



ANADARKO SCHOOLS ATHLETICS

Athletic Office Phone: 405-247-9536

Athletic Office Hours:

8:00 a.m. -11:30 a.m.

12:15 p.m. – 1:15 p.m.

Middle School Athletics: 1:27 p.m. – 2:17 p.m.

High School Athletics: 2:24 p.m. – 3:17 p.m.

COACHES' HANDBOOK

Board Approval: July 10, 2017

Receipt of Handbook

Please sign and return to Athletic Director

Coach _____

School _____

I have received the Anadarko Public Schools Coaches' Handbook for the 2017-2018 school year. With its receipt, I understand and agree to the following:

I am responsible for reading the information contained in this coaches' handbook and making myself familiar with its contents and in following all rules and procedures contained within it.

Coach's Signature

Date

List all sports and grade levels of sports for which you are paid a coaching stipend:

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Anadarko Public Schools Athletics Philosophy

Anadarko Public Schools believes that interscholastic athletics greatly enhance the educational experience of all students involved, provide lifelong learning experiences, and develop leadership qualities in our students.

Participation in athletics at Anadarko Public Schools is a privilege. With this privilege comes the expectation of exemplary character displayed through good sportsmanship and respect for one's school, coaches, teammates, opponents, officials, facilities, and equipment. Every athlete is required to agree and adhere to the Anadarko Public Schools Student Code of Conduct as defined and described in the Anadarko Athletics Student/Parent Handbook. Coaches are role models and mentors, and this responsibility must be reflected in all of their actions every day as well.

Every sport, coach, and individual student-athlete will be treated fairly at all times by the Athletic Administration and coaching staff. Diversity is embraced within the Athletic Department, and no student-athlete or coach will be discriminated against or subject to harassment of any form.

All APS coaches work under the direct supervision of the principals/assistant principals of Anadarko Middle School and Anadarko High School and the athletic director. All athletic issues/complaints will be handled first by the administrators of the Middle School and High School and the athletic director. This chain of command should be followed when issues with athletic programming arise.

All APS coaches must know and abide by the specific guidelines, rules, and laws that are set forth either by state laws of Oklahoma and/or by the OSSAA as they pertain to the specific sport(s) to which they are assigned.

The Anadarko Athletic Department will follow all rules and regulations established by the Oklahoma Secondary Schools Activities Association and the Anadarko Public Schools Board of Education and Administration.

Purpose of the district athletic program is to:

1. Provide the very best for our student athletes by challenging them in both athletics and academics and by supporting the vision and mission of our schools and district.
2. Serve to teach student athletes how to cope with real-life problems and situations that will include:
 - a) Academic success
 - b) Physical and emotional growth and development
 - c) Acquisition and development of individual skills
 - d) Development of team player attributes, including loyalty, cooperation, and fair play

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- e) Leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for both gracious winning and losing
- f) Grooming, appearance, and behavior that serve to make each individual and team an outstanding representative of Anadarko Public Schools

Code of Ethics - It is the duty of all concerned with Anadarko athletics to:

1. Recognize school and learning come first and all student-athletes are students first
2. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play
3. Stress the values derived from playing the game fairly
4. Show courtesy to visiting teams and officials
5. Respect the integrity and judgment of sports officials
6. Achieve and demonstrate a thorough understanding and acceptance of the rules of the game and the standards of eligibility
7. Recognize the purpose of athletics is to promote physical, mental, moral, social, and emotional well-being of the individual players

Supervision of Student-Athletes

Student-athletes are to be supervised during all athletic practices and events at all times by an Anadarko Schools coach. Student-athletes are never to be left alone or unsupervised in any athletic facility at any time throughout the district. The athletic director and head coach will provide written supervision/monitoring schedules throughout each season and off-season to ensure student-athletes are supervised at all times. This supervision includes students traveling to and from the Middle School and High School and in route to and from all athletic facilities.

Surveillance cameras are utilized both inside and outside the district athletic facilities. The purpose is to help ensure the safety of the students and everyone else who is in the facility and to also to protect the facilities from vandalism. The surveillance cameras are on 24 hours per day/365 days per year.

Notification Requirements to School Offices

Should a team have an activity scheduled during the regular school day, the head coach is required to notify the school office 24 hours in advance, is to submit a list of students participating, and is to follow up with a call to the school office verifying those students who are actually in attendance.

Coaches must notify the school office in advance if the regularly scheduled place their teams meet daily changes to a different location.

At the end of each sport season, the head coach will provide the counselors at the Middle School and High School with a list of which sport each student currently enrolled with them is going

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next in order for the school office to have current records of each student's location during each sport season.

Grades & Ineligibility

All grades must be entered in the Student Information System as directed and required by the Middle School and High School principals. Students in ISD or OSS cannot participate or attend extra-curricular functions. Ineligibility lists are generated each Monday and it is the coaches' responsibility to keep up with and enforce the ineligibility of all student-athletes participating in their programs.

OSSAA Eligibility Rules

You may find the OSSAA eligibility rules at <http://www.ossaa.com/OSSAAHome.aspx>

Athletic Facilities

All APS athletic facilities' exterior doors are to remain locked when not in use. The athletic facilities are for the use of APS student-athletes only. No one is allowed in any APS athletic facility without an APS employee or coach present at all times, other than during authorized athletic events. All exterior doors and gates will be checked by the head coach and assistant coach(es) to ensure they are locked at the end of each practice session. No district keys are to be loaned out to anyone except with assistant superintendent or superintendent approval. Surveillance cameras are utilized at all times both inside and outside the district athletic facilities.

Locker Rooms

Student-athletes are not allowed in any locker room at any time without adult supervision. Moreover, the locker room should not be used as a hangout and must be closely supervised by a coach at all times. Student-athletes should only use the locker room to change for practice and then exit the locker room. Only lockers assigned by a coach may be used. All personal belongings must be locked in the student athletes' lockers at all times.

Equipment Rooms

Equipment rooms are to remain locked except when a coach is handing out or putting up equipment. A coach is to be present in the locker room at all times when it is unlocked. No equipment of any type is to be removed from the equipment room without the permission of a coach. All equipment is to be returned to the equipment room which is to be locked when not under direct supervision of a coach. All equipment is to be accounted for by the coaching staff at the end of each practice/athletic event. Coaches are responsible for the inventory, upkeep, and care of all equipment utilized in their programs.

Bullying

Statute [70-24-100.4](#), the School Bullying Prevention Act, requires each district board to adopt a policy for the control and discipline of all children attending a public school. The policy must specifically prohibit threatening behavior, harassment, intimidation and bullying by students at school and via electronic communication. The policy must also establish a procedure for reporting and investigation and reporting of incidents, address prevention and education, and

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establish procedures for referral to mental health care options. The Act requires the district board policy to allow a school to request the disclosure of any information concerning students that have received mental health care following a school referral, if there is a specific threat to the safety of students and/or personnel. Statute [70-24-100.5](#) requires each Safe School Committee to study and make recommendations to the principal regarding student bullying and harassment at school and the professional development needs of faculty and staff.

Cyber Bullying

[Statute 70-24-100.3](#) includes acts of electronic communications its list of potential acts of "harassment, intimidation and bullying" in the school environment." "Electronic communication" is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer. A specific electronic communication does not need to originate at a school or with school equipment to be included under this policy if it is specifically directed at students or school personnel and contains harassment, intimidation or bullying.

Sexual Harassment/Civil Rights Policy

The district is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee and student on the basis of gender. The district forbids sexual harassment by any employee or student. The district complies with the Civil Rights Laws (Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of the District that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age.

Hazing

Athletic hazing will not be tolerated. It is the policy (EI) of Anadarko Public Schools that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, low-point beer, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep

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deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Oklahoma Hazing Law:

§21-1190. Hazing – Prohibition – Presumption as forced activity – Penalty – Definition

A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.

D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.

E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.

Injuries

Any student-athlete who is injured during a contest, practice, or workout should immediately be seen to by the head coach. It is very important that a member of the coaching staff is aware of an injury before a student athlete goes home. It is the coaches' responsibility to report injuries to the student athlete's parent/guardian, the student's principal, the athletic director, and to the superintendent when applicable.

All Coaches are responsible to know and to follow all guidelines as stated in state law, OSSAA policies, and district policies for the various sports-related injuries as they pertain to their programs.

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Concussion and Head Injury Awareness

On an annual basis, a concussion and head injury information sheet shall be completed and returned by district athletes and their parent or guardian. The information sheet must be returned prior to the athlete's participation in practice or competition.

An athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. An athlete who has been removed from participation during a practice or game based upon a suspected concussion or head injury may not participate in practice or game-play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussions and has received written clearance to return to participation from that health care provider.

Chase Morris Sudden Cardiac Arrest Prevention Act

Each year prior to participation in any athletic activity, students in grades seven through twelve and their parents/guardians shall be required to complete and sign an acknowledgment of receipt and review of sudden cardiac arrest symptoms and warning signs information sheet prepared by the State Department of Health and the State Department of Education.

District may hold an informational meeting prior to the beginning of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. Informational meetings may include parents, students, coaches, other school officials, physicians, pediatric cardiologists and athletic trainers.

A student who collapses or faints without concurrent head injury while participating in an athletic activity shall be immediately removed by the coach from participation and shall not return to participation until the student has been evaluated and cleared for return to participation in writing by a health care provider as defined by law.

Annually and prior to coaching an athletic activity, a coach of an athletic activity shall complete the sudden cardiac arrest training course offered by the State Department of Health.

EXTREME HEAT

The OSSAA recognizes that heat related illness is the leading cause of preventable death in high school students participating in activities. The Board adopted the following policies:

Acclimatization Period: Whenever students are participating in an environment in which the temperature cannot be controlled there should be acclimatization period. The acclimatization period is defined as the first 14 days of participation beginning with the first date of practice in that sport or activity, or the first date a participant begins practice, whichever is later. Any speed, strength, or conditioning programs shall not be considered a part of the acclimatization period. All students participating in athletics or activities, including those who arrive to preseason practice after the first day of practice, are required to follow the guidelines of the first days of the acclimatization period.

All athletic coaches are required to view *A Guide to Heat Acclimatization and Heat Illness Prevention* at www.nfhslearn.com, annually. A certificate of completion shall be kept on file for each coach at the member school.

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FOOTBALL (Mandates)

- a. Preseason practice shall be limited to 2 ½ hours per session with a minimum of one hour between practice sessions. No more than 5 hours of practice per 24-hour period will be allowed. There will be no physical activity during the one-hour rest period. Any time a coach is present during football practice, the time will count toward the maximum 5 hours, with the exception of strength training.
- b. If a practice session is interrupted by inclement weather or heat restrictions, and it is required the session be divided for the good of the student-athlete's welfare as long as the total practice time does not exceed 2 ½ hours.
- c. When multiple practices are conducted in the same day, it is required that either practice not exceed 2½ hours in length and students not participate in more than five total hours of practice activities, including walk-through sessions. Warm-up, stretching, cool down and conditioning activities are included as part of the practice time. Practices should be separated by at least one hour, where there is no physical activity between the end of the first practice and the beginning of the second practice.
- d. Immediately prior to any practice, coaches are required to use a smart-phone APP, or other mechanism or program to get heat index, such as CoachSmart or the OSHA APP. There are also programs available on the Internet, such as AccuWeather, or Weather.com. These programs are free and can be used on any smart-phone, tablet, or computer. A chart outlining recommendations for making concessions for extreme heat is available on the OSSAA website, Schools must develop their own form to record the heat index each practice session.
- e. All practices must be held under the supervision of a coach employed by the school.
- f. Practices must always be conducted with an open water policy.
- g. Cooling stations shall be made available for the athletes (buckets of cool water, wet towels, sponges, etc.)
- h. Each program shall have a heat related emergency plan on hand at all times.