



SHENANDOAH  
HIGH SCHOOL  
COACHES  
HANDBOOK

2018-2019

MISSION STATEMENT

Shenandoah Athletics will create a culture of continuous improvement where ALL student-athletes are provided opportunities for success.

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## Mission Statement

Shenandoah Athletics will create a culture of continuous improvement where ALL student-athletes are provided opportunities for success.

## Vision Statement

It is the vision of Shenandoah Athletics that we develop programs where every student-athlete can grow and every team continually improve.

## Values

### Integrity

Shenandoah Athletics will display integrity all aspects of what we do, both in and out of competition. Integrity is when a person's actions are the same whether or not someone is watching.

### Discipline

Shenandoah Athletics will be develop discipline with our coaches and student-athletes. Discipline is knowing what to do. Knowing when to do it. Doing it to the best of your ability. And doing it that way all the time.

### Excellence

Shenandoah Athletics is committed to excellence in everything we do. We will constantly compete to become better athletes, better students, and better people.

## Introduction

Education based athletics are an important facet of any high school and community landscape, and Shenandoah High School is no different. Involvement in interscholastic athletics is a tremendous opportunity for the students at Shenandoah High School to develop leadership skills and other important life skills. Being a part of a team, learning how to fit into a role, and having others depend on them, is a tremendous experience and learning experience. As an interscholastic coach, it is our responsibility and our mission to help student-athletes grow physically, mentally, and emotionally. After participation in interscholastic athletics, our student-athletes will be better students, athletes, and people, and will be better prepared to enter adulthood and be a productive member of their communities.

It is the primary responsibility of the coach to regulate and administer the rules and policies adopted by the Noble Local Board of Education. All coaches and volunteers must understand and comply with rules and regulations set forth by the Board, as well as the State of Ohio, Ohio High School Athletic Association, and the Ohio Department of Education. All coaches and volunteers are directly responsible to the Athletic Director or the Principal of the building in which he or she is coaching students-athletes. In turn, the Athletic Director has the direct responsibility to communicate any problems that should arise to the Superintendent and Board of Education. This chain of command must be followed and respected when and if an issue exists.

This coaching handbook was created to help all coaches answer some of the questions that will undoubtedly arise, but is by no means a catch all for every situation that could be encountered as a coach at Noble Local School District (NLS). When, these questions do come about, please refer to the Athletic Director or the building Principal. This handbook is a working document and will continue to be dynamic so that it can continue to be a useful resource to coaches. Please provide feedback, concerns or suggestions as to how we can make this handbook a useful resource for all of our coaches.

Finally thank you for your commitment to the student-athletes of Shenandoah High School and Middle School. Coaching has never been an easy profession, but the challenges that exist in interscholastic athletics are greater now than ever. When things are challenging, and they will be at times, remember the impact that is being made on the lives of our students and throughout the community. Represent yourself, our student-athletes, and the community well.

Best of Luck

Eric Sholtis

Athletic Director – Shenandoah High School / Shenandoah Middle School

## League Memberships

### Ohio High School Athletic Association

Shenandoah High School and Shenandoah Middle School compete interscholastically under the governing body of the Ohio High School Athletic Association (OHSAA). We are required to abide by all rules and regulations regarding rules for play and eligibility.

### Ohio Valley Athletic Conference

Shenandoah High School is a member of the Ohio Valley Athletic Conference (OVAC). The OVAC is comprised of over 50 schools in the Ohio Valley from both Ohio and West Virginia. The OVAC has 5 classes of schools based on enrollment size. Shenandoah will compete in 3A for the 2018-2019 school year.

### Pioneer Valley Conference

Shenandoah High School is a member of the Pioneer Valley Conference. PVC also includes the following schools: Caldwell, Fort Frye, Monroe Central, and Frontier.

## Shenandoah High School Athletic Boosters / Fund Raising

One of the more challenging areas for coaches is fundraising. All fund raising must be two criteria. 1. It must be approved by the Athletic Director and/or building Principal. There are several student groups who are raising funds, and it is important that we work together with the other student groups. Coaches should also not be asking the SHS Athletic Boosters to purchase items. Coaches should be submitting needs to Athletic Director, and Athletic Director will look at what can be included in Athletic Department budget. Athletic Director will then take a list of needs that cannot be fit into athletic budget and see what the SHS Athletic Boosters are able to contribute.

## Pre-Season

### Assemble Coaching Staff

Each head coach needs to assemble a coaching staff, including all high school assistants and junior high coaches, and recommend coaches to Athletic Director. The head coach also needs to provide the Athletic Director with phone number and email address for all assistant coaches and junior high coaches.

### Pre-Season Schedules

Each head coach needs to create a calendar of events during the off-season period. This calendar will give the Athletic Department an idea of dates and times the athletes will be together and also when facilities will be in use. The Athletic Department will also place these calendars on the Athletic Department Calendar on the web page. These schedules should also be given to student-athletes. Calendar items should include events such as camps, open gyms, clinics, meetings, etc.

### Pre-Season Transportation

Coaches may schedule a variety of pre-season functions such as 7 on 7 in football, shootouts in basketball, or spikefest in volleyball, to name a few. Some of these events may require school transportation. These need to be communicated to Athletic Director well in advance (especially during summer) to coordinate a driver and make sure there is bus availability. Coaches should never transport student-athletes in their own vehicles. This creates a liability for coach and school. If not using school transportation, please coordinate with parents to arrange transportation. If student-athletes are driving, there needs to be a signed note from the parent of any student riding with another student.

### Pupil Activity Permit

All coaches in the state of Ohio, both paid and volunteer, must be board of education approved and also possess a current pupil activity permit. **IF A COACH DOES NOT POSSESS A CURRENT PUPIL ACTIVITY PERMIT, THEY ARE NOT PERMITTED TO COACH ATHLETES IN ANY CAPACITY. NO EXCEPTIONS.** Requirements for pupil activity permit are BCI/FBI Background check, Fundamentals of Coaching course, Current CPR certification by Red Cross or American Heart Association, Approved First Aid for Coaching course, Approved Concussion course, and Approved Sudden Cardiac Arrest course. There is a page later in handbook that covers this in more detail.

### Coach Evaluation

Each head coach is required to complete pre-season conference form for coach evaluation. This evaluation protects both the coach and the student-athlete and will summative assessment will be based on pre-season conference, walk-throughs, formal evaluation by high school Principal and a post-season conference with Athletic Director and high school Principal. These forms are included in the handbook but we are asking all head coaches to complete pre-season conference on google form that will be shared with our head coaches.

### Pre-Season Meeting

Every student-athlete and parent must attend a pre-season meeting that is required by OHSAA. This will be conducted by Athletic Department and each team should have a sport specific meeting after Athletic Department meeting. It is asked that any team rules or a team contract be given to student-athletes at this time and also turned into Athletic Director.

### Athletic Training / Medical Kits

It is the responsibility of each coach to stock medical kit with basic first aid supplies: bandages, gauze, alcohol prep pads, and no more than one roll of tape. The Athletic Department will purchase supplies. We have an Athletic Trainer and he/she will be responsible for taping athletes and addressing injuries when present. He / She has say if student-athlete can play.

### Multi-Sport Athletes

Student-athletes who compete in more than one sport at Shenandoah High School are allowed one week off between seasons to recuperate. Coaches should honor this time period and give student-athletes some much needed time for rest.



## In-Season

### Paperwork

This is the least favorite part for every coach, but in reality it is one of the most important.

1. Every student-athlete is required to have a current physical. If there is no current physical on file the student-athlete cannot practice. There are no exceptions. Each student-athlete and their parents will need to sign this form in a few places and also provide insurance information. Please help insure the form is completed in its entirety.
2. Every student and coach on team is required to have an emergency medical authorization form that is carried with team at all times. I strongly recommend keeping paper copy and also scanning them and having a digital copy available from a mobile device.
3. Concussion Form. This should be completed at Pre-Season Meeting and signed by parent and student-athlete.
4. Sudden Cardiac Arrest Form. This should be completed at Pre-Season Meeting and signed by parent and student-athlete.
5. Social Media Contract – Optional. This is at discretion of each head coach, but is recommended.

### Code of Conduct

Students are given the Code of Conduct at the beginning of the year in their school handbook. Each student is responsible to read this Code of Conduct and must sign for at Shenandoah High School. This lays out requirements and limitations and also lays out a schedule of consequences for each offense. This document should be reviewed with student-athletes at the beginning of the season.

### Reporting Scores / Media Relations

It is the responsibility of the head coach to report scores to the Ohio Valley Athletic Conference [text scores to (740) 279 1999], local media outlets (Journal, Jeffersonian, Marietta Times, AVC communications. Coaches are also sometimes asked to speak to media about individual or team performances. Even if the interview is after a loss, it is important to highlight the positives of our players, opponents, and officials. Coaches are representing the entire community and school district.

### Eligibility

OHSAA is the governing body which determines eligibility requirements. Scholarship requirements for high school are passing a minimum of 5 credits and 1.25 GPA (GPA is determine by NLSD), and the requirements for middle school is to be passing 5 classes. The Athletic Director will check eligibility at the end of each grading period, but it is up to the coach to help monitor his/her student-athletes through the year to make sure they are on pace to be eligible.

### Practice Schedules

Daily schedules are to be turned in monthly to Athletic Director. In a small school with limited facilities it is vitally important that coaches work together and create a practice schedule that is fair to other sports who use the same facility. Coaches should communicate and make a schedule that is fair to all.

## Roster

A roster needs submitted by the second day of practice. This roster will be used to send to the media, as well as other programs. This roster is also used for checking paperwork, eligibility, printing programs etc. If a student-athlete is not on the roster current in the Athletic Department office, that student-athlete cannot practice or compete. Please go over them carefully and check for spelling, letters earned, grade level, height, and weight. Anything we put out to the public needs to be high quality.

## Scrimmages

It is the coaches' responsibility to schedule their own scrimmages. As soon as scrimmages are scheduled they need to be communicated to Athletic Director to arrange for officials, facilities, and transportation. Any scrimmages below the varsity level need to get permission for Athletic Director before scheduling.

## Media Day / Pictures

Toward the beginning of the season, the Athletic Director will schedule a media day. These will be scheduled according to the deadlines of the different media outlets, and although a coach may not like the timing of when media day falls, we must work together with our media outlets to promote our programs and our student-athletes. The more we work to help the media, the more the media will work for our programs.

## Transportation

The coach needs to submit a list of departure times to the Athletic Director at least a month before the first game. The departure time is up to the coach because different coaches want to arrive at different times. We do have transportation issues at times and may have to wait until buses get back from the routes. In the event, we cannot leave at the desired time, understand the District must get all students home from school before leaving for athletic events. In the event that departure time requires to leave school early, it will need the approval of the building Principal.

## Volunteers

It is the responsibility of the coach to find volunteers for statistics, line judges, videographer, and at the middle school level scoreboard operator. It is best if these are acquired early and they can be included on team roster and also the Athletic Director may provide passes to some volunteers.

## Hazing / Bullying

It is the coaches' responsibility to do everything possible can to keep hazing out of the program. Coaches need to be present in the locker room and in the unstructured times. Hazing is defined as "any act or ceremony, which creates the risk of harm to the student or to any other party and that is committed as a form of initiation into a particular club or activity." If any student-athlete is confirmed to be involved in a hazing activity there will be significant consequences. If any coach knows about such acts and does not report to Athletic Director, it may warrant disciplinary action for the coach, up to and including termination.

## Tryouts / Cuts

Tryouts should be posted and/or sent home with all potential student-athletes, so that they are aware of all dates and procedures. The coach must do everything possible to be fair and consistent because the process of cutting students from a team is challenging enough, without creating extra problems. Fortunately, we are not forced to cut students often, but if the need to cut players presents itself this

information should be communicated to the Athletic Director. While there is no set rule on how to handle the situation, a discrete and dignified manner would be beneficial to both the coach and athlete. Each coach who is cutting players needs to make it a point to meet with all athletes who are cut and discuss how they can improve to compete for a roster spot in the future.

### Coach Conduct

As a coach at Shenandoah High School or Shenandoah Middle School it is very important to have student-athletes address all coaches as Mr., Mrs., or Coach preceding name. The students have to know that there is a professional distance between student-athlete and coach. They must understand that the coach is person of authority in the setting of the sport and not their peer. Sportsmanship and our athletic department values start with head coach and trickle down to everyone in the program. A well-disciplined and well-mannered team begins with a leader who displays these characteristics. The language and behavior exhibited by the coach will be reflected in the team. If a coach is ejected from a game, the coach will be suspended for 10% of the games, attend an anger management class, and must pay a fine to the OHSAA. Sportsmanship is not an accident, it is hard work.

### Emergency Action Plan

Every coach should receive a copy of the Emergency Action Plan. It is responsibility of the coach to read through this and make sure they understand what is expected of everyone in the event of an emergency. It is highly recommended that each sport do an Emergency Action Plan drill to be sure all participants know what to do. More than likely in the event of an emergency, it will be saving the coaches life and not the student-athletes.

### Concussions

In the event of an a student-athlete receives a suspected concussion, a student cannot return to play in games or practice until the Authorization to Return form has been completed and signed off on by a physician.

## Post Season

### Equipment Turn In / Player Check Out

Coaches are responsible for organizing the return of equipment from players at the end of the season. All equipment must be in prior to the coach(s) receiving their pay. Players need to do some sort of exit interview / post-season conference procedure with coach(s). This meeting should include discussions such as future plans, college intentions, all-star games, and plans for next season for underclassmen. It is a good practice to speak with each player and strengthen the relationships built during the season.

### Inventory

Each head coach is required to prepare a detailed inventory to be kept by Athletic Department. This inventory should include all items involved in the sport, including quantity, condition, location, and try to include date purchased. Finally, also include needs for the next season and prioritize these items from most important to least. There is an inventory sheet in this handbook.

### Keys

Coaches are to turn in their keys at the end of the sport season so that they can be shared by other coaches. If there is a need to access weight room or other facilities in the off-season arrangements can be made.

### Post Season Awards / Records

Each sport needs to submit a list of all individual and team accolades to Athletic Department at the end of the season. This should include all conference, district, and state awards. Any team awards that are given should be provided as well, and also include all letter winners and how many varsity letters have been earned by each student-athlete. The coach will also need to submit a list of all contests and the results. There are sheets for this information in the handbook.

### Post-Season Conference / Coach Evaluation

At the conclusion of each season, each head coach will meet with Athletic Director and high school Principal to discuss the season, complete the coach evaluation, and to prepare for the next season. This meeting gives us time to reflect on season and look at the direction of the program, and will allow us to work together to grow and become more successful.

### Awards Banquet

It is the responsibility of the coach to work with Athletic Director and Shenandoah Athletic Boosters to set program for awards ceremony. We are no longer providing a meal, simply offering appetizers and desserts. These awards ceremonies are for grades 7-12 for each sport. Coaches and all student-athletes are asked to be in semi-formal attire due to the public nature of the awards and media outlets being present.

## Off-Season

### Coach No Contact Period

Each sport has a mandatory no contact period that is set by the OHSAA and must be followed. Coaches cannot have contact with players during this time in any coaching or instruction capacity. This time should be used for planning and preparation for the next season. No contact means just that, no individual, small group, or team functions. This is mandated by the OHSAA and should be taken seriously.

### Weight Room / Strength and Conditioning

Shenandoah Athletics has a top notch weight room and we are proud of this. We also have the luxury of having a strength and conditioning coach built into most of our student-athletes class schedules through our advanced physical education class. We encourage strength and conditioning and also all of our head coaches to utilize the strength and conditioning program, and also to be involved and assist in monitoring weight room. This facility is available to our coaches throughout the year, but student-athletes are not allowed to utilize this program without a board approved coach present. Coaches and athletes are responsible for cleaning up facility when finished, including wiping down all equipment and returning all equipment to the appropriate places.

## Pre-Season Checklist

- Pupil Activity Permit** \*Needs renewed every 3, 4, or 5 years and be current prior to first contest.\*  
All coaches and volunteers are required to have a current Pupil Activity Permit.
  - BCI / FBI Background Check \*Needs done every 5 years\*
  - Fundamentals of Coaching \*Only needs done once\*
  - First Aid for Coaches \*Needs renewed with Pupil Activity Permit\*
  - Concussion Course \*Needs renewed every 3 years\*
  - Sudden Cardiac Arrest \*Needs renewed every year\*
  - CPR certification (Red Cross or American Heart Association) \*Needs renewed every 2 years\*
- Coaching evaluation** \*Head Coach Only\*
- Physical Forms.** Every player needs a current physical on file prior to first day of practice. If student-athlete does not have a current physical they cannot participate in practice or conditioning after first day of practice.
- Emergency Medical Forms.** A copy (either paper or digital) must be carried with team to all team activities.
- OHSAA Pre-Season Meeting / OHSAA Eligibility**
- Roster.** Filed with Denise Wells by second day of practice.
- Team rules / Code of Conduct / Player Contract.**
- Monthly Practice Schedule.**

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Signature of Coach

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Date

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Signature of Athletic Director

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Date

## Pupil Activity Requirements

The following is a list of requirements needed to be a coach, paid position or volunteer, by The Ohio Department of Education (ODE), Ohio High School Athletic Association (OHSAA), and the Noble Local School District (NLS). These are required before a coach can work with student-athletes in any capacity. Anything that is needed to be completed will be highlighted for you and dates of expiration listed.

1. **Fundamentals of Coaching** (\$65.00). Only needs to be completed one time.
  - a. This is completed through NFHS website <http://nfhslearn.com/home/coaches>
2. **First Aid for Coaches**. Needs to be completed every time you apply for pupil activity permit. Any of the following are approved courses (only need to one of the following).
  - a. NFHS (\$45.00) <http://nfhslearn.com/home/coaches>
  - b. Red Cross (\$50.00)  
<http://www.redcross.org/take-a-class/course-dowbt000000000010053>
  - c. American Sport Education Program (\$40.00)  
[http://www.asep.com/courseInfo/purchase\\_courseinfo.cfm?CourseID=253&OrgID=45](http://www.asep.com/courseInfo/purchase_courseinfo.cfm?CourseID=253&OrgID=45)
  - d. This can also be completed through approved instructors, listed on ODE website. (Cost Varies)
  - e. This can also be fulfilled through a professional license (MD, DO, DC, RN, ATC, PA, or EMT).
3. **Concussion Course**. Needs to be completed every time you apply for pupil activity permit.
  - a. This can be done through NFHS website <http://nfhslearn.com/home/coaches> (Free)
4. **CPR**. Needs to be current for any time student-athletes are being coached, in or out of season.
  - a. This can be done at the school at arranged trainings and the school will pay the cost.
  - b. This can be done by other approved CPR training courses (Cost Varies)
5. **Sudden Cardiac Arrest Training**. Needs to be completed every year.
  - a. This is completed through the LMS link on your ODE Safe Account.
6. **BCI / FBI Background Check** submitted to ODE. It is good for 5 years.
  - a. This can be performed by fingerprint at the administration office (\$60.00)
7. Upon completion of these requirements, the coach needs to submit documentation of completion to the athletic department, create a safe account through the ODE, and apply for **Pupil Activity Permit** <https://safe.ode.state.oh.us/portal>.
  - a. Non teachers will apply for a 3 year permit.
  - b. 4 year resident educators will apply for a 4 year permit.
  - c. 5 year professional educators will apply for a 5 year permit.

Please allow adequate time to complete these because some of them do require a time commitment. If you have any questions on these requirements, please contact the athletic department.

# Head Coach Evaluation Pre-Season Form

This form can be a basis of evaluation of assistant coaches and self-evaluation. This Pre-Season Conference Form will be completed by head coaches on a google form.

During the pre-season conference, the coach and the athletic director or building principal will discuss the following items. You may choose to provide items which aid in discussion or to document your work.

## Section 1: Off-Season Planning and Preparation

1. What have you done in the off-season to grow in your understanding of your sport or in teaching your sport to your athletes? What forms of professional development have you and your staff utilized to promote effective coaching of your team?
2. What are the off-season expectations of student-athletes? From off-season and pre-season observations what are the overall strengths and weaknesses of this years' team?
3. What adjustments, if any, have you made in your coaching methods, instructional techniques, and strategies that are appropriate for your players' current skill and knowledge level?
4. How do you plan to utilize the strengths of assistant coaches and how do you plan to communicate needs within the staff?

## Section 2: Expectations and Goals

1. What are your expectations for this upcoming season?
2. How are the team and individual goals of the program selected and monitored?
3. How are these goals communicated to players, parents, and the community?

## Section 3: Instruction

1. How are instructional methods developed to demonstrate growth of the athlete as it relates to performance in the sport? Provide examples.
2. Give examples of "Best Practices" that are implemented by coaches in your program.
3. How is feedback provided to the players as it relates to growth toward team and individual goals?



# Coach Evaluation and Post-Season Conference Form

Name: \_\_\_\_\_

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

Sport: \_\_\_\_\_

The coach will be evaluated on the following scale:

1 – Ineffective

2 – Developing

3 – Skilled

Coaching Performance	Rating	Comments / Evidence
Demonstrates Knowledge of the sport and effectively teaches athletes techniques and strategy.		
Demonstrates effective practice planning including starting time, ending time, and time spent on each aspect of practice.		
Provides appropriate supervision and care of injuries and uses instruction that helps ensure the safety of the athlete.		
Communicates with athletes in a positive and constructive manner.		
Team Management and Supervision	Rating	Comments / Evidence
Demonstrates effective discipline of athletes in practice, games, and outside of team functions.		
Rules and expectations are clearly communicated to all players.		
Provides supervision at all team functions including practice, games, and in the locker room.		
Ensures that players are treated with respect by coaches and other players.		
Professional Qualities	Rating	Comments / Evidence
Submits all paperwork in a timely manner including rosters, athlete paperwork, and schedules.		
Cooperative and appropriate with school administration, faculty, and the community.		
Complies with OHSAA, ODE, and NLSD requirements.		
Assists in budget preparation and adheres to the athletic department budget.		
Comprehensive Rating		

Recommendations based on the observation

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

\_\_\_\_\_  
Date

This signature does not mean that necessarily mean that coach agrees with the evaluation, only that the coach has read and understands the evaluation. Coach has the right to submit a statement expressing his/her opinion. The coach will receive a copy of this evaluation.

\_\_\_\_\_  
Signature of Athletic Director / Administrator

\_\_\_\_\_  
Date

# Athletic Paperwork Checklist

	<b>ATHLETES NAME</b>	<b>GRADE</b>	<b>PHYSICAL</b>	<b>CONCUSSION</b>	<b>CARDIAC</b>	<b>EMERG. MED</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						



End of Season Awards

Post Season Accolades: Individual

PVC

All PVC	PVC Scholar Athlete

OVAC

1 <sup>st</sup> Team OVAC	Honorable Mention OVAC

All District

1 <sup>st</sup> Team	2 <sup>nd</sup> Team	Honorable Mention	Special Mention

All Ohio

1 <sup>st</sup> Team	2 <sup>nd</sup> Team	3 <sup>rd</sup> Team	Honorable Mention

**Other Team Awards (MVP, Senior Award, TED, etc.)**


1<sup>st</sup> Year Letter Winners

2<sup>nd</sup> Year Letter Winners

3<sup>rd</sup> Year Letter Winners

4<sup>th</sup> Year Letter Winners

# End of Season Report

## End of Season Report

School Year: \_\_\_\_\_  
 Coach: \_\_\_\_\_ Level: \_\_\_\_\_  
 Overall Record: \_\_\_\_\_ PVC Record: \_\_\_\_\_ OVAC Record: \_\_\_\_\_

#	Opponent	H/A	Score	W/L	#	Opponent	H/A	Score	W/L
1.					2.				
3.					4.				
5.					6.				
7.					8.				
9.					10.				
11.					12.				
13.					14.				
15.					16.				
17.					18.				
19.					20.				
21.					22.				
23.					24.				
25.					26.				
27.					28.				
29.					30.				

### Post Season Accolades: Team

### Potential School Records

Team

Individual

## Varsity Letters – Awards Procedures

### Guidelines for Varsity Letters:

Football – Play 20 Varsity quarters

Volleyball – Play in ½ of the varsity games

Boys Basketball – Play in ½ of the varsity games

Girls Basketball – Play in ½ of the varsity games

Wrestling – 10 matches

Cheerleading – Participate for the entire season(varsity)

Boys Track – 16 pts

Girls Track – 16 pts

Cross Country – Complete ½ varsity meets

Baseball – Play in ½ of the varsity games

Softball – Play in ½ of the varsity games

Soccer – Play ½ the halves

\* These are guidelines - varsity lettering is at the coach's discretion \*

### POST SEASON AWARDS:

- One felt "S" will be given to an athlete in their high school career.
- If an athlete has already lettered in one sport they will receive only the pin of the sport that corresponds to the second sport they lettered
- Athletes who maintain a 3.5 GPA or above during the season in which they participate, and have earned a varsity letter, will receive a scholar athlete patch. If a student earns a second or third Scholar Athlete award in the same school year, they will receive a lamp pin.

### FRESHMAN

- All freshman athletes receive felt graduation year numerals.
- Athletes not earning a varsity letter will receive a participation certificate.
- Athletes who earn a varsity letter will receive a felt "S" and a pin from the sport in which they earned the letter.

### SOPHOMORE

- Athletes not earning a varsity letter will receive a participation certificate.
- Athletes who earn a varsity letter will receive a felt "S" and a pin from the sport in which they earned the letter.
- Athletes earning their second year varsity letter will be given a second year certificate, along with a bar to signify their second year letter.

### JUNIOR

- Athletes not earning a varsity letter will receive a participation certificate.
- Athletes who earn a varsity letter will receive a felt "S" and a pin from the sport in which they earned the letter.
- Athletes earning their second year varsity letter will be given a second year certificate, along with a bar to signify their second year letter.
- Athletes earning their third year varsity letter will be given a third year certificate, along with a bar to signify their third year letter.

### SENIOR

- The coach **may choose** to award a varsity letter to any Senior that has not yet earned a letter in the sport
- Athletes who earn a varsity letter will receive a felt "S" and a pin from the sport in which they earned the letter.
- Athletes earning their second year varsity letter will be given a second year certificate, along with a bar to signify their second year letter.
- Athletes earning their third year varsity letter will be given a third year certificate, along with a bar to signify their third year letter.
- **Athletes who are four year letter winners will receive an 8x10 plaque.**



## Emergency Action Plan

This is a working draft. Please communicate potential issues and possible needed changes.

Please do not just read this once. Look at Emergency Action Plan weekly in season and make sure student-athletes see it. The life that is saved from thorough emergency planning is probably your life.





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49346 Seneca Lake Road, Sarahsville, OH 43779  
Phone (740) 732 2361

Principal – Justin Denius  
Email - justin.denius@gozeps.org

Athletic Director – Eric Sholtis  
Email – eric.sholtis@gozeps.org

### **Noble Local Schools Emergency Action Plan**

Noble Local School District has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the head athletic trainer (or school administrator, in the absence of a licensed athletic trainer).

An emergency is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

- an athlete is not breathing
- an athlete has lost consciousness
- it is suspected that an athlete may have a neck or back injury
- an athlete has an open fracture (bone has punctured through the skin)
- severe heat exhaustion or suspected heat stroke
- severe bleeding that cannot be stopped

### **Chain of Command**

Certified Athletic Trainer  
School Resource Officer  
Athletic Director  
Administrator  
Head Coach  
Assistant Coach



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The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives. Once it has been decided that EMS should be called, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
2. The leader will make the call to EMS or will designate another person to make the call. 911 should be called from a cell phone or a landline phone on campus. EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. Phones at Shenandoah High School are located in the main office, classrooms, and in the gymnasium (in room with light switches). Shenandoah Middle School has phones in main office and in classrooms, and by the gymnasium in the physical education equipment room. Most coaches and administrators have cellphones but service is bad. Athletic Director, Eric Sholtis, has a cell phone with AT&T and does have good service around campus. Anyone else who has AT&T will have service. Wifi Calling is available on smartphones on the school's wifi internet.
4. The leader will send runners to all intersections between where the athlete is located and Shenandoah High School/venue-specific location to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. The leader will designate another person to attempt contact with the athlete's parents. Emergency contact information can be found on the Emergency Medical Authorization Forms which coaches, athletic trainers, designated individual should have with them at all times. If a parent is not present, the form should accompany the athlete to the hospital.
6. If transport is deemed necessary by EMS, the athlete will be taken to insert nearest medical center Southeastern Medical Center, Cambridge, OH, unless the parent requests otherwise.



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#### **Location of AED's and use of CPR**

Coaches are required to be certified in CPR. After EMS has been called the highest person on the chain of command will either begin to administer CPR or designate someone to begin CPR (if appropriate). The highest person on the chain of command will then send someone to get (AED if appropriate).

AED's are located in the hallway outside of the high school office and elementary school cafeteria, in The Hall mounted on the wall, and outside of the elementary school gymnasium.

#### **Away Game Procedure**

If there is an injury at an away contest, the highest person in the chain of command will render first aid as it is needed or designate someone to do so. If the home site has a physician or a certified athletic trainer, this person may administer first aid as needed. The highest person in the chain of command will then contact parent, either in person or by phone if the parent is not present. If the home site physician / certified athletic trainer or the highest person on chain of command determines that the injury requires EMS, EMS will respond. If the parent is not in attendance, the athlete will be transported by EMS to the nearest medical facility. If the parent is present, they can choose to take athlete by car to the facility of their choice. If there is more than one coach / school administration present, and the parent is not someone should accompany the injured athlete.

#### **Inclement Weather**

In the event of inclement weather (lightning, high wind, or anything that is creating a dangerous environment, evacuate students, coaches, and all spectators to the vehicles, locker rooms, or gymnasium (if needed). Return to play cannot occur until 30 minutes after the last visible lightning or audible thunder. This decision will be made by the game officials and/or highest person in the chain of command.



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**Violent or Unruly Fan / Athlete / Coach**

In the event that a person at a contest, practice, or any other school athletic function becomes unruly to the point of violence or potential violence the following steps occur:

1. Person will be asked to leave the site and in a manner to minimize escalation.
2. Law Enforcement will be asked to intervene, whether school resource officer, officer on site, or calling 911 or Sheriff's Office.
3. Contact school administrator.
4. If needed, remove athletes, coaches, and spectators who could be in dangerous situation.
5. If contest, practice, or athletic event is stopped, it will not be resumed until the situation is deemed safe by administrator, game officials, and/or law enforcement.

\*The highest priority in a situation with a potentially violent individual is ensuring the safety of all present. If removing the threat is not an option, remove all other individuals from the situation. After everyone is safe then contact law enforcement and school administration.\*



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 Important Information / Phone Numbers

Athletic Director – Eric Sholtis  
 Email – eric.sholtis@gozeps.org

**Addresses**

Shenandoah High School  
 49346 Seneca Lake Road  
 Sarahsville, Ohio 43779

Shenandoah Middle School  
 20977 Zep Road  
 Sarahsville, Ohio 43779

Schools are located at the intersection of SR 147 and SR 146. High School is located along SR 147 and Middle School along SR 146.

**Phone Numbers**

Noble County Sheriff Office	740 732 5631
United Ambulance	740 732 5651
Shenandoah High School	740 732 2361
Superintendent – Dan Leffingwell	740 236 0190
Athletic Director – Eric Sholtis	740 509 0278
HS Principal – Justin Denius	740 630 4394
MS Principal – Dan Wesson	740 260 1481
Athletic Trainer – Kirby Moore	740 581 1170
School Resource Officer – Leann Brokaw	740 509 5470

