



MOORE PUBLIC SCHOOLS'

ATHLETIC HANDBOOK

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Moore Public Schools Athletic Department Mission

The predominant mission of MPS Athletics is to develop productive citizens willing to demonstrate integrity, discipline, and leadership while competing at the highest level in all aspects of life.

FOREWORD

This document is to serve as a guide for student athletes, coaches, athletic facilitators, and administrators in understanding and administering the athletic program of the Moore Public School District. Its primary purpose is to familiarize and clarify the policies and procedures commonly used to make decisions regarding athletics. Each student athlete, coach, athletic facilitator, and administrator should become familiar with its contents as it pertains to their role within the athletic department. While this publication is designed to assist in answering questions regarding policies and procedures, it may not answer all questions or cover all situations. This Athletic Manual will work in conjunction with and in addition to the Moore Public Schools Handbook. This athletic manual will be updated and revised as needed.

ATHLETIC DEPARTMENT PERSONNEL

Mr. Brian Fitzgerald	District Athletic Director
Ms. Connie Bollig	Secretary to the District Athletic Director
Ms. Aimee Hicks	Secretary to the District Athletic Director
Mr. Chad Mashburn	Moore High School Athletic Director
Ms. Ann Elvik	Moore High School Athletic Secretary
Mr. John Burruss	Westmoore High School Athletic Director
Ms. Sherri Knight	Westmoore High School Athletic Secretary
Mr. Dewayne Hunter	Southmoore High School Athletic Director
Ms. Beth Wallace	Southmoore High School Athletic Secretary
Mr. Scott Hunter	Brink Junior High Athletic Director
Ms. Dena Rogers	Central Junior High Athletic Director
Mr. Bart Richardson	Highland East Junior High Athletic Director
Mr. Joshua Myers	Highland West Junior High Athletic Director
Mr. Josh McMartin	Co-Moore West Junior High Athletic Director
Mr. Brandon Lewis	Co-Moore West Junior High Athletic Director
Mr. Jeremy Hayes	Southridge Junior High Athletic Director

INTRODUCTION

Moore School District recognizes athletics as one of the many educational experiences provided for youth during their school years. The athletic program strives to contribute to the optimum development of participants as individuals. The program also serves as an important tool for developing desirable behavior patterns and attitudes.

The Moore Public School District recognizes the educational role of sports and continually seeks to eliminate unreasonable constraints that might block maximum participation and discourage the genuine benefits of athletics. Participation in athletics helps students to achieve a higher standard of mental, moral, social, and physical fitness.

ATHLETICS PHILOSOPHY

Moore Public Schools' officials, coaches, and sponsors of student activities believe that students who are selected for the privilege of membership on teams, squads, performing groups, clubs, and other school organizations should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches and sponsors enforce bylaws, a Code of Conduct and all student policies found in the Moore Public Schools Student Handbook. Furthermore, members of teams and organizations who fail to abide by the bylaws, Code of Conduct and Moore Public Schools Student Handbook are subject to disciplinary action. Members of teams and organizations must always serve as exemplars of high character and must demonstrate appropriate academic commitment, which is expected from all students. As recognized representatives of their school, members are expected to exhibit appropriate behavior during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus. Rule enforcement will be fair and consistent.

DISMISSAL OF STUDENT ATHLETES

Any Student Athlete who is in violation of any rules in the Moore Public Schools Student Handbook could face possible disciplinary action up to and including dismissal from the team.

COACHING ETHICS AND PROFESSIONAL STANDARDS

Moore Public Schools coaches must:

1. Exemplify the highest moral character, behavior, and leadership.
2. Respect the integrity and personality of the individual athlete.
3. Abide by the rules of the game in letter and in spirit, regardless of the consequences.
4. Respect the integrity and judgment of sports officials, never baiting or taunting officials in any way, or seeking out an official during halftime or at the conclusion of a contest.
5. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional enrichment.
6. Encourage and respect all athletes and their values.
7. Display modesty in victory and graciousness in defeat.
8. Promote ethical relations among coaches.
9. Fulfill responsibilities to provide emergency health procedures and ensure an environment free of obvious safety hazards.
10. Encourage the highest standards of conduct and scholastic achievement among all athletes.
11. Seek to promote good health habits, including the establishment of sound training rules.
12. Strive to develop in each athlete the qualities of leadership, initiative and good judgment.
13. Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.

ATHLETIC DEPARTMENT HANDBOOK

I hereby acknowledge that I have viewed a copy of the athletic coaches' guide and will be responsible for covering this information with my players and assistant coaches before the season begins.

I understand that the rules and regulations for the Moore Public Schools Athletic Department are explained within this guide.

I understand that I will be held accountable for all rules and regulations established by Moore Public Schools, Moore Public Schools' Board Policies, and Oklahoma Secondary Schools Activity Association (OSSAA) and accept the consequences if any rules are violated.

I understand it is not to be construed that this handbook covers a policy for everything involved in athletics. As a coach within the Moore School District I am responsible for presenting myself in a professional manner and carrying out all duties and responsibilities accordingly.

By signing the attached document, I agree to comply with the guidelines stated above.

SUPERVISION

All school athletic activities must be supervised by a coach and/or administrator employed by the School Board.

1. A coach and/or administrator must be present at all games and practice sessions.
2. Individuals are not to be given permission to use school facilities for activities such as shooting baskets, running on the track, weight lifting, etc. Such activities can be carried on only when they are under the supervision of a coach or instructor.
3. A coach is responsible for the conduct of squad members in the locker room. Whenever possible, he/she should be in the locker room with them. When this is not possible, an assistant should be present.
4. Coaches, who use the facilities on a Saturday, or a holiday, are responsible for all team members leaving the building, locking the doors, and turning out the lights.

Athletic
Department
Policies
and Practices

PARTICIPATION IN ATHLETICS

1. A student shall be considered as having participated when he/she actively participates with a school in an inter-school game, contest or meet as a member of the varsity, junior varsity, B team, etc. A student in uniform with his/her team shall be considered as having participated. An inter-school scrimmage is considered to be a meet or contest.

BEGINNING AND ENDING OF SPORTS SEASONS

1. All regulations as outlined by OSSAA pertaining to the beginning and ending of sports seasons are to be observed.
2. All seasons will end with the last scheduled game or when the team is eliminated from state tournament competition.

PARTICIPATION ON TEAMS OTHER THAN SCHOOL TEAMS

1. Moore Public Schools will follow all state association rules.
2. Coaches must know the current rules and keep their players informed.
3. Coaches cannot require students to participate in summer programs of any type in order to play on the school team.

GAME MANAGEMENT

1. The athletic director, facilitators and coordinators are responsible for management of home events in assistance with the designated building administrator.
2. Coaches are always responsible for the conduct of their staff, team and are expected to observe the rules of good sportsmanship. The coach, his/her staff, and team are expected to conduct themselves professionally.

OFFICIALS

1. Only the Head Coach is to address officials.
2. The conference administrators vote to hire a commissioner who will assign officials for football, basketball, baseball and soccer. Officials for other sports are arranged by the site facilitator/coordinator and head coach.
3. Officials should be contacted no later than one day prior to the contest to verify time and date of the contest. (Site facilitator or coordinator is responsible for this).
4. For officials' fees and expenses refer to the District Athletic Department.
5. School facilitator/coordinator is responsible for assisting officials with parking, dressing facilities, refreshments, etc.

TEAM TRAVEL

1. The school will provide transportation to out-of-town games.
2. The athletic department will not provide money for individual necessities.
3. Team members will travel to events in school transportation. Athletes may return home with their parent(s) only when the parents/guardians sign the student athlete out with the coach.
4. There will be no gambling, use of tobacco, use of drugs or alcoholic beverages or any other illegal activities on any school trip.
5. Coaches must pick up his/her bus at the designated time. If a problem arises that prevents the coach from picking up a bus at the appointed time, the transportation office should be notified immediately.
6. Coaches must see that teams return to school as soon as possible after a game – especially on school nights. Parents should be told when to expect the team home.
7. Players should pick up trash after every trip. Coaches are responsible for insuring the bus is clean.
8. When possible, the bus and driver will stay with the team throughout the athletic event. The driver is under the direction of the head coach.

TEAM MEALS

1. All coaches will receive the athletic department's approval before providing meals for their teams unless provided by booster club. The team's departure and expected return time should be used to help determine if feeding the team is necessary.
2. When meals are to be provided, contact the district athletic office for guidelines.
3. Meal expenses are a part of each program's budget except for state tournament events.
4. A purchase order request prior to the purchase of meals will be necessary. The number of individuals eating must be provided.

STAFF TRAVEL

1. Reimbursement for expenses involved in scouting, coaching clinics, conference meeting, etc., will be pre-approved by the athletic director.
2. No expenses will be paid without a pre-approved request and signed receipts.

PARTICIPATION IN CAMPS, CLINICS, SUMMER PRACTICES, LEAGUES, AND TOURNAMENTS

A. To help prevent participating individuals and school teams from gaining unfair competitive advantages, certain restrictions are placed on camps, summer practices, and summer leagues and tournaments in athletic activities. Summer time is defined as after the conclusion of the spring semester through the first full week of August, with the exception of football and basketball as outlined in Section B-3, below. Schools teams shall not participate in summer leagues, (cannot wear school uniforms, use school transportation, or use school equipment) until the conclusion of the spring semester. No organized summer team practices are permitted during the summer time for baseball, basketball, cross country, football, golf, soccer, fast-pitch and slow-pitch softball, swimming, tennis, track and field, volleyball and wrestling.

B. School personnel who are serving or are designated to serve as coaches or assistant coaches:

1. May not conduct practice for a school team, in a direct or indirect manner, during this summer period.
2. May coach a team that includes individuals that are members of a school team during this summer period, in a camp, summer league, or summer tournament.
3. In football and basketball, school personnel who are serving or are designated to serve as coaches or assistant coaches may not coach a school team in a league or tournament before the conclusion of the school year or after July 15. An exception to the above limitations may be granted by OSSAA, but approval for such an exception must be requested and granted in writing, in advance.

C. School personnel who are serving or are designated to serve as coaches or assistant coaches are permitted to conduct or provide instruction at individual camps in a particular sport, including camps in which members of the school team in that sport are participating, provided that:

1. No session of the camp is held before the school year has concluded or after the first week in August (except in football, any camp using OSSAA member school facilities must be

concluded by July 15).

D. An individual student who is attending or who is enrolled and planning to attend a member school in grades 7-12:

1. May participate on a non-school team in a league or tournament, including during this summer period as defined above, (such as in AAU competition), however:

(a) school personnel serving as or designated to serve as a coach or assistant coach may coach that team, with the exception that in basketball, a school coach is permitted to coach a team that includes no more than two students who participate or are expected to participate on the same school team;

2. May participate in individual camps in a particular activity, however:

(a) after the school year has been completed, a student may only participate through the first week in August (except in football, any camp using OSSAA member school facilities must be concluded by July 15);

(b) during the school year, a student may only participate if approved or permitted by the school, and the camp is not held at an OSSAA member school.

(c) no fees or expenses for the camp may be paid by the school, or by school personnel, or by any booster club or organization associated with the school, or by any non-family member; any discount or waiver of fees or 2016-2017 Policies OSSAA 49 expenses must be based on financial need, and must be available to all participants based on the same standards;

3. May participate in no more than one team camp in football and must be completed by July 15.

4. May participate in any combination of four basketball team camps or summer tournaments.

No session of any summer training camp will be approved for more than two consecutive weeks. A student may not accept any award other than a trophy, plaque, or medal, etc., for participation or achievement on a non-school team or in any type of camp. A student may accept items commemorating participation in a league, tournament, camp which are given to all participants, such as a T-shirt or a certificate, provided that the costs of such items are included in the fees and expenses charged for those events.

E. A student who participates in a camp in violation of any of these policies shall be ineligible unless and until reinstated by the Board of Directors. A coach who violates any of these policies shall not be permitted to engage in any coaching unless and until reinstated by the Board of Directors.

F. Definitions applied under this policy:

1. Individual camp—An individual camp is an instructional event for a particular activity, at

which instruction is focused on individual skills and techniques rather than organized team play.

- 2. Team Camp**—A team camp is an instructional event for a particular sport involving team members from at least three schools participating as a team during instruction, scrimmages, and/or games. All school team members must be enrolled at the school for which they participate during the team camp.
- 3.** A league consists of three or more teams playing games against one another and maintaining standings according to wins and losses, and played over the course of a minimum of three consecutive weeks.
- 4.** A tournament is an event involving six or more participating teams, competing for no more than three consecutive days.

G. Restrictions on Schools and Booster Organizations

- 1.** A member school may conduct a camp for a particular activity, or permit a camp to be conducted on school property and/or in school facilities, after the end of the school year, provided that:
 - (a) the camp is open to students from all member schools in the grade level or grade levels designated for that camp;
 - (b) the camp is concluded prior to the end of the first week in August (except in football, any camp using OSSAA member school facilities must be concluded prior to July 15).
- 2.** Fees for camps conducted by the school or allowed to take place on school property and/or in school facilities may be discounted for children of school employees, provided that the same discounts are available to children of all school employees on an equal basis. In addition, a volume discount may be given, based on the number of children from the same household seeking to attend, provided that the volume discount is available for all families on the same basis. Fees also may be discounted for students who are financially unable to pay the fees and expenses of the camp. The student must be able to demonstrate by objective means that financial assistance is needed, and all students must be evaluated for and granted assistance based on the same standards. Johnson-O'Malley funds available to the school may be used to pay or offset expenses associated with camps conducted on school property and/or in school facilities.
- 3.** A member school is not required to obtain OSSAA approval in advance to hold a camp or to allow others to conduct a camp, on school grounds and/or in school facilities. If, however, approval is not given in advance, then the event is not sanctioned by OSSAA, and participants in the camp will not be covered by any catastrophic injury insurance obtained by OSSAA.

4. A member school may not conduct a camp, or allow a camp to be conducted on school property and/or in school facilities, which is limited, or which provides preferential treatment to, certain student-athletes or to students from certain schools, or which restricts participation on an "invitation-only" basis.

5. The school, or a booster club or organization associated with the school, may pay fees and expenses of the school team to attend a team camp, provided that all members of the school team have been invited to attend, and fees and expenses are paid for team members on an equal basis. Any monies coming from a booster club or organization for this purpose must be contributed to the school, and distributed from a school account to pay these fees and expenses.

EFFECTIVE APRIL 16, 2014—Neither the school, nor any booster club or organization associated with the school, may pay fees and/or expenses for students to attend an individual camp. The school may allow school owned vehicles to be used to transport students enrolled at the school to an individual camp located in Policies 2016-2017 50 OSSAA Oklahoma or a bordering state, and pay the cost of fuel for those vehicles, but the school otherwise may not pay for transportation expenses for students to attend an individual camp.

6. A member school conducting a camp, or allowing a camp to be conducted on school property and/or in school facilities, must provide OSSAA, upon request, a list identifying students and personnel participating in the camp.

7. The school and/or school personnel may be penalized for any violations of these policies. If a booster club or organization associated with a school violates any of these policies, then the school may be required to end or restrict the involvement of that club or organization in school activities.

CAMP QUESTIONS AND ANSWERS

1. Can a Booster Club pay for the school's team to attend a team camp?

Answer: Yes, but any monies from a Booster Club must be contributed to and distributed from a school account, and all members of the school team must be provided the opportunity to attend the camp.

2. Can a booster club pay for students to attend individual camp?

Answer: No.

3. Can a school fund-raiser be held to pay for players to attend an individual camp?

Answer: No

4. Can the school provide transportation for a student(s) to attend individual camp?

Answer: Yes, the school may allow school-owned vehicles to be used to transport students enrolled at the school to an individual camp located in Oklahoma or a bordering state, and pay the cost of fuel for those vehicles. (effective 4/16/14).

5. Can discounts be given to school employees, including coaches, for their children to attend individual or team camps?

Answer: Yes, as long as the discount is available to all school employees.

6. Can a member school that is sponsoring or providing facilities for an individual or team camp allow fees to be discounted for students who are financially unable to afford the fees?

Answer: Any such discount must be based on an objective measure of financial means applied equally for all participants. For example, a discount could be offered to all children who demonstrate they qualify for free or reduced lunches where they regularly attend school.

7. Can a member school sponsoring or providing facilities for an individual or team camp allow an additional discount to a family with multiple children participating in the camp?

Answer: Yes, as long as the discount is equally available to all families.

8. Does a member school sponsoring or providing facilities for an individual or team camp have to obtain OSSAA's sanction for the camp?

Answer: No. Regardless of whether a camp is sanctioned by OSSAA or not, all member schools and their students in grades 7-12 participating in the camp must still comply with OSSAA rules and policies concerning such camps. In addition, students in grades 7-12 attending a camp sanctioned by OSSAA receive insurance coverage through OSSAA for catastrophic injury while participating at the camp. This coverage does not apply if the camp is not sanctioned by OSSAA.

9. Can a student who has not yet enrolled at our school attend a team camp with our school team?

Answer: No. A student must have at least pre-enrolled to attend your school in the next semester before that student is permitted to attend a team camp with your school's team.

10. Can a non-family member pay for or help pay a student's fees for an individual or team camp?

Answer: No.

11. Can a family member outside a student's immediate family (i.e., a grandparent or aunt) pay or help pay a student's fees for an individual or team camp?

Answer: Yes.

12. Can a coach provide services at a camp in exchange for a waiver on fees for the coach's children to participate in the camp?

Answer: No.

13. If a member school is allowing its facilities to be used by others who have no connection or affiliation with the school, does the camp still have to comply with all OSSAA rules and policies concerning camps?

Answer: Yes, if a camp is being conducted at your school's facilities, entirely or in part, then the school is responsible for making sure that the camp is conducted in compliance with OSSAA rules and policies concerning camps.

14. If a member school does not offer team athletics at the 7th grade level, do 7th graders from that school still need to comply with OSSAA rules and policies concerning camps?

Answer: Yes. For example, a 7th grade student from that school would not be permitted to participate in a summer football camp after July 15.

COACHING CLINICS

1. Coaches are encouraged to join and support the Oklahoma Coaches Association and the association of their sport.
2. Advance payments to coaches for clinics cannot be given, therefore, when clinics are attended the receipts for expenses such as meals, room, registration fees, etc., must be turned in to the athletic director's office in order for the reimbursements to be paid.
3. If coaches wish to attend a clinic each year, it is suggested that the Oklahoma Coaches Association clinic be attended.
4. Clinic expenses for all coaches will be paid when held in Tulsa or OKC, but will not exceed a total of \$150.00. This includes registration.
5. Other clinics may be attended if pre-approved by the athletic director and the coach's principal. If class time is going to be missed, a request should be made to the principal at least 10 days prior to the time the coach plans to be gone. Coaches are responsible for making sure proper classroom material is provided to assist the substitute teacher covering their class.

PURCHASING EQUIPMENT AND SUPPLIES

1. Each sport will have a budget to operate a program. Head coaches will adhere to that budget. The athletic director will approve all budgets and make necessary adjustments to keep individual sport budgets within the total budget of the department and to assure all sports receive fair appropriation.
2. No equipment or supplies will be purchased without pre-approval of the athletic director. The athletic department can only pay bills for a pre-approved purchase order. Bills received without a pre-approved purchase order will not be paid. Each coach will submit their purchase request form and wait for a purchase order number before ordering any items from vendors.
3. The athletic facilitator/coordinator or coach may order the equipment and supplies after above procedures are followed.
4. Upon receiving equipment, the invoice must be checked to determine if the order is complete. The athletic department must be notified if an order is not complete. Once the entire order has been received, the original invoice should be sent to the Athletic Department so the bill can be paid in a timely manner.
5. The district is currently under contract with BSN Sporting Goods and is our preferred vendor. If purchasing with BSN other bids or price quotes are not required.

EQUIPMENT

1. Each head coach is to inventory his/her equipment and supplies and turn the inventory into the athletic director no later than two weeks after the close of his/her regular season.
2. Each head coach is responsible for developing and supervising sound policies for the care, maintenance, and storage of equipment and supplies within their sport.
3. Athletes are responsible for equipment checked out to them. Coaches must inform athletes that they must pay for lost equipment.
4. The athletic director, facilitator or coordinator must assess equipment that is obsolete and requires disposal.

MAINTENANCE

The head coach and other staff members are responsible for his/her facilities.

Areas of responsibility

1. Cleanliness of the facility.
2. Safety of the facility (weekly check to make sure the facility is safe for participants and fans).
3. Instill pride in his/her athletes to take care of facility.
4. Do not allow anyone to abuse facility.
5. Report to the site athletic facilitator by email of any work needed. Any work that involves safety or need for immediate assistance should be called into the district athletic office as soon as possible and followed by the proper paperwork.

CONFLICTS BETWEEN ACTIVITIES

Students participating in two or more school-sponsored activities will have conflicts from time to time with contests scheduled at the same time. We will follow the policies listed below to settle those conflicts:

1. Conference, district or state contests will prevail in all conflicts and the two sponsors shall get together to work this out.
2. If there is a conflict in the above policy, the athletic facilitator/coordinator, the principal and the student will try to come to an agreement that would be in the best interest of the student involved. If an agreement cannot be reached, the student must make the decision and the student must not be penalized in any manner for the choice made.

EMPLOYMENT POLICY

1. The Athletic Director and/or committee members will recommend to the Assistant Superintendent (Personnel) individuals to fill Board approved coaching positions.
2. Each coach employed by the Moore School District must maintain an acceptable performance record. Recommendation of coaching personnel for reemployment will be dependent on the mutual agreement of both the principal and the athletic director.
3. Tutor Coaches (Lay Coaches) must reapply yearly.

HEALTH AND SAFETY PROVISIONS

1. No student shall be eligible to represent his/her school until they have on file with the school a physical examination and parental consent certificate approved by the OSSAA.
2. All athletes must either apply for school insurance or have an insurance release form signed by his/her parents stating that they have other insurance or that they will not hold the school responsible for any medical bills incurred because of athletic injury.
3. In the event of a serious injury to a player, it is the responsibility of the trainer or coach to report such an injury to the parents of that player and to check on the player as long as he or she is injured.
4. The coach and/or trainer will complete an accident report on all injuries and keep it on file for one year. A copy of the accident report will be forwarded to the District Athletic department ASAP.
5. Coaches will stress to their athletes the importance of safety and the potential for injuries if techniques, skills, etc. are not performed properly.
6. Coaches will supervise dressing and shower facilities to prevent unnecessary injury due to horse playing etc.
7. Coaches will not give permission to athletes to use facilities without supervision.

8. Coaches or trainers will look at injuries no matter how slight.
9. When possible, injured athletes will be required to watch practice.
10. Be prepared for hot and cold weather practice. It is recommended that each practice have plenty of water breaks.
11. Be sure to have forms for admittance into a hospital available for emergency situations, if required.

ATHLETIC TRAINERS

A competent athletic trainer helps prevent injuries, provides immediate treatment for injuries during practice or contests, assesses players' readiness to return to competition, promotes an awareness of safety principles among coaches and players, and provides valuable public relations within the community. Because athletic trainers are so vital within the program, they must be provided relative autonomy in their relationships with coaches.

XXV. HIV, HEPATITIS B, AND HEPATITIS C RELATED TO INTERSCHOLASTIC ATHLETICS

(Please copy for appropriate personnel)

Member schools should understand that the following policy contains guidelines with which the OSSAA recommends.

OSSAA contest officials will be instructed to monitor situations in athletic contests in which an injury occurs that results in blood being present. Officials will follow the appropriate guidelines as set forth in this policy when those situations do occur. For purpose of emphasis, those guidelines which will be enforced are underlined.

A. BLOOD-BORNE PATHOGENS

Blood-borne pathogens such as Hepatitis B, Hepatitis C, and HIV are serious infectious diseases which are present in blood as well as other bodily fluids such as semen, vaginal secretions and breast milk. While there are a number of other such blood-borne diseases, Hepatitis B and HIV are the most commonly known. Hepatitis B is a virus which results in a dangerous inflammation of the liver. Its victims can suffer long-term consequences and re-occurrences, and the disease can be deadly if not treated. Although no transmission of Hepatitis B has ever been documented at a sporting event, anyone who anticipates direct or indirect contact with Hepatitis B infected individuals should be immunized. Note: For additional information refer to the Occupational Safety and Health Administration (OSHA) Exposure Control Plan. Hepatitis C is a contagious liver disease that results from infection with the Hepatitis C virus. It can range in severity from a mild illness lasting a few weeks to a serious, lifelong illness. Hepatitis C is usually spread when blood from a person infected

with the Hepatitis C virus enters the body of someone who is not infected. Today, most people become infected with the Hepatitis C virus by sharing needles or other equipment to inject drugs. Before 1992, when widespread screening of the blood supply began in the United States, Hepatitis C was also commonly spread through blood transfusions and organ transplants. Hepatitis C can be either “acute” or “chronic.” Acute Hepatitis C virus infection is a short-term illness that occurs within the first 6 months after someone is exposed to the Hepatitis C virus. For most people, acute infection leads to chronic infection. Chronic Hepatitis C is a serious disease that can result in long-term health problems, or even death. There is no vaccine for Hepatitis C. The best way to prevent Hepatitis C is by avoiding behaviors that can spread the disease, especially injection drug use. HIV is the virus that causes Acquired Immunodeficiency Syndrome (AIDS), which weakens the immune system, thus making a person susceptible to infections their immune systems would normally fight off. At this time AIDS is incurable and deadly. The precise risk of HIV transmission during exposure of open wounds or mucous membranes such as the eyes, ears, nose and mouth to contaminated blood is not known.

Though the possibility of contracting HIV in this manner is generally considered to be less than the possibility of contracting Hepatitis B and other blood-borne viral infections, it is a serious threat. Student-athletes, coaches and officials must understand that while it is possible for HIV to be transmitted by blood from one individual to another through an open wound, or a mucous membrane, the probability is very low. However, since the chance of this occurring does exist, the appropriate precautions should be taken to ensure no transmission can occur and to be aware of the possible consequences.

B. PRECAUTIONS AGAINST TRANSMISSION OF BLOOD-BORNE PATHOGENS

The proper handling of body fluid spills should be a concern of teachers, coaches, officials and student-athletes. All concerned individuals must be aware that any time there is blood and/or other body fluids present, there is the possibility of an infectious disease being transmitted. However, this possibility can be reduced if a few common sense precautions are observed.

C. COMMUNICABLE DISEASE PRECAUTIONS

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B and Hepatitis C can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but are not limited to the following:

- 1.** Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.

2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
4. Clean all blood contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been directly implicated in HIV transmission, minimize the need for emergency direct mouth-to-mouth resuscitation. Mouthpieces, resuscitation bags, or other ventilation devices should be available for use if possible.
7. Athletic trainers/coaches with bleeding or oozing skin condition should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should not be re-used and should be properly disposed.
9. Follow acceptable guidelines in the immediate control of bleeding when handling bloody dressings, mouthparts and other articles containing body fluids.
10. Refer to the specific sport rules for additional information.

D. GENERAL PROCEDURES FOR ACTIVITIES

11. Whenever a participant suffers a laceration or wound where oozing or bleeding occurs, the practice or game should be stopped at the earliest possible time and the player should be escorted from the playing area for the appropriate treatment. The student-athlete should not return to the practice/game until the bleeding has been stopped and the open wound properly covered.
12. During a game or practice, if uniforms and other clothing become saturated with blood or other body fluids containing visible blood to the extent that the blood could be transferred from one person to another by touch, that part of the uniform should be changed and the skin cleaned with soap and water. Protective gloves should be worn any time another person's blood is involved. Cloth disposable towels/towelettes and gloves should be discarded properly. Proper disposal would be the use of a plastic-lined, closable trash container.

13. If enough blood is present that it could be transmitted to another person, upon removal of the clothing, the item(s) should be placed in a plastic bag and sealed until laundering. Clearly mark the plastic bag so those handling it know that it contains items soiled with blood.
14. If a player, coach, official, etc. has someone else's blood on his/her skin, the area should be washed with soap and water and wiped with disinfectant, such as isopropyl alcohol.
15. All athletes must cover any open wound.
16. Student athletes should treat and cover their own wounds whenever possible.
17. When administering first aid, disposable latex or vinyl gloves should be worn. A different pair of gloves should be worn for each treatment administered.
18. Any individual who has treated a wound or cleaned a contaminated surface should wash his/her hands with soap and warm water.
19. A student athlete should take a shower using a liberal amount of soap and warm water following the contest.
20. Towels which are used by athletes, coaches or officials should not be used to clean off any potentially contaminated surfaces.
21. All soiled linens such as towels and uniforms should be washed in hot water and in a detergent containing bleach, if possible.
22. All coaches, athletes and officials should practice good hygiene. Towels, cups and water bottles should not be shared.
23. Keeping locker rooms and other areas well ventilated and clean can also help in preventing other air-borne contagions from being transmitted.

E. PROCEDURES FOR CLEANING WASHABLE SURFACES CONTAMINATED WITH BLOOD OR BLOODY FLUIDS

1. For small areas of contamination (i.e., droplets on wrestling mat, gym floor, pool deck, etc.)
 - (a) Have immediately available a squirt or spray bottle containing fresh bleach solution or an EPA-approved disinfectant.

(b) While wearing protective gloves, spray the contaminated area with the cleaning solution. Gloves used for cleaning contaminated surfaces may be single-use vinyl or latex gloves, or multiple-use general-purpose utility ("rubber") gloves. Use disposable towels to clean the contaminated surface. Repeat until all visible blood and other body fluids have been removed. Use clean disposable towels each time the procedure is repeated.

(c) Properly discard all contaminated disposable materials.

(d) Wash hands immediately after exposure. When it is not feasible to wash your hands immediately after exposure, an antiseptic in conjunction with clean cloth/paper towels or antiseptic towelettes should be used. Hands should then be washed in soap and water as soon as feasible.

2. For large areas of contamination (i.e. large pools of blood, vomitus, or urine):

(a) While wearing protective gloves, use fresh bleach solution or an EPA-approved disinfectant.

(b) A two-bucket system is recommended - one bucket to wash the soiled surface, and one bucket to rinse. Detailed instructions are as follows:

(1) In bucket #1, dip, wring, and mop up blood or body fluids containing visible blood.

(2) Dip and wring in bucket #1, and mop a second time.

(3) Dip and wring out mop in bucket #1.

(4) Dip and wring mop in bucket #2, which contains fresh bleach solution or an EPA-approved disinfectant.

(5) Mop contaminated area again.

(6) Rinse and wring mop again in bucket #2.

(c) Properly dispose of the used cleaning solution from both buckets down a drainpipe.

(d) Soak the mop in a clean solution of EPA-approved germicide or fresh household bleach solution after use.

(e) Rinse both buckets in fresh bleach solution or an EPA-approved disinfectant after use. After rinsing the buckets, rinse the sink.

(f) Remove gloves and discard if they are not of the general-purpose utility variety. General purpose utility (rubber) gloves may be disinfected and re-used, but should be discarded if they are peeling, cracked, discolored, or if they have punctures, tears, or evidence of deterioration.

(g) Wash hands immediately even though protective gloves are worn. When it is not feasible to wash your hands immediately after exposure, an antiseptic cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes should be used. Hands should then be washed in soap and water as soon as feasible.

EXTREME HEAT POLICY

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 and marching band directors 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 or marching band director at the member school.

A. Football

(Mandates)

- 1.** 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.
- 2.** 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.
- 3.** 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.

4. 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.

5. All practices must be held under the supervision of a coach employed by the school.

6. Practices must always be conducted with an open water policy.

7. Cooling stations shall be made available for the athletes (buckets of cool water, wet towels, sponges, etc.)

8. Each program shall have a heat related emergency plan on hand at all times.

B. Guidelines for Outdoor Activities:

1. Athletic Coaches or marching band directors should use a smart-phone APP, or other mechanism or program to get heat index, such as 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.

2. All practices should be held under the supervision of a coach, director, or sponsor employed by the school.

3. Practices should always be conducted with an open water policy.

4. Each program should have a heat related emergency plan on hand at all times.

5. Preseason practice should be avoided if possible between the hours of 12 p.m. and 6 p.m.

6. Parents and students should be educated on the importance of hydration during extreme heat conditions.

7. Cooling stations should be made available when possible (buckets of cool water, wet towels, sponges, etc.)

8. Equipment should be removed for conditioning.

CONCUSSION POLICY

Please refer to Board Policy 2285 as well as the concussion forms linked in the back of this handbook.

POST-CONCUSSION RETURN TO ACADEMICS GUIDELINES

Purpose

A student's best chance of full recovery from a concussion involves two critical components: *cognitive and physical rest*. Continued research has focused on the fact that cognitive rest is essential to the quick resolution of concussion symptoms. Cognitive stimulation includes: driving, video games, computers, text messaging, cell phone use, loud and/or bright environments, television, reading and studying; these must be limited, and in most cases, completely avoided. Physical activity such as physical education, sports activities, and strength or cardiovascular conditioning must be regulated or avoided while recovering from a concussion.

Points of Emphasis:

It is important to note that the recovery from a concussion is a very individualized process. Caution must be taken not to compare students with concussions as they progress through the recovery process. The information below is provided to teachers, parents and students as a guide to assist with concussion recovery:

- For the academic protocol to be initiated the student must be evaluated by a health care professional (MD, DO, or ATC) and documentation must be provided to the school.

- For every day the student is within Stages 1-3, it is recommended that they be granted the same number of days to complete missed academic work.

- The student should be granted adequate time to complete missed academic work based on the amount of time needed for complete recovery.

- The teacher has the right to assign the student a grade of incomplete (I) for the nine weeks, semester, or final grade

- It is important that once the student has returned to school that they report to the athletic trainer daily in order to monitor symptoms as well as to determine progression to the next stage within the return to academics guidelines (per the MPS concussion management protocol).

- As the student's recovery progresses through Stages 1-3, teachers should be prepared to apply "mastery learning" criteria within their subject matter. By identifying essential academic work, the student's recovery will be aided by reducing anxiety levels related to the perceived volume of work that will be required once they are medically cleared to resume a full academic load.

When the student is evaluated by a physician, it is suggested that this information is shared with the physician during the initial visit.

Suggested Four Stage Progression to Full Return to Activity

Stage 1: No school attendance, emphasize cognitive and physical rest

- Characteristics

- Severe symptoms at rest (rated at 3+ on the MPS Concussion Symptom Sheet)
- Abnormal ImpACT results (The ImpACT Test is a computerized neurocognitive test which, along with a variety of other tests, is used to help determine neurocognitive function)
- Symptoms may include but are not limited to:
 - Headache, dizziness, nausea, confusion, irritability, etc.
 - Students may be sensitive to light and noise
 - Students may complain of intense and continuous/frequent headaches
 - Students may not be able to read for more than 10 minutes without an increase in symptoms
 - Provide student with copies of class notes (teacher or student generated)
 - No tests, quizzes or homework

**Progress to stage 2 when:*

- Decreased sensitivity to light or noise
- Decreased intensity and frequency of headaches
- Ability to do light reading for 10 minutes without increased symptoms

**If the student remains in Stage 1 longer than 2 weeks it may be necessary to schedule a conference with all teachers, the counselor, and the student's parents in order to discuss impact on school performance.*

**It is important that once the student has returned to school that they report to the athletic trainer daily in order to monitor symptoms (MPS Concussion Symptom sheet) to determine progression to the next stage within the return to academics guidelines.*

Stage 2: Option for modified daily class schedule

-Characteristics

- Mild symptoms at rest (3- on the MPS Concussion Symptom sheet), increasing with physical and mental activity
- Abnormal ImPACT scores

Example: First day may be afternoon classes and the next day morning classes, repeat as symptoms warrant

- Option: Reduce weight of backpack or provide second set of textbooks: arranged by counselor
- Option: Obtain a “five-minute pass” from the Athletic Trainer, in order to avoid noisy, crowded hallways between class periods: arranged by Athletic Trainer
 - Wear sunglasses when viewing Smart Boards, as needed
 - No tests, quizzes, daily work or homework
 - Provide student with copies of class notes (teacher or student generated)
 - Excused from physical education classes and/or sports activities
 - Report daily to athletic trainer

**Progress to stage 3 when:*

- Each of the student’s classes have been attended at least once
- School activity does not increase symptoms
- Overall symptoms continue to decrease

Stage 3: Full day of school

- Characteristics

- Symptom free at rest
- Mild to moderate symptoms with mental and physical activity (3- on the MPS Concussion Symptom sheet)
- No tests, homework, or quizzes
- Student may be given in class assignments/daily work but they should not be graded
- Provide student with copies of class notes (teacher or student generated)

Option: Reduce weight of pack back or provide second set of textbooks: arranged by counselor

Option: Obtain a “five-minute pass” from the Athletic Trainer in order to avoid noisy, crowded hallways between class periods

- Excused from physical education classes and/or sports activities
- Report daily to athletic trainer

**Progress to stage 4 when:*

- Symptom free with mental and physical activity
- Student should report any return of symptoms with mental or physical activity

- ImPACT scores have normalized and/or symptoms have resolved completely
 - The ImPACT Test is a computerized neurocognitive test which, along with a variety of other tests, is used to help determine neurocognitive function
- ImPACT testing will be used to help monitor the recovery process for student-athletes when appropriate

**If the student is not able to progress past stage 3 after an extended period of time, where it is unlikely the student will be able to make up required work, the counselor and teachers may discuss with the student and their parents, possible class withdrawal, home bound, class load modification, and/or Section 504 plan*

Stage 4: Full academic load and Return to play protocol

- Resumption of current academic responsibilities once ImPACT scores have normalized and/or symptoms have resolved completely as determined by the appropriate health care professional
 - In cooperation with guidance counselor and teachers, create plan for possible modification and the gradual completion of missed tests, quizzes, and homework
 - Teacher has the discretion to apply “mastery learning” criteria for their subject matter
 - Students are not required to makeup missed Physical Education classes due to a concussion
 - Gradual resumption of physical activity
 - Students will return to Physical Education classes and will spend a minimum of 2 days with modified activity directed by the athletic trainer
 - MPS athletes will follow the Return to Play protocol found on the MPS website under the direction of the athletic trainer

If you have additional questions please contact the student’s counselor, the school nurse or the athletic trainers.

LETTERING AND REQUIREMENTS

There are general and specific standards to be met for an athlete to earn a letter from Moore Schools.

1. General standard: (must be met by all athletes)
 - A. The participant must maintain sportsmanship, training methods, and regular attendance at practice sessions.
 - B. Athletes must participate for the entire season unless excused by the coach.
 - C. Athletes must meet school and state requirements in academic work and school attendance.

2. Specific standards: (to be determined by each head coach)

Each head coach should have his/her lettering requirements in writing and have a copy on file in the athletic facilitator/coordinator's office.

LETTERING AWARDS

The following awards are provided to our athletes.

1. High School:

- A. Varsity letter – chenille letter will be awarded to athletes who letter on any varsity or the first time only.
- B. Certificates – athletes will receive a certificate each year they letter.
- C. Special awards – each sport and the athletic department will provide special awards for outstanding performance.

2. Junior High:

Each athlete will receive a certificate for each sport in which they participate.

BOOSTER CLUBS

The head varsity coach is responsible for controlling and advising his/her booster club. Boosters are generally non-school personnel, who donate their time and energies on behalf of the athletic program. All booster clubs must be sanctioned annually with the finance office of Moore Public Schools.

ATHLETIC FACILITIES

Please refer to **Board Policy 4160**

HOMECOMING PROCEDURES

1. Guidelines: In selecting a queen and her court, choose someone who will represent your sport with dignity. A queen candidate cannot be selected if she was crowned for another sport/club during the current year. Candidates, attendants, and escorts must submit a typewritten paragraph about themselves to the cheer /pom sponsors or designated personnel, at least three days prior to the homecoming activities. Information should include name, grade in school, parents'/guardians' name, and involvement in extracurricular activities. The queen will be selected from senior candidates chosen by the team members. The election

is to take place at least 3 weeks prior to homecoming if possible. The queen's court will consist of 3 senior candidates, 2 junior attendants, 2 sophomore attendants, and 2 freshman attendants plus their escorts. The athletic facilitator and the head coach will conduct the election.

2. Flowers: The Site Facilitator will be responsible for all flowers for the queen and her court along with delegating the responsibilities of arranging for the platform, crown, and decorations.

3. Reception: The booster club for each sport with a homecoming will be responsible for the arrangements. Booster clubs are to coordinate their plans with the cheer/pom sponsors and the site athletic facilitator.

NCAA ELIGIBILITY REQUIREMENTS

Please click on the link below to access the eligibility guidelines for the N.C.A.A.:

<http://www.ncaapublications.com/productdownloads/EB17.pdf>

GENERAL INFORMATION/QUICK REFERENCE

Coaches

- 1.** Coaches do not take your athletic and school problems to the lounge, coffee shop or home. Talk to your principal and/or athletic director about the problem. We should be able to solve our problems within the school system.
- 2.** There will be no mandatory practice sessions or games held in the Moore School District on Sunday or after 6:00 p.m. on Wednesday nights. There will be no mandatory practice sessions or games scheduled on legal holidays.
- 3.** Coaches are responsible to see that all new students are completely eligible before they are allowed to participate in any contest. All new students must be informed of the athletic rules and regulations. Coaches are responsible to see that all new students are completely eligible before they are allowed to participate in any contest. All new students must be informed of the athletic rules and regulations.
- 4.** Coaches should always arrive before their players at practice sessions and games; and should not leave until all players are gone. Coaches should make sure all facilities are locked and that all lights are turned out prior to leaving.
- 5.** Coaches are not to transport students in personal vehicles.
- 6.** Coaches should see as many sub varsity games as possible.
- 7.** Varsity head coach must be organized to the finest point so that every coach knows what is expected of him/her and what he/she is responsible for.
- 8.** Every coach is working under the supervision of the athletic facilitators/director.
- 9.** Every coach must be working for the same goals in athletics.
- 10.** Coaches are not to sell or purchase athletes anything unless money is deposited in the school's activity fund with approval of the athletic director and a purchase order assigned for purchase. Give receipts for all money received. All fundraiser money and camp registration money must be receipted and deposited in school activity accounts. Any coaches found in violation may face termination from position.
- 11.** Coaches will not raise money for any project without the athletic director/building principal's written approval.
- 12.** Coaches must advise athletes of all rules. All discipline problems must be firmly and consistently dealt with.
- 13.** Coaches are expected to set an example for the players in regard to their promptness, personal appearance and general conduct. Coaches will not use tobacco on the practice field, during a contest or in the presence of an athlete. The use of profanity by players and coaches is inconsistent with the philosophy of athletics and will not be tolerated.
- 14.** Coaches should dress professionally at all times and are expected to be dressed in a similar manner both at practices and contests.
- 15.** The head high school coach of each sport is responsible for his/her program grades 7-12.

- 16.** Program and Assistant Coaching Assessments must be completed and turned in two (2) weeks after last contest. The Principal with input from the head coach is responsible for evaluating all assistants. The Principal, with input from the site facilitator, is responsible for evaluating head coaches.
- 17.** Coaches are expected to follow District and OSSAA rules and regulations.
- 18.** All coaches are expected to obtain their bus drivers licenses. Contact our district transportation department for needed information.
- 19.** If officials do not show up for an event report that to your facilitator and contact the commissioner who assigns the officials. The Head coach is responsible for talking to officials.
- 20.** There are many different types of passes that the Athletic Department works with. OCA/OSSAA passes available for all coaches and spouses. Student athletic passes are accepted at the sport in which they participate only. Free Moore Public Schools employee pass are available at Athletic District office. Family pass for Moore Public School employee are available at the Athletic District office for \$50.00.
- 21.** Tutor coaches need to obtain their CDL, which allows them to transport student-athletes. Tutor coaches can be registered with OCA.
- 22.** All coaches are required to meet the district requirements for Staff Development each year.
- 23.** Coaches and Athletic Facilitators should be familiar with all emergency procedures at their site.
- 24.** In dealing with the media coaches should choose their words carefully and use appropriate language and grammar when expressing themselves. Coaches should never say anything negative about their opponent or the game officials. Coaches should always try to project a positive image for Moore Public Schools and the program they represent.
- 25.** Coaches should only share school related announcements and information with students on social media. No personal information should be shared from Coaches to Students at any time on Social Media.
- 26.** When meeting with a student athlete, coaches are to have a witness in the room with them at all times. This witness can be an assistant coach, athletic facilitator or administrator.
- 27.** Meeting with Parents need to be made by appointment and should not take place on Game Day (before or after the game). Other student athletes are not to be discussed. Furthermore, strategy and play time issues are not to be discussed. Coaches should have a witness in the room with them at the time of the meeting. The witness can be an assistant coach, athletic facilitator or administrator.
- 28.** When a student is injured the coach or athletic trainer should make an attempt to notify the parent as soon as possible. In addition, the coach or athletic trainer must fill out a student Accident/Injury report as soon as possible. A copy of this form is linked in the back of this handbook.

Student Athletes

1. Athletes who quit or who are dismissed from a sport will not be allowed to practice with another sport until the current sport is over. It is the coach's responsibility to make this rule known to his/her players. The only exception to this rule is by mutual consent of both coaches involved. This rule applies to the current school year and the current sports season.
2. All athletes will be encouraged to participate in all sports in which they show any interest. They will not be restricted in any way to any one sport by a coach.
3. The use of profanity by players and coaches is inconsistent with the philosophy of athletics and will not be tolerated.
4. All discipline problems will be firmly and consistently dealt with.
5. If a student loses his/her equipment he/she must pay for it.
6. Athletes in our schools do have a right to try out for our athletic teams. Our coaches will not tell a student that they cannot try out for the school team of his/her choice. If an athlete and coach have a problem one year, that problem is not to be carried over to the next year.
7. The number of days allowed to miss school for extra-curricular activities is ten (10). This does not include qualified OSSAA play-off events.
8. With the exception of cheer/pom, freshmen will compete on the freshman team unless there is no freshman team in his/her sport or he/she has potential of starting for the varsity team.
Under-class athletes at the junior high level will not participate on an upper-class team until all upper-class players at that level have had an opportunity to participate.
9. Sophomore and junior varsity teams will be separate teams if the number of players and funding warrant two teams.
10. All Student Athletes are expected to follow District and OSSAA rules and regulations.
11. Eligibility:
 - All eligibility questions need to be referred to the district athletic director.
 - High school students must pass five (5) classes that count toward graduation to be eligible from semester to semester.
 - Jr. High students must pass five (5) classes each semester.
 - Students who do not meet this requirement must sit out the first six (6) weeks of the following semester.
 - Transfer students must sit out per OSSAA and local regulations before participating unless they are approved otherwise.
12. There is no tolerance for hazing and/or initiations. Please Refer to Board Policies 7225 and 7265 and student handbook for additional information.
13. There will be no tolerance for any type of harassment. Please refer to Board Policies 7225 and 7265 and student handbook for additional information.
14. All participants must have a current physical which are good for one (1) school year. Physical must be dated no earlier than May 1st of the preceding year in which the student is to participate and before the first day of practice in the participating sport.

The High school trainers will arrange physical dates for each season.

15. In dealing with the media choose your words carefully and use appropriate language and grammar when expressing yourself. Never say anything negative about your opponent or the game officials. Always try to project a positive image for Moore Public Schools and the program you represent.

16. Social Media is a very popular form of communication. Students engaged in extracurricular activities are representing Moore Public Schools. Inappropriate photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action up to and including the possibility of dismissal from the team by the Head Coach or Director of Athletics.

Finances

1. Coaches are not to sell or purchase athletes anything unless money is deposited in the school's activity fund with approval of the athletic director and a purchase order assigned for purchase. Give receipts for all money received. All fundraiser money and camp registration money must be receipted and deposited in school activity accounts. Any coaches found in violation may face termination from position.

2. Coaches will not raise money for any project without the athletic director/building principal's written approval.

3. Coaches at **no time** will collect or hold any Booster Club Funds.

4. Salesman will not be permitted to speak to athletes with the intention to entice the athletes to buy their product especially any type of performance supplements. We will not be a marketplace for products.

5. All donations will be reported to the district athletic department (See Board policy #2160 for guidelines).

6. Entry Fees must be turned in two (2) school days after attending an activity.

Coaches must indicate what amount is to be paid.

7. When dealing with fundraisers Coaches must get the Pre-approval form and this form must be submitted and approved prior to start of the fundraising event. Programs may conduct up to three (3) fundraisers per year. Any monies collected during the fundraiser should be turned in daily to the District Athletic Office. Please see Moore Board of Education School Activity Fund Regulations Manual pages 8 and 9 (located in the back of this handbook).

8. After receiving any merchandise, invoices should be submitted to the district athletic office as soon as possible.

9. All purchases must be pre-approved by written request. No exceptions!
10. All camps and clinics must be sanctioned by OSSAA. All camp monies must be deposited daily with the District Athletic Department. Please see Moore Board of Education School Activity Fund Regulations Manual Pages 8 and 9 as well as Summer Camp Guidelines (located in the back of this handbook).
11. Each Coach is allotted \$150.00 per year for Clinic Expenses. Pre-approval is needed before attending any clinic in which coaches plan to be reimbursed. Meal expenses are covered when they occur outside the metro area.
12. Trips within the district and state must be approved by athletic director and superintendent. Trips outside the state must be approved by the Board of Education. Anything requiring Board approval must be submitted at least one week prior to the board meeting date.

Event Management/Facilities/Equipment

1. School athletic equipment will not be given out to be used during the summer without the approval of the athletic director. Equipment is not to be used by outside groups.
2. All coaches will be responsible for athletic facilities throughout the district. We must work together to protect our facilities.
3. Coaches should always arrive before their players at practice sessions and games; and should not leave until all players are gone. Coaches should make sure all facilities are locked and that all lights are turned out prior to leaving.
4. Keys to athletic facilities are not to be given to students or unauthorized personnel.
5. If a student loses his/her equipment he/she must pay for it.
6. Gym Rental: Refer to Board Policy 4160
7. Facilitators/coordinators are responsible for consulting with officials and head coaches to make the proper decision in the event of bad weather. Special attention will be paid to lightning and severe weather.
8. Emergency Procedures: Coaches and Athletic Facilitators should be familiar with all emergency procedures at their site.

MOORE BOARD OF EDUCATION SCHOOL ACTIVITY FUND
REGULATIONS MANUAL
(PAGES 8 AND 9)

Deposits

The teacher/sponsor shall remit daily to the site administrator or designee all funds received from activity fund sales/collections. The site administrator or designee shall count the funds, verify the receipt sequence, agree the amount of funds collected to the receipts total and present a receipt to the teacher/sponsor for the funds received. Copies of all receipts shall be maintained by the site administrator for the annual audit. Personal checks shall not be cashed through the School Activity Account. All deposits shall be made intact.

When funds collected exceed \$100.00 per site the site administrator or designee shall deposit such funds in the appropriate School Activity fund bank account by designated courier. Deposit slips shall list the total funds received, source of funds and to what account(s) the funds shall be credited. Funds shall be deposited once per week regardless of amount, as required by state statutes (70 O.S. § 5-129A). Any checks or warrants shall be restrictively endorsed upon receipt, and the account for credit of such funds shall be noted below such endorsement.

One copy of the deposit slip form shall be retained by the site administrator for his/her records. The original and one copy shall be enclosed in the bank deposit bag along with the funds for deposit. The financial secretary receipt number(s) for the daily deposit are to be written on the bank deposit form. All funds for deposit shall be placed in deposit bags for pickup by the professional courier, unless otherwise designated. During the summer vacation, site administrators shall make deposits directly to the bank. Collections received after the cut-off time (for inclusion in the normal school deposit) should be taken directly to the approved school district depository bank for deposit. Each school maintains a night deposit key for after-closing time deposits. Additional lock bags will be assigned upon request. Collections not requiring deposit (see above instructions) may be held overnight to be included in deposit of following day. A hold bag log should be maintained to track deposits not picked up by the courier. In no instance shall money in excess of daily deposit limit be left in school buildings overnight.

Upon notification of the deposit, the Supervisor or designee of the School Activity fund shall review the deposit and return a copy to the site as evidence that all funds were received and accounted for. Should any errors be discovered in reconciling the deposits, such errors shall be reported to the proper administrators.

No fund raiser proceeds shall be deposited into a bank account other than the MPS School Activity Account.

Reconciliation

All reconciliation records should be completed, and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fundraiser. The “Fund Raiser reconciliation” form should be used for this purpose. An “intermediate reconciliation” should be prepared if all fund raiser items have not been sold by the end of the school year. A final reconciliation should then be submitted when all items have been sold.

Lost, Damaged, Stolen, or Spoiled Merchandise

Notice should be given immediately to the School Activity Supervisor upon recognition that any merchandise purchased for fund raiser sale will not be available for sale (theft, spoilage, etc.). The School Activity Supervisor will provide instructions regarding appropriate documentation of accounting records.

Trade outs

Oklahoma law (Title 70 O.S. § 5-129 A.) states, “The Board of Education of each school district shall exercise control over all funds and revenue on hand or hereafter received or collected ... from student ... activities or other revenue-generating sources ... that are conducted in the school district.” Also (70 O.S. §5-135.2 A.), “school districts shall report financial transactions for all funds using the Oklahoma Cost Accounting System.” Trade outs and barter transactions bypass both of these requirements of state law and should, therefore, be avoided.

MOORE PUBLIC SCHOOLS ATHLETIC DEPARTMENT
ATHLETIC CAMP GUIDELINES

1. All camps conducted by Moore Public Schools' coaches are a representation of their school and sport. No personal camps or lessons will be permitted.
2. All camps must be OSSAA sanctioned
3. All camps must be approved by the site principal, site athletic director, and district athletic director.
4. A camp operating cost form must be filled out and approved along with the permission form.
5. All monies received through camps must be receipted and reconciled through the athletic department.
6. All camps will follow the below guideline for money disbursement:
 - 10% To the district for facility use and utilities
 - 20% To the particular school sport program
 - 70% Operating costs (t-shirts, food, coaching disbursements)

MOORE PUBLIC SCHOOLS BOARD POLICIES

The Moore Public Schools Athletic Department is subject to all Moore Public Schools

Board of Education Policies. Listed below are the policies most pertinent to the

Athletic Department. Please click on this link to access all Moore Public Schools

Board of Education Policies.

<http://www.boarddocs.com/ok/moore/board.nsf/Public>

1270 Non Discrimination
2090 Health and Safety Program/Bloodborne Pathogens
2095 First Aid
2120 Travel and Reimbursement Policy
2160 Donations/Gifts to the District
2170 Drug and Alcohol Abuse Policy
2285 Concussion/ Head Injuries/Sudden Cardiac Arrest
4045 Depository of Funds
4080 Gate Receipts and Admissions
4085 Purchasing and Vendor Regulations
4155 Fundraising Program
4160 Use of School District Facilities
5225 Professional Staff Extra Duty (Teachers)
5305 OSSAA Compliance With Professional Standards and Procedures
OSSAA Standards of Conduct For Athletic Events
7140 Search of Students and Student Lockers/Desks
7055 Eligibility for Participation in Activities
7060 Attendance/Activities Policy
7065 Public Performances by Students
7070 Out of District Open Student Transfers
7075 In-District Student Transfers
7080 Contests for Students
7100 Child Abuse Reporting Procedures
7115 Discipline Policy
7150 Policy on Dispensing Medication
7185 Student Out of State Trips
7225 Sexual Harassment Between Students
7235 Student Residency Policy
7245 Pre-Olympic Activity Program
7265 Bullying Policy

OSSAA

POLICIES

Oklahoma Secondary Schools Activity Association

Moore Public School District is a member of the Oklahoma Secondary School Activities Association. All participants in the athletic program will strictly adhere to rules and regulations of this association. Please click the link below to view the 2017-2018 OSSAA Rules:

http://www.ossaa.net/docs/2017-18/OSSAAInfo/MF_2017-18_Rules.pdf

IMPORTANT

FORMS

Please click on the links below to access important forms used by the MPS Athletic Department:

1. [Accident Form- Employee](#)
2. [Accident Form -Student](#)
3. [Athlete Release](#)
4. [Concussion Acknowledgement](#)
5. [Concussion and/or Head Injury Reporting and Tracking Form](#)
6. [Concussion Guidelines and Procedures/ Fact Sheet](#)
7. [OSSAA Physical form](#)
8. [OSSAA Eligibility Form](#)
9. [Acknowledgement of Rule 9](#)
10. [17-18 MPS Calendar](#)
11. [APPLICATION FOR SANCTION OF SUMMER ATHLETIC CAMP](#)
12. [Sudden Cardiac Arrest Form](#)
13. [Procedures for Out-Of-District and Out-Of-State Travel](#) –General Funds
14. [Procedures for Out-Of-District and Out-Of-State Travel](#) –Student Activity Funds
15. [MPS Sports Injury Medical Release Form](#)
16. [Timesheet](#)
17. [Camp Permission and Cost Disbursement](#)
18. [Student Athlete Code of Conduct](#)
19. [Recommendation for Certified Coach](#)
20. [Recommendation for Tutor Coach](#)
21. [Official Resignation Form](#)

