic director at the conclusion of each season an inventory of all equipment and needs for the next year.
11. Assume responsibility for securing all equipment rooms, locker rooms, and gym facilities each night. See that these facilities are kept clean.
12. Complete all end of season obligations including filling out an evaluation form and attending an evaluation meeting.
13. Enforce all school regulations during scheduled practices and during all athletic contests.
14. Conduct oneself in a proper manner in accordance with good sportsmanship and good moral behavior. Be an example of leadership and sportsmanship to the young people and to the community.

**The head coach will be the last person to leave the school building after practices (or an assigned assistant coach). When it is appropriate, all lights should be turned off.**

15. Plan practice sessions so a coach is in the gym or on the field at all times. No athlete will be permitted to practice, play, or be in the school unless one of his coaches or representatives is present. No open gyms, regardless of the number of players, will be permitted unless supervised by a certified coach.
16. Assume responsibility of assigning a student manager who is responsible for general housekeeping of the gym and locker rooms.
17. Be responsible for the attitude of players, team conduct, and sportsmanship.
18. Make recommendations for purchasing new equipment and supplies to the athletic director.
19. Assign and instruct all scouts.
20. Assume responsibility for the care and recording of all games using the school's equipment and uploading the file to Hudl for all home volleyball and basketball games.
21. Represent the school at all tournament drawings.
22. Complete all state required online interpretation meetings through Final Forms.
23. Join the state and local coach's associations.

24. Have a valid Pupil Activity Permit, BCI/FBI background check, and Coaches' Tool Chest certificate on file in the athletic office. Coaches' Tool Chest includes CPR, Sudden Cardiac Arrest, Concussion, Fundamentals of Coaching, PBIS and mental health training.
25. Oversee all medical aspects of your team.
26. The coach or a faculty member must ride the bus on all road trips.
27. Determine dress and appearance of team to represent our school in a presentable manner. Should this allow violation of school dress code policy, administrative approval is required.

### **Duties of the Assistant Coach**

1. Cooperate with all administrators, coaches, and students to promote what is in the best interest of the overall athletic program.
2. See that all participants have physicals on file before participating in any type of sport activity.
3. See that a copy of each player's emergency medical form is present at all times.
4. Arrange with the head coach and submit to the athletic director a monthly practice schedule.
5. Help arrange publicity to newspapers, radio, and television stations by reporting results of contests on the athletic platform.
6. Complete all coach's final check out obligations including attending an evaluation meeting.
7. Assume responsibility for securing all equipment rooms, locker rooms, and gym facilities each night and see that they are kept clean.
8. Enforce all school regulations during scheduled practices and during all athletic contests.
9. Be in charge of all participants during all bus trips while on the bus and while at the site of the contest. A coach or faculty member must ride the bus.
10. Be responsible for actual game conditions through the direction of the head coach. Be responsible for the attitude of your players, team conduct, and sportsmanship.

11. Follow all directions of your head coach.
12. Be responsible for scouting as directed by the head coach.
13. An assistant coach will coach and sit on the bench of his/her team only unless illness or absence for predetermined reasons reduces the varsity coaching staff below a workable and reasonable number; this would be determined in advance by the athletic director and head coach.
14. Remember that when sacrifices in gym time or changes in practices or game schedules are needed, it will be the levels below the varsity and reserve teams that will be asked and expected to sacrifice.
15. Conduct oneself in a proper manner in accordance with good sportsmanship and good moral character. Be an example of leadership and sportsmanship to our young people and community.

### **Concussions**

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional. (See additional information below as provided by the Ohio Department of Health Concussion for Interscholastic Athletics.)

### **Coaches' Final Checkout Procedures**

For a coach to receive his/her final payment for coaching, the following obligations must be completed.

1. Turn in a list of all letter winners and other award winners.
2. Return the scorebook with completed season statistics.
3. Complete an equipment/uniform inventory.
4. Complete a list of needs for the next season (including uniform needs).
5. Turn in fob if not continuing as a coach.
6. Be present and present awards and certificates at the athletic banquet.
7. Attend a coach's evaluation meeting and complete assistant coach evaluation forms.

8. The final pay for the season will be held until all final check out procedures have been completed.

### **Coaches' Evaluation Procedure**

The New Knoxville Board of Education has established a procedure for the evaluation of all coaches under contract to coach in the New Knoxville School system. This procedure was established and is implemented to help and improve the level of coaching on our staff. It is also an instrument of protection for our coaches from individuals or groups who may not have the best interest of our coaching staff and/or student-athletes in mind.

1. All coaches will be evaluated.
2. An evaluation conference will take place within a two-week period following the final playing event of the coach's season.
3. Head coaches will be evaluated by the athletic director.
4. Assistant coaches will be evaluated by the head coach.
5. At the evaluation conference all person's present will receive a copy of the evaluation.
6. The superintendent and/or principal may be present at any or all evaluation conferences.
7. All persons present during the evaluation conference will sign the evaluation form at the conclusion of the conference to verify that the conference took place and to verify the date.

### **Awarding/Nonrenewal of Supplemental Contracts**

The New Knoxville Board of Education will abide by Ohio Revised Code 3313.53 and Board Policy 3120.08 regarding the hiring of non-teaching employees. Furthermore, it will follow Ohio Revised Code 3319.083 Notice of Intention not to re-employ which states:

“In all school districts wherein the provisions of Chapter 124 of the Revised Code do not apply, each board of education shall cause notice to be given of its intention not to re-employ said non-teaching employee at the expiration of his contract. If such notice is not given the non-teaching school employee on or before the first day of June, said employee shall be deemed re-employed.”

Therefore, as a matter of policy, each spring the Board will non-renew all supplemental contracts. New contracts will begin being administered at subsequent Board meetings.

## **Public Complaints and Grievances**

As stated in Board Policy 9130: “Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, complaint, or grievance concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.”

We encourage all interested parties to become familiar with the procedures outlined in this policy as stated below:

“It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure:

### **Matters Regarding a Professional Staff Member**

#### **A. First Level**

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

#### **B. Second Level**

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member’s supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

#### **C. Third Level**

If a satisfactory solution is not achieved, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.

#### D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing the material related to the case, shall provide the complainant with its written decision or grant a hearing.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the hearing.

#### **Matters Regarding an Administrative Member**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

#### **Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the same procedure is to be followed as for "Matters Regarding a Professional Staff Member."

### **Open Gym Regulations**

1. Open gym dates and times must be turned in to the athletic director or office before any open gyms can be held.

2. Either a faculty member or coach (recognized by the board of education) or **qualified** individual authorized by that coach must be present at all times during open gym.
3. Use the new gym unless it is being used for another purpose. If you are using more than one gym, there must be a coach in each gym. There should be no one in any part of the school not signed out for use.
4. No open gym should last later than 9:30 p.m. during the school year.
5. The coach in charge is responsible for seeing that all lights in the gyms are turned off and the doors are shut.
6. The coach does not leave the building until all open gym participants have left.

### **Elementary Athletic Programs**

The Board of Education has adopted an athletic program for boys and girls in grades 3, 4, 5, and 6. The purpose of the program is to introduce the fundamentals of the sport activity and to interest boys and girls in playing basketball and volleyball.

1. Criteria for an elementary program is as follows:
  - A. No more than 15 hours of instruction is permitted.
  - B. No contests with other schools will be permitted unless approved by the athletic director
  - C. This is to be an enjoyable experience within the framework of discipline with no student being embarrassed because of poor performance.
  - D. Only participating students are to be present – little brother or sister are not welcome to come unless accompanied by a parent.
  - E. Head coaches or contracted individuals will be responsible for their elementary program.
2. Other elementary sport programs may be approved by the Athletic Council if the following guidelines are followed:
  - A. Only sports approved by the OHSAA will be considered.
  - B. All pertinent guidelines will be followed.

### **Summer Athletic Camps**

The Athletic Council would like to suggest and recommend that all head coaches consider running a summer athletic camp at New Knoxville School. We feel that we are able to run outstanding camps that are still economical for our students to attend. This is in no way to be taken as a coaching requirement.

The purpose of the camp should be for the instruction and implementation of skills needed by each camper to participate in that sport at New Knoxville School. So long as the main function of the camp is for instruction of New Knoxville students, the facilities will be made available free of charge to the coaches.

The camp should be run as well and with as much class as possible yet as economical as we can make it for New Knoxville residents. Remember that we have many families who will be sending more than one student to more than one camp during the summer.

#### Summer Camp Requirements

1. Camp dates should be turned in for approval to the athletic director by April 1.
2. Turn in a breakdown of exactly what the fee for each camper will be used for.
3. All monies and payments must go through the New Knoxville Athletic Department.
4. No head coach may be paid more than \$1,000 per camp.

#### **Outside Groups' Use of Facilities**

The facilities of New Knoxville School shall not be used or rented to any outside group who could possibly utilize New Knoxville student-athletes in that athletic activity while a school and OHSAA sponsored sport activity is in season.

If the activity does not conflict with any school sponsored sport activities or school athletes, as stated above, the Board of Education may make a decision concerning facility use.

#### **Payments for Clinics and Scouting**

1. The athletic department will pay registration fees and mileage for the following activities if approved by the athletic director prior to the activity. The mileage allotment will be the current amount as directed by the Master Contract.
  - A. sports medicine clinics
  - B. rules interpretations
  - C. MAC meetings, district meetings, and tournament draw meetings
  - D. scouting by the coaching staff
  - E. travel to scrimmages, matches, or games
  
2. Following are the allotments of clinic money for each sport per year. A year runs from July 1 through June 30. The athletic director is in charge of disbursements. No mileage is allowed, and payments are to be made from athletic department funds. Clinic fees, lodging, and meals are permitted expenditures. The head coach must approve any assistant attending a clinic.

Boys basketball	\$500.00	Track	\$500.00
Girls Basketball	\$500.00	Cross Country	\$500.00
Volleyball	\$500.00	Baseball	\$500.00
Cheerleading	\$500.00	Soccer	\$500.00
Golf	\$500.00	Softball	\$500.00

### **Weekend Gym Use**

1. Students shall not be in gymnasiums at any time unless given verbal or written permission by an authorized individual in the building.
2. Individuals shall not enter any part of the school other than gymnasiums and hallways connecting the two gyms.
3. Only new gym restroom facilities and drinking fountains are to be used.
4. Individuals shall enter the south side entrance of the new gym only.
5. Students will not be permitted in gymnasiums during organized practices unless approved by the coach in charge.
6. Gym doors to the west must remain closed at all times.
7. Only participants of teams should be present during practices. If other children are present, they must remain with the coach in the gym you are using. You then become responsible for those children.

- 8 All weekend participants of practices should exit the school facilities by 5:00 p.m. High school practices may extend until 7:00 p.m.
9. School facilities must be restored to their formal order immediately after use.

### **Paying for Summer Camps/Events/Equipment**

1. All expenses must be first verified and approved by the athletic director.
2. Requisitions will then be filled out by the coach and given to the athletic director who will submit to the superintendent for approval.
3. Steps 1 and 2 must be completed before purchase is made.
4. All hotel reservations should be made only after steps 1 and 2 have been completed. The hotel should be held with the school credit card. A credit card authorization form should be obtained by the specific hotel and passed on to the Treasurer's office for completion and submission. A credit card will not be sent with the coach to the event or hotel.
5. The coach should request a travel packet from the Assistant to the Treasurer prior to leaving for the event.

### **Other Reimbursements to Coaches**

1. The athletic department will reimburse coaches when applying for their pupil activity permit. Reimbursement will require a receipt to be turned in to the athletic director.
2. If you are interested in attending the state tournament at the end of your sport season, you must consult with the athletic director in regards to any expenses you would like reimbursed for prior to the event occurring.

## **Club Activity**

### **Requirements for an Activity to Become a Club Sport**

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

## **New Knoxville School Club Sport Activity Application**

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

### Requirements

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

### New Knoxville School Responsibilities

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



**New Knoxville School  
Club Sport Activity Application**

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Signature of Applicant and Responsible Person

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Date Submitted

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Coach's Signature

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Date Signed

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Number of participants

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Signature of Building Principal

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Date Received

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Signature of Superintendent

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Date Approved by BOE