

AKRON PUBLIC SCHOOLS
Department of Interscholastic Athletics
Completion Of Team Schedule

Coaches under contract with the Akron Board of Education have the responsibility of preparing and completing a schedule of contests as indicated in coach's job description. The number of contests to be scheduled is regulated by the number set by the Akron Public Schools and the maximum permitted by the Ohio High School Athletic Association.

Schedules are to be prepared one year in advance and are to be on file with the Office of Interscholastic Athletics **NO LATER THAN TWO WEEKS AFTER THE CONCLUSION OF THE CURRENT SEASON.** Concluding date for all sports will be the last contest prior to any "city or state" championship contests.

Coaches are also advised that failure to complete the maximum number of contests scheduled, by the end of a season, will delay final salary payment. The coach will need to offer a satisfactory explanation or appropriate action will be taken.

Failure to submit a complete schedule at the conclusion of the season or failure to complete the maximum number of contests scheduled is not in compliance with a coach's job description and will be taken into consideration for present and future coaching assignments.

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Instructions for Athletic Schedule for High Schools

When completing schedule form, please comply with the following instructions:

Schedule form should include both league and non-league contests.

See below for description of information to be indicated. (Letter indicates line or column to be completed.)

- A- Name of School
- B- Name of Sport
- C- Signature of Coach
- D- Date schedule is returned to Director of Interscholastic Athletics
- E- Signature of Principal
- F- Indicate with an asterisk (*) league contests. Symbol should be on the same line as the name of the opposing school. In case of more than one opponent, triangular or quadrangular contest, indicate league opponent with an asterisk should a non-league be involved.
- G- Date contest is schedule
- H- Complete name of opposing school. More than one school; indicates each school on a separate line.
- I- Name of site, school, field or stadium.
- J- Time of contest.

Please type or print information.

