

EL RENO PUBLIC SCHOOLS

**Handbook for Athletic Directors and Coaches
2019-2020**

*“when you are not practicing someone else is getting
better.”*

-Allen Iverson

EL RENO PUBLIC SCHOOLS

Athletics Department Handbook

TABLE OF CONTENTS

RECEIPT OF HANDBOOK.....	3
STRUCTURE OBJECTIVES.....	4-6
RESPONSIBILITIES AND EXPECTATIONS.....	7-13
JOB DESCRIPTIONS.....	14-22
RULES AND POLICIES.....	23-31
NFHS GUIDELINES FOR LIGHTNING.....	32
ATHLETIC DIRECTOR’S END OF YEAR CHECKLIST.....	33

Athletic Department

P.O. Box 580
El Reno, Ok 73036
405.262.1317

Coach _____

School _____

Sport(s) _____

I have received the El Reno Public Schools Athletics Handbook for Directors and Coaches for the 2019-2020 School Year. With its receipt, I understand the following:

I am responsible for reading the information it contains and becoming familiar with its contents and following the guidelines.

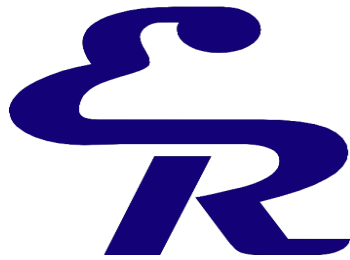
Coach's Signature

Date

El Reno Public Schools

Handbook for Athletic Directors and Coaches
Updated SY 2019-2020
Rodney Haydon Athletic Director
Fred Slaughter Assistant Athletic Director
Patty Purvis Athletic Secretary

Structure Objectives



Section I

MAJOR OBJECTIVES OF THE ATHLETIC PROGRAM

The purpose of the school athletic program is:

1. To provide the very best for our student athletes, challenge them in athletics and academically, and support the mission of our school and District.
2. To improve the image of the school district, and the athletic program.
3. To strive always for excellence that will produce winning teams and individuals.
4. To serve as a laboratory where students learn how to cope with real life problems and situations which include but are not limited to:
 - a. Academic success
 - b. Physical and emotional growth and development
 - c. Acquisition and development of individual skills
 - d. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits
 - e. Directed leadership and supervision that stresses self-discipline, self- motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously
 - f. A focus of interest on activity programs for the student body, faculty, and the community that will generate a feeling of unity and pride
 - g. Achievement of initial goals as set by the school in general, and the student as an individual
 - h. Develop school pride

CODE OF ETHICS

It is the duty of all concerned with school athletics to:

- ☐ Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- ☐ Eliminate all possibilities which tend to destroy the best values of the game.
- ☐ Stress the values derived from playing the game fairly.
- ☐ Show courtesy to visiting teams and officials.

- ☐ Respect the integrity and judgment of sports officials.
- ☐ Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- ☐ Encourage leadership, use of initiative, and good judgment by players on the team
- ☐ Recognize that the purpose of athletics is to promote physical, mental, moral, social, and emotional well-being of the individual players.
- ☐ Remember that an athletic contest ultimately is only a game – not a matter of life or death for the player, coach, school, official, fan, community, state, or nation.
- ☐ Remember school and learning come first.

Responsibilities And Expectations



Section II

RESPONSIBILITIES AND EXPECTATIONS

- Review job description; refer any questions to the Athletic Director. Evaluations are based on performance as it relates to job description.
- Evaluations: Head coaches of each sport will be evaluated at the conclusion of each season by the Athletic Director.
- *Attend the annual OCA Clinic.*
- Attend professional development opportunities that promote professional growth in the coaching area.
- Attend all District Athletic Meetings.
- Athletic Files: It is the responsibility of the head coach to verify the following forms are included and/or completed for each student's athlete file:
 - Physical

- Rank One Online Forms
- Drug Consent form
- Encourage parents to participate and support Booster Club activities year round.
- Develop, maintain, and distribute practice and conditioning schedules.
- Inventory, issue, and collect all uniforms and equipment.
- Start practice on the first day of the season and conduct continuous, safe, effective, and worthwhile practices each day.
- Maintain highly organized, safe and productive practice sessions.
- Organize and promote summer programs (team camps, summer workouts, etc.).
- Develop pride, teamwork, and a winning attitude among student athletes.
- Produce a competitive program.
- Provide and exemplify leadership and discipline.
- Maintain open communications with athletes, parents, school personnel, media, and administration.
- *Supervise athletes at all times.*

You are expected to accept the challenge of developing and maintaining an excellent athletic program. An excellent athletic program seeks continuous improvement during the school year. Improvements are needed and expected in all areas of your athletic program.

Don't just sponsor your sport. Coach and teach your sport!

PROFESSIONAL AND PERSONAL RELATIONSHIPS

Professional and personal relationships are the key to success. There are five basic concepts.

1. Rapport

A coach must develop a good rapport with any number of individuals and groups with team personnel, with the student body, with members of the professional staff involved (grounds, insurance, medicine, police, etc.), with the community as a whole, particularly with the spectator and support constituents, with the media representatives, with the corps of officials, and with the corresponding coaches of the league and district of which the school is a part. Under no circumstances does this become a mere popularity contest, but there is no denying the value of good public relations where winning and losing, and success and failure are concerned. Image is a matter of importance. Good rapport is invaluable.

2. **Cooperation**

The Athletic Director expects a cooperative effort among all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with the Athletic Director, Principal, and other members of the staff. Limited budgets, expanded activity program schedules, and heavy demands on overtaxed facilities make “cooperation” the magic word. The ability to be flexible while upholding a good sense of humor is important.

3. **Leadership**

A coach must have pride, diligence, enthusiasm, enjoyment; all parts of a professional pride that should be exhibited by any coach. Personal appearance, dress, and physical condition all should be exemplary. Such things as setting up practice, developing time integrity, and building attitudes are very important.

A coach should be in control at all times. Language, actions, and emotional displays come under close scrutiny, both in practice and in scheduled contests. A coach is also responsible for every facet of discipline. Good discipline is exemplified through the behavior of participants throughout the season (at home and away) and even to a degree for the conduct of the crowd (especially where the student body is concerned). The quality of leadership provided very often makes all the difference.

4. **Improvement**

A coach must constantly take advantage of the opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops, clinics in specific fields, and in-service training is a must. Membership should be maintained in professional organizations, coaches' associations, and other related organizations. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also encouraged. El Reno Public Schools coaches are expected to attend OCA State Meetings.

5. **Coaching and Techniques**

An additional performance category must also be taken into consideration. This is the area of expectation concerned with coaching and techniques in the assignment itself. Included are the following criteria:

- ✓ Use sound and acceptable teaching practices, runs well-organized practice sessions
- ✓ Completes pre-season planning well in advance of the beginning of the season
- ✓ Adheres to a highly efficient and technically sound program of injury prevention.

- ✓ Follows a prescribed routine and maintains good communication with patient, doctor, and parents when injuries occur to athletes.
- ✓ Constructs a well-organized game plan so that problems are anticipated and kept to a minimum.
- ✓ Develops a sound system for equipment accountability, including seasonal inventory, repair and reconditioning, and replacement needs. Purchasing should be accomplished within the bounds of the purchasing procedures and within the allocated budget.
- ✓ Keep assistant coaches, student managers, and statisticians well informed as to what is expected, cooperates with maintenance staff, transportation personnel, and others similarly involved in the overall program.

El Reno Public Schools Athletics

COORDINATION OF SCHOOL ACTIVITIES

PROPER SCHOOL – PARENT RELATIONS & COMMUNICATION

Most of the ill will between the school and community can be traced to improper communication. The following checklist is designed in an effort to alleviate the major portion of these potential misunderstandings.

1. Communicate plans to all involved **in a timely manner** for events.
2. Communicate with your Athletic Director and Principal (DCA list) in advance concerning all athletic events.
3. Communicate with your building Principal, attendance secretary, your athletes and their parents regarding student absences for an event during the school day.
4. Send the following information home to parents :
 - a. Schedule of games and practices
 - b. Location of games and practices
 - c. Names and phone numbers of coaching staff
5. Make it clear to all involved the exact **departure** time and location **for** events.
6. Make it clear to all involved the expected **arrival** time and location **from** events.

7. *Plan to stay with students upon your return until all have departed.*
8. Check the school bus following your return to verify it is presentable (no trash, windows secured, all personal items removed) and vandalism has not taken place.
9. *Keep your school's website and/or Rank One calendar updated in regard to games, practices, tournaments, etc.*

SAFETY & SECURITY

During the past several years, plaintiff/defense attorneys have raised all of the following situations as ***possible examples*** of negligence on the part of the physical educator, coach, and/or athletic administrator. Be proactive. Prevention is the key.

- ❖ No supervision in the locker rooms
- ❖ Permitting a player to officiate a game because an official did not show
- ❖ Leaving activity room doors open
- ❖ Giving your keys to a student
- ❖ Students moving equipment beyond their capabilities
- ❖ Permitting horseplay
- ❖ Taking that last phone call instead of supervising the arrival of the next class
- ❖ Letting one teacher supervise two classes because a teacher is absent or must leave for a coaching responsibility
- ❖ Placing one student in the role of a supervisor during practice or gym class
- ❖ Not establishing specific rules of safety prior to an event or activity
- ❖ Emphasizing the outcome of the game over the experience
- ❖ Not getting involved
- ❖ Not properly preparing a class physically
- ❖ Skipping warm-up time
- ❖ Permitting unequal competition
- ❖ Physically overextending a student
- ❖ Not following the prescribed curriculum
- ❖ Permitting athletes to participate with no physicals

- ❖ No adequate preparation for an event or activity
- ❖ Bypassing fundamental skills
- ❖ Failing to warn people about the potential danger of an activity
- ❖ Failure to update or review a safety checklist
- ❖ No emergency plan
- ❖ Insufficient sized mats for an activity
- ❖ Permitting activity on a wet, slippery floor
- ❖ Leaving balls or equipment on the gym floor during activities or games
- ❖ Permitting students to participate wearing inappropriate attire (i.e. non athletic shoes)
- ❖ Using correct equipment in an improper manner
- ❖ Not taping wrestling mats
- ❖ Participating in improper area (i.e. hallways, locker rooms, parking lots)

SAFETY (con't)

- ❖ Leaving equipment on the field
- ❖ Progressing too quickly
- ❖ Inadequate lighting in the gym
- ❖ Not correcting an unsafe situation immediately
- ❖ Teaching/Coaching an activity or sport by yourself of which you have no knowledge
- ❖ Failure to go over safety rules/requirements for an activity
- ❖ Hiring unqualified personnel
- ❖ Lack of training for personnel in high risk sports
- ❖ Lack of supervision
- ❖ Failure to maintain written records
- ❖ Not posting safety rules
- ❖ Permitting running in unsafe conditions: up the stairs, in the street unsupervised, in snow, mud, high water, etc.
- ❖ Failure to check field/equipment on a regular basis for wear and tear or defects
- ❖ Inadequate protection behind both basketball goals
- ❖ Testing the ability of a student before teaching him/her the necessary skills
- ❖ Permitting players to stay after practice for additional practice
- ❖ Having equipment reconditioned by uncertified or disreputable companies
- ❖ Permitting players to travel by car and transporting teammates to games and/or practices
- ❖ Complacency: Having the attitude, *"No one will ever sue me."*

Correcting the above scenarios is not the total answer to the litigious explosion in athletics, but it is a good start.

JOB DESCRIPTIONS



Section III

EL RENO SCHOOLS ATHLETICS

TITLE: Director of Athletics

PURPOSE OF POSITION: Performs supervisory level duties to provide leadership in the development and improvement of the athletic program.

QUALIFICATIONS: -Valid Oklahoma teaching certificate
-Proper communication skills (oral, written, business)
-Minimum 3 years coaching experience

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

- Coordinate and schedule events concerning the school's athletic program
- Organize the overall interscholastic athletic program for the school
- Communicate with district-wide administrators and coaches regarding the athletic program
- Communicate high expectations to staff, students, parents and community
- Administer interscholastic policies in OSSAA Administrators handbook as they pertain to high school and middle school athletics
- Educate building principals and coaches to OSSAA policies and procedures
- Oversee all aspects of athletic residential and academic eligibility issues and requests.
- Make determinations of athletic hardship waiver requests for student-athletes.
- Evaluate and submit recommended improvements for all athletic facilities
- Provide the media any necessary information regarding the school's athletic

programs and teams

- Assist in selection, assignment and evaluation of head coaches and related staff members
- Assist principals with coaching personnel
- Assist principals and staff with conflict resolution regarding athletic issues
- Communicate professional development opportunities to coaches

PERFORMANCE RESPONSIBILITIES(cont.):

- Develop and maintain vertical alignment of each grade 7-12 sport.
- Work with coaches in preparation and game management including hiring of officials, game contracts, ticket sales, security, game workers, media and all needs of visiting team. Assist in coordination of transportation to away athletic contests.
- Communicate the need for CDL training for coaches and sponsors
- Attend athletic events and practices at the school
- Coordinate athletic physicals for student-athletes and ensure compliance of health examinations for all student-athletes
- Make sure all coaches know the District Coaches Guide and Expectations
- Foster good school-parent relations by maintaining communications relative to rules and regulations on athletics
- Establish and enforce the physical, academic and training requirements of eligibility for participation in interscholastic athletics
- Responsible for overseeing and monitoring school site's Rank One program
- Monitor compliance of colleges for student-athlete recruiting within the district
- Prepare and administer the athletic program budget and purchases

EL RENO PUBLIC SCHOOLS ATHLETICS

TITLE: Head High School Coach

POSITION DESCRIPTION:

The head coach assumes the extra duty of providing coaching leadership in a specified area of the school's athletic program. As a part of that leadership responsibility, the head coach delegates responsibility for specific tasks to the assistant coach(es) and must be a member of the Oklahoma Coach's Association (OCA).

JOB GOALS:

To develop a winning record as a coach and a winning program that results in student athletes who achieve their potential academically, athletically, socially, and morality. Obtain a bus driver's certification (CDL).

QUALIFICATIONS:

The head coach must be employed by El Reno Public Schools and must know the policies, rules and eligibility requirements of the specified sport as well as the Oklahoma Secondary Schools Activities Association rules. The head coach must have completed prior to coaching any sport: *1) a Care and Prevention of Athletic Injuries Course for your first year and then every 3 years after that 2) The online sudden cardiac arrest training course every year 3) The online Heat and Illness training course every year 4) The online Concussion training course every year.* Other necessary qualities include: ability to assume delegated responsibilities as directed by the athletic director, the ability to tolerate criticism, the ability to inspire the staff to help carry out the responsibilities assigned, and an attitude that will assume all players a fair opportunity to be a part of the athletic program.

PERFORMANCE RESPONSIBILITIES:

- *Accepts total responsibility for the specified sports program from grades 7 through 12*
- Assists the principals and athletic director in the selection of assistant coaches for his/her sport
- Assist the athletic director in monitoring performance of assistant coaches in his/her charge
- Provides the following to the athletic director before the season begins:

1. An eligibility list of players for certification purposes
2. A complete schedule of events for the year
3. *Proof of physical, Drug Consent Form and Rank One completion, on each player before the player's first date of participation*

- Accepts responsibility for the enrollment, physical conditioning and supervision of players in that sport
- Makes systematic grade, attendance and behavior checks on players to ensure their remaining eligible
- *Supervises athletes during all games/matches and until the building and facilities are locked and secured after the conclusion of an event.*

- Accepts responsibility for teaching and exhibiting proper behavior, conduct and decorum on and off the athletic field or court
- *Attends meetings, workshops, and clinics sponsored through the District, OSSAA and/or Oklahoma Coaches Association.*
- Assist in scheduling and ensure team participation in all OSSAA regional events and develops full schedules
- Responsible for athletic fields and facilities used by the head coach
- Demonstrates loyalty to the athletic program
- Is present and on time for all events, including practice, unless excused or an emergency arises
- *Serves through the complete season for one sport before beginning a new one*

- Abides by the "NFHS Guidelines on Handling Practices and Contests during Lightning or Thunder Disturbances" as adopted by the OSSAA (see page 32).

EL RENO SCHOOLS ATHLETICS

Title: High School Assistant Coach

Reports To: Athletic Director, Head Coach & Building Principal

POSITION DESCRIPTION:

The coach assumes the extra duty of assisting the head coach in the total program of the specified sport. The assistant coach reports to the head coach and carries out the tasks assigned to that position, and are encouraged to become a member of the Oklahoma Coach's Association (OCA). *1) a Care and Prevention of Athletic Injuries Course for your first year and then every 3 years after that 2) The online sudden cardiac arrest training course every year 3) The online Heat and Illness training course every year 4) The online Concussion training course every year.*

PERFORMANCE RESPONSIBILITIES:

- Works harmoniously and cooperatively with the head coach and other assistants.
- Carries through on all assigned tasks and reports on them to the head coach.
- Demonstrates loyalty to the athletic program
- Is present and on time for all events, including practices, unless excused or when emergency arises
- Serves through the complete season for one sport before beginning a new one
- Attends meetings, workshops, and clinics sponsored through the District and/or OSSAA and/or OCA.
- Accepts responsibility for teaching and exhibiting proper behavior, conduct and decorum on and off the athletic field or court

TITLE: Head Middle School Coach

POSITION DESCRIPTION:

The head coach assumes the extra duty of providing coaching leadership in a specified area of the school's athletic program. As a part of that leadership responsibility, the head coach delegates responsibility for specific tasks to the assistant coach(es) and must be a member of the Oklahoma Coach's Association (OCA).

QUALIFICATIONS:

The head coach must be employed by El Reno Public Schools and must know the policies, rules and eligibility requirements of the specified sport as well as the Oklahoma Secondary Schools Activities Association rules. *1) a Care and Prevention of Athletic Injuries Course for your first year and then every 3 years after that 2) The online sudden cardiac arrest training course every year 3) The online Heat and Illness training course every year 4) The online Concussion training course every year.* Other necessary qualities include: ability to assume delegated responsibilities as directed by the athletic director, the ability to tolerate criticism, the ability to inspire the staff to help carry out the responsibilities assigned, and an attitude that will assume all players a fair opportunity to be a part of the athletic program.

PERFORMANCE RESPONSIBILITIES:

1. Accepts total responsibility for the specified sports program from grades seven and eight.
2. Assists the principals and athletic director in the selection of assistant coaches for that sport.
3. Provides the following to the athletic director before the season begins:
 - a. An eligibility list of players for certification purposes
 - b. A complete schedule of events for the year
 - c. *Proof of physical, Drug Consent Form and Rank One completion, on each player before the player's first date of participation*

PERFORMANCE RESPONSIBILITIES (cont.):

4. Accepts responsibility for the enrollment, physical conditioning and supervision of players in that sport

5. Makes systematic grade, attendance and behavior checks on players to ensure their eligibility
6. Supervises athletes during all games/matches and until the building and facilities are locked and secured after the conclusion of an event.
7. Accepts responsibility for teaching proper behavior, conduct and decorum on and off the athletic field or court
8. Attends meetings, workshops, and clinics sponsored through the District and/or OSSAA and/or OCA.
9. Responsible for athletic fields and facilities used by the head coach
10. Demonstrates loyalty to the athletic program
11. Is present and on time for all events, including practice, unless excused or when an emergency arises
12. Serves through the complete season for one sport before beginning a new one
13. Abides by the “NFHS Guidelines on Handling Practices and Contests during Lightning or Thunder Disturbances” as adopted by the OSSAA (see page 32).

EL RENO SCHOOLS ATHLETICS

TITLE: Middle School Assistant Coach

REPORTS TO: Athletic Director, Head Coach, & Building Principal

POSITION DESCRIPTION:

The assistant coach assumes the extra duty of assisting the head coach in the total program of the specified sport. The assistant athletic coach reports to the head coach and carries out the tasks assigned to that position, and are encouraged to become a member of the Oklahoma Coach's Association (OCA). *1) a Care and Prevention of Athletic Injuries Course for your first year and then every 3 years after that 2) The online sudden cardiac arrest training course every year 3) The online Heat and Illness training course every year 4) The online Concussion training course every year.*

PERFORMANCE RESPONSIBILITIES:

- Works harmoniously and cooperatively with the head coach and other assistants.
- Carries through on all assigned tasks and reports on them to the head coach.
- Demonstrates loyalty to the athletic program
- Is present and on time for all events, including practices, unless excused or when emergency arises
- Serves through the complete season for one sport before beginning a new one
- Attends meetings, workshops, and clinics sponsored through the District and/or OSSAA and/or OCA.
- Accepts responsibility for teaching and exhibiting proper behavior, conduct and decorum on and off the athletic field or court

RULES

AND POLICIES



SECTION IV

EL RENO SCHOOLS ATHLETICS

EVENT GUIDELINES

- ❖ The following athletic event guidelines have been established to create a more secure and enjoyable environment for students, patrons, and staff at all El Reno athletic events.
- ❖ *Practices and games are prohibited on days that school is cancelled unless approved by the Athletic Director.*
- ❖ There will be an administrator and/or head coach from each participating school at all athletic events. The athletic director is considered an administrator at an event.
- ❖ Students and fans attending all athletic events are required to remain on their teams designated side of the stadium, arena, or gymnasium.
- ❖ The Athletic Director may remove a spectator from an event. In the absence or presence of the Athletic Director, the event administrator also has this authority.

EL RENO SCHOOLS ATHLETICS

GENERAL REGULATIONS

- ❖ The Oklahoma Secondary School Activities Association (OSSAA) rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, inform team members and parents, and enforce school and OSSAA regulations in these matters.
- ❖ A display of unsportsmanlike conduct toward an opponent or official or use of profanity during a contest will result in counseling by the head coach and possible suspension or expulsion from the athletic activity.

- ❖ Absence from a scheduled practice may result in suspension from the team.
- ❖ Theft or malicious destruction of any school or individual's equipment or property is not tolerated and could result in suspension from the team and/or school.
- ❖ *Completion of the sport's season is required in order for students to be eligible for a letter or other team or individual awards. With the exception of injury which limits participation.* Grooming plays a part in the safety of the athletes. Athletes will be expected to adhere to grooming codes that allow safety standards to be followed according to each sport. These standards may vary from sport to sport, and the head coach of each team will be charged with the responsibility of assuring that these standards are met.
- ❖ Verification of the use or possession of any abusive drugs or alcohol by an athlete may result in immediate dismissal from the team, suspension for the remainder of the season in progress, probation for the next sport in which the athlete participates, and/or school suspension.
- ❖ All T-Shirt designs must be approved by the Athletic Director.

EL RENO SCHOOLS ATHLETICS

GENERAL REGULATIONS (con't)

- ❖ A disqualified student will be ineligible until reinstated by the Athletic Director and a written report of details of the incident and action taken has been filed with the OSSAA. The athlete may be required to sit out one or more games, depending upon the ruling the Athletic Director.
- ❖ Fighting or taunting (as defined by the OSSAA) will result in the player's suspension for at least two games. Any player who leaves the bench/sidelines to participate will be suspended for the remainder of the season or possibly the entire year. Fighting rules are in force pre-contest, post-contest, and during the contest.
- ❖ From the time a person's name appears on the official eligibility list for an interscholastic sport, he/she may not quit and join another team or compete in another interscholastic sport until

after the end of the first sport season. Mid-season change of teams may be permitted under either of the following conditions:

- If the person presents to both coaches involved a doctor's certificate recommending that he/she dropped the first sport for reasons of health and permits participation in the second sport. The coaches and Athletic Director will review and make a determination on these requests.
- *No athlete may quit one sport and try out for another after the season has begun(first game)*

TRANSPORTATION

- ❖ The Athletic Director must approve all trips.
- ❖ All transportation requests must be in the transportation office no less than five school days in advance.
- ❖ *A Coach will not be paid to drive a bus for their sport.*
- ❖ District buses must be cleaned and picked up after use.
- ❖ ***Note:** Because of the extreme difficulty in getting bus drivers for athletics during the school day, it is necessary for coaches to be certified to drive buses.*

PURCHASING ATHLETIC EQUIPMENT/SUPPLIES

When purchasing athletic equipment and/or supplies, coaches must go through the Athletic Director. The Athletic Director will make arrangements for the purchase from either the general fund or the school's activity fund, unless you are using you Booster Club account

- ❖ *Coaches will be held responsible for payment if procedures are not followed according to policy. MAKE SURE A PURCHASE ORDER IS ON BEFORE YOU ORDER ANYTHING THRU ATHLETICS.*

ATHLETIC ELIGIBILITY

- **ALL** OSSAA rules must be followed to determine an athlete's eligibility.
NO EXCEPTIONS.

ATTENDANCE

- A student must attend class 90% of the time to be eligible. Exceptions may be made by the principal due to a student's extenuating circumstances such as illness, injury, death in the immediate family, or late enrollment.

NEW STUDENT FORM

- *All new students to a school MUST FILL OUT THE NEW STUDENT FORM provided by the OSSAA. For example, all 9th graders and transfer students to a high school must complete this form.*

TRANSFER STUDENTS

- *Students attending a school on a transfer are not automatically eligible to participate in athletics. A hardship eligibility request must be completed through your Athletic Director.*

Appeals for hardship eligibility must be made in writing through the Athletic Director. All hardship requests will be submitted to the Oklahoma Secondary School Activities Association for review. This is not to be considered a complete list of all eligibility rules. For additional information, please contact your Athletic Director or refer to the OSSAA eligibility manual.

NCAA CERTIFICATION

- ❖ The NCAA Clearinghouse for eligibility must certify any student athlete playing any sport who plans on participating in an NCAA Division I or II program. NCAA Forms 48-H must be completed by the school counselor and student and returned to the Clearinghouse for certification. The Clearinghouse sends 48-H Forms to each school's counselor. There is a fee payable by the student for processing. This report covers all reports to all institutions. ***The student must pay the fee. It is an NCAA violation for the school, booster club, or supporter to pay the fee for the student.***

UNSPORTSMANLIKE CONDUCT/FIGHTING

❖ Fighting is defined but not limited to any player or non-player (bench personnel) striking an opponent with arms, legs, feet, or other objects; or attempting to strike an opponent, regardless if there is contact with an opponent; or instigating a fight by committing an act that causes an opponent to retaliate by fighting related to an OSSAA sponsored activity in which the players and non-players are participating. This will be a two game suspension (See OSSAA Handbook).

MEDICAL PERSONNEL AT EVENTS

❖ Contracted medical personnel at all games have the authority to make decisions involving student athletes during games at all district facilities. Their decision concerning a student's condition and/or ability to continue to play after an injury will be final.

GUIDELINES FOR SUMMER TEAMS, CLINICS AND CAMPS

❖ *The dead period will occur during the week in July that includes the 4th of July each year. The dead period will be nine (9) days in length and begin the weekend preceding or including the 4th of July and the weekend following the 4th of July. Secondary-level students enrolled or pre-enrolled at a member school may not use any member school's athletic facilities during the dead period in connection with any athletic activity governed by the OSSAA. Member school coaches, assistant coaches and sponsors may not have any contact with secondary-level enrolled or pre-enrolled students in that member school in any athletic activity governed by the OSSAA for the purpose of coaching, training, or instructing. Summertime policies, including beginning and end of season restrictions, can be found in OSSAA Board Policy XI in the Administrator's Handbook. Violations of the summertime dead period policy will result in the coach or sponsor being suspended from the first half of the regular season in that athletic activity. School personnel not designated as a coach or sponsor in violation of the summertime dead period policy will result in the head coach being suspended from the first half of the regular season in that activity.*

❖ *FREQUENTLY ASKED QUESTIONS 1. How do I know when the dead period begins and ends each year? The dead period will be nine (9) days in length and begin the weekend preceding or including the 4th of July and the weekend following the 4th of July. 2. Does the Summertime Dead Period Policy cover non-athletic activities? No, the Summertime Dead Period Policy only*

applies to athletic activities that are governed by the OSSAA. 3. Can a coach and a player have any contact during the Summertime Dead Period? No, contact between coaches, assistant coaches and sponsors with enrolled or pre-enrolled students for the purpose of coaching, teaching, training, or instructing is prohibited. 4. Can a student participate without the member school coach at member school facilities in an athletic activity during the Summertime Dead Period ? No, school athletic facilities may not be used by enrolled or pre-enrolled students during the dead period in connection with any athletic activity governed by the OSSAA. 5. Can a member school coach use member school facilities to train, coach or instruct secondary-level students during the Dead Period? No, the policy prohibits the use of member school facilities during the Dead Period for the purpose of coaching, teaching, training, or instructing. Field maintenance is not prohibited by the policy

❖ 6. Does the Summertime Dead Period Policy prohibit participation in a National level tournament during the dead period? No, the coach and any enrolled or pre-enrolled students who have qualified earlier in the summer for a national level tournament may participate in that tournament.

❖ **ACTIVITIES GOVERNED BY THE OSSAA: • BASEBALL • BASKETBALL • FOOTBALL • WRESTLING • CHEERLEADING • SOCCER • VOLLEYBALL • SOFTBALL (FAST-PITCH AND SLOW-PITCH) • SWIMMING • TRACK AND FIELD • CROSS COUNTRY • TENNIS • GOLF**

❖ All summer teams, clinics, and camps that use El Reno Schools facilities, students, equipment or the name of a El Reno School, will notify the Athletic Director. The following information needs to be included:

Schedule of Events (practices, games and/or sessions)

✓ Location(s) Used

OSSAA RULES AND REGULATIONS REGARDING SUMMER TEAMS, CLINICS, AND CAMPS WILL BE FOLLOWED.

USE OF FACILITIES

WEIGHT ROOMS

❖ Weight room facilities should be available to all athletes (male and female). Weight training is important for all athletes! *Weight rooms are to be supervised by the coach of the team using the facility.*

CANCELLATIONS/ NO SHOWS

❖ There should be no cancellations of any event except in extreme emergency situations. The Athletic Director must be notified immediately in these situations. Any school canceling an event or who does not show at an event will pay for all officials

PDA (PUBLIC DISPLAY OF AFFECTION)

❖ Student athletes are representing El Reno Schools, therefore while representing a team, all school rules apply to each player. Public Display of Affection is against school rules and coaches need to monitor and enforce this rule.

GAME OFFICIALS

❖ The Athletic Director is responsible for scheduling officials, notifying officials of cancellations or changes of times or dates.

Cancellation of Events

- ☐ Officials are to be paid the contracted amount by the home school if the officials show up for the contest and it has been canceled for reasons other than the weather and the officials were never notified.
- ☐ No games are to be canceled without approval of the Athletic Director.

EL RENO SCHOOLS ATHLETICS

National Federation of State High School Associations: GUIDELINES ON HANDLING PRACTICES AND CONTESTS DURING LIGHTNING OR THUNDER DISTURBANCES

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

PROACTIVE PLANNING

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device. * – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at the start of the season.

Revised and Approved June 2019
DISCLAIMER – NFHS Position Statements and Guidelines

The NFHS regularly distributes position statements and guidelines to promote public awareness of certain health and safety-related issues. Such information is neither exhaustive nor necessarily applicable to all circumstances or individuals, and is no substitute for consultation with appropriate health-care professionals. Statutes, codes or environmental conditions may be relevant. NFHS position statements or guidelines should be considered in conjunction with other pertinent materials when taking action or planning care. The NFHS reserves the right to rescind or modify any such document at any time.

EL RENO PUBLIC SCHOOLS ATHLETICS

Athletic Director Checkout List:

- ❖ Have you submitted a copy of every flyer for every upcoming summer camp/clinic to the Athletic Director's office?
- ❖ Have you satisfied the NFHS heat and illness safety video and have your coaches watched the NFHS concussion safety video as well as cardiac arrest before any practices begin for the 2019-2020 school year?
- ❖ All coaches must have Care and prevention of athletic injuries
- ❖ Have you submitted a list of every coaching position that you believe you will need to fill for the upcoming school year to your Athletic Director?
- ❖ *ALL OUT OF STATE TRIPS MUST BE BOARD APPROVED*