





Athletics

*Department of Athletics*

Newcastle

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# NEWCASTLE PUBLIC SCHOOLS

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2024-2025

## ATHLETIC DEPARTMENT HANDBOOK

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*EMPATHY, GRATITUDE, HUMILITY, INTEGRITY, RESPECT, SPORTSMANSHIP, TRUSTWORTHINESS*

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***WE DON'T JUST COACH SPORTS. WE coach people. WE coach choices.***

***WE coach consequences. WE coach respect. WE COACH LIFE!!!***

*[www.newcastleathletics.org](http://www.newcastleathletics.org)*

NEWCASTLE ATHLETIC DEPARTMENT  
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Athletics

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**NEWCASTLE PUBLIC SCHOOLS**

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### Mission Statement

With an emphasis on athletic, academic, personal, professional and social development excellence, the Athletic Department is committed to providing support, environment and infrastructure to promote the Vision and Mission of Newcastle Public Schools.

### GENERAL POLICY STATEMENT

The Newcastle Public Schools Athletic Program operates under the compliance of the Board of Education and the Oklahoma Secondary Schools Activities Association.

Athletics in Newcastle Public Schools have tremendous potential for meeting the needs of the youth in our community. Competition, cooperation, confidence, and self-discipline are vital ingredients for a successful life. No student is obligated to participate in athletics. However, Newcastle Public Schools will extend the privilege to all boys and girls that desire to be a part of our programs, with the understanding that **athletics is a privilege and not a right**. The coaches, under the supervision of the director of athletics, shall have the authority to revoke the privilege of participation when rules are not followed. This handbook establishes procedures and guidelines for the Newcastle Public Schools Athletic Department. It should act as a convenient reference for coaches and other personnel concerning policies and procedures of Newcastle’s Athletic Department.

## District Policies in Athletics Dept Handbook

District Policy	Policy Letter	District Policy	Policy Letter
Non-Discrimination	AB	Attendance Policy (Regulation)	FDC-RI



**Athletics**

Safety Programs	BC	Student Transfers	FE
Travel and Reimbursement Policy	CF	Student Activities	EE
Donations/Gifts to the District		Student Discipline	FO
Alcohol and Drug Free Workplace, Drug Testing,	DG	Sexual Harassment of Students	FB
Concussion/Head injury Info Sheet	EE-F1	Admission, Residency, Placement & Withdrawal	EB
School Activity Funds	CD	Pre-Olympic Athletes	EE-O
Gate Receipts and Admissions		Prohibiting Bullying(Regulation & Investigation Procedures	FNCD
Purchasing and Vendor Regulations		OSSAA Compliance with Professional Standards & Procedures	
School Activity Funds	CD	OSSAA Standards of Conduct for Athletic Events	
Policies for use of School Facilities	BB-R & BB-F	Eligibility for Participation in Activities	
Extra Duty Assignments	DJ	Student Out of State Trips	
Search of Student Regulation	FNFR		



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### **CODE OF ETHICS**

The Code of Ethics is intended to establish principles and expectations that are in the best interest of the athletic program. The Code of Ethics is to clarify and distinguish the ethical and professional practices expected of coaches, and which shall not be misrepresented in any manner. These ethics standardize the character and values in which the public expects of the athletic programs. The conformity of these principles and standards emphasized in the Code of Ethics are dependent on compliance of coaches and other representatives of the Newcastle Public School's athletics department.

#### **Newcastle Coaches Code of Ethics**

Newcastle coaches have exhibited team morale, superior athletic knowledge and exemplary sportsmanship. These principles instill confidence in athletes to develop physical skills and collective pride. Newcastle coaches must champion and positively influence students who enter college or the workplace and become future leaders.

- Exemplify the highest moral character, behavior, and leadership.
- Respect the integrity and personality of the individual athlete.
- Abide by the rules of the game in letter and in spirit.
- Respect the integrity and judgment of sports officials.
- Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional development.
- Encourage respect for all athletics and their values.
- Display modesty in victory and graciousness in defeat.
- Promote ethical relationships among coaches.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Encourage the highest standards of conduct and scholastic achievement among all student-athletes.
- Seek to instill good health habits, including the establishment of sound training rules.
- Strive to develop qualities of leadership, initiative, and good judgment in each athlete.
- Communicate effectively across all parties-administration, board of education, athletic department, faculty, fellow coaches, opposing coaches, student-athletes, parents, guardians, and the media.
- Set a good example for the student-athletes and mitigate situations as they arise.



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## **TOTAL RESPONSIBILITY**

All coaches assume certain obligations and responsibilities to student-athletes, fellow coaches and the sport. It is essential for each member of the athletic staff to be aware of these obligations and responsibilities, and conduct themselves in such a manner as to maintain the dignity and decency of the coaching profession.

An active coach is involved in certain areas of relationships which entails certain obligations for which some definite standard of conduct may be described. These areas include the following: athletes, students, co-workers, administration, parents, community, game officials, and media representatives.

Coaches should be aware of the influence of his/her professional relationship with each player. Parents entrust their child(ren) a coach's charge, and it is the responsibility of the coach to serve as an example to each athlete. The coach should never place the value of victory above that of instilling the highest desirable ideals and character traits in his/her players. The safety and welfare of the athletes should always be uppermost in the coach's minds, and athletes must never be sacrificed for personal prestige or glory. Coaches must comply with rules intended to protect players and the integrity of the sport. Any coach guilty of such teaching does not have the right to call himself/herself a coach. The coach should set the example of winning without boasting and of losing without bitterness.

Coaches serve as an extension of the district, therefore are expected to conduct themselves in a way that maintains the principles of integrity and dignity of Newcastle Public Schools. The coach should remember that other members of the faculty also have an interest in the school and in the students, and his/her conduct must be such that no criticism arises concerning his/her efforts to develop the common interest and the purpose of his/her school.

Communication with members of the media should not be used to express animosity toward other coaches, players, officials or competing schools-conduct conversations as if always on the record.



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Additionally, reporters have an interest in the district's athletic program and should be treated with respect and honesty.

Officials are an essential part of the sport and athletic program, and should be treated with dignity and respect. And, just as coaches can make mistakes, so can officials. It is important that their efforts to secure perfection in performance be highly respected by coaches.

It should be assumed that all members of the coaching profession intend to follow the precepts set forth in the Code of Ethics. Any evidence of unethical conduct should be brought openly to the proper authority through the prescribed channels.

It is only through such conduct that the athletic profession can earn and maintain its rightful place in the educational program and make its full contribution to the school and community.

Coaches whose conduct reflects honesty and integrity will bring credit to the coaching profession, to the teams they coach, to their school and to themselves. It is only through such conduct that the athletic profession can earn and maintain its rightful place in the educational program and make its full contribution to the school and community.

**RESPONSIBILITY TO THE SCHOOL**

1. The function of the coach is to educate student-athletes through participation in the game under his/her direction. The primary and basic functions must never be disregarded.
2. Coaches should adhere to the administration policies, rules and regulations. Differences of opinion must be discussed at the highest level of professionalism and confidentiality.
3. A harmonious relationship should exist between the coach and the administration. Controversial matters should be discussed on a friendly basis. Once final decisions have been reached, they would be accepted and supported by the coach.

**RESPONSIBILITY TO THE PLAYER**

1. Diagnosis and prescription of treatment in injuries are strictly medical problems and should under no circumstances be considered a responsibility of the coach. The coach should ensure the injured player(s) are given prompt and competent medical attention and to see that the most detailed instructions of the medical care provider are carried out.



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2. Coaches are an exemplary model to the athlete, therefore their actions and behaviors should reflect as such.
  
  3. The coach's conduct during the game should be exemplary. For example:
    - a. Opposing coaches should meet and exchange friendly greetings before and after a game.
    - b. Coaches should be as inconspicuous as possible.
    - c. Coaches are to demonstrate respect towards players.
    - d. The attitude of coaches toward officials during the game should be respectful.
    - e. After-game visitors should not be permitted in a team's dressing room until coaches have had sufficient time to complete all of their post-game responsibilities, including evaluation for injuries.
- 
- Exemplify the highest moral character, behavior, and leadership.
  - Respect the integrity and personality of the individual athlete.
  - Abide by the rules of the game in letter and in spirit.
  - Respect the integrity and judgment of sports officials.
  - Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional development.
  - Encourage a respect for all athletics and their values.
  - Display modesty in victory and graciousness in defeat.
  - Promote ethical relationships among coaches.
  - Fulfill responsibilities to provide health services and an environment free of safety hazards.
  - Encourage the highest standards of conduct and scholastic achievement among all student-athletes.
  - Seek to instill good health habits, including the establishment of sound training rules.
  - Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
  - Communicate with people (administration, board of education, athletic department, faculty, fellow coaches, opposing coaches, student-athletes, parents, guardians, and the media).
  - Set a good example for the student-athletes and try to resolve problems before they become serious.

**RULES OF THE GAME**

1. The coach should be thoroughly acquainted with the rules of the game. Official rulebooks should be studied, and frequently reviewed. The coach is primarily responsible for teaching and interpreting the rules to his/her players. 2.



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2. The letter and the spirit of the rules must be respected and adhered to by the coach. Rules are made for the protection of the players and for the best interest of the game. It is the coach's responsibility to see that they are observed.
3. Disregarding the rules brands a coach or a player as a person unfit to be associated with the athletic program. It is especially important that coaches stress those rules which involve bodily contact. If the rules permit the use of hands and arms, it is the coach's responsibility to see that hands and arms are used legally. It is not the purpose of any game to hurt or injure an opponent by legal or illegal methods.
4. Good sportsmanship begins on the practice field, and if it becomes a habit, none of us will have to worry about unsportsmanlike tactics being used in any game.

**COACHES AND OFFICIALS**

1. Officials must have the respect and support of the coaches and players if they are to do their job efficiently. On and off the record criticism of officials and players or the public shall be considered unethical.
2. A cooperative relationship should exist between coaches and officials' associations with frequent interchange of ideas and suggestions. Coaches should attend all OSSAA sponsored / required officials rules meetings. Also, coaches should extend to officials invitations to discuss rule interpretations with squads and coaches meeting as a group.
3. Officials should always be treated in a courteous manner. Procedures set up by the OSSAA shall govern all practices and treatment of officials.
4. Participation in inter school athletics is based on the individual pupil's observance of established rules and regulations. Every coach should be thoroughly acquainted with these rules and regulations. Matters of eligibility should be constantly monitored.
5. One of the coach's fundamental responsibilities must be to inspire his/her players to achieve academic success – not only to make good grades, but also to secure a well-rounded education and graduate with honor.

**PUBLIC RELATIONS**

1. The responsibility of coaches to accredited writers, radio and television commentators are to provide news about the teams and players. The press should be treated with courtesy, honesty and respect. Misleading statements should be avoided. Statements concerning athletic policy should be issued only by the athletic director. Direct questions should be answered honestly or not at all. If good judgment indicates that an honest answer to a question would be detrimental to the best interest of the game or program, good ethics demands that the question not be answered. In such cases, "No comment" is entirely justifiable. Coaches should stress the importance of ethical procedures in teaching their players how to conduct themselves on and off the field as well as on trips.
2. It should be questionable practice for coaches to stress player injuries, disciplinary measures, academic difficulties or eligibility problems to the press, radio and television. Disciplinary problems should be a 'family affair' to be solved between the coach and the players involved. Eligibility is a matter for administration. Injuries are a matter for the medical care providers. No good purpose can be served by emphasizing these problems.



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3. Booster club organizations can be of value to the school and athletic programs if they have the proper objectives. It shall be unethical for coaches to use such groups to attempt to defeat or obstruct administrative or school athletic controls or to encourage violation of established rules and regulation in order to strengthen any part of the athletic program. It shall, likewise, be unethical for coaches to make demands, financial or otherwise, upon such groups when the demands are not in keeping with the letter and spirit of existing controls. Any form of misuse of such strength and power is a violation of accepted rules and regulations.

**Newcastle Coaches Code of Behavior**

On the athletic field, court, or venue Newcastle coaches must represent themselves and Newcastle in the most professional manner at all times. Behavior, dress and demeanor must be consistent with the values and philosophy of Newcastle Public Schools. If a coach's habit or conduct either in or out of school are such as to make the coach unworthy to represent the values, principles and standards of Newcastle Public Schools, he/she will be removed from his/her coaching responsibilities. The Oklahoma Secondary School Activities Association (OSSAA) Coaches' Ethics and Professional Standards must be followed by all Newcastle Public School Coaches.

- Be an outstanding teacher in the classroom and the sport you are coaching.
- Have a great knowledge of the sport.
- Provide a safe environment.
- Be prepared and organized.
- Communicate effectively.
- Develop a student-athlete's skills and talents.
- Teach morals, ethics, sportsmanship, and a team concept.
- Discipline student-athletes fairly and consistently.
- Empathize with a student-athlete's problems.
- Reflect a positive, enthusiastic attitude.
- Establish a good rapport with student-athletes and other coaches.
- Be patient and understanding.
- Develop school and team spirit.
- Remain committed and dedicated to the TEAM.
- Strive to be successful and competitive.

**Playing time**

In no way is participating in a sport or trying out for a team a guarantee of playing time. Playing time will be determined by the Head coach and staff. The evaluations need to be held in practices and tryouts. If there is a question of playing time that should be addressed with the head coach.

**JOB DESCRIPTIONS**

**HEAD COACH**



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**Qualifications:**

- Possesses a valid Oklahoma teacher certification (certification is preferred).
- Possesses all qualifications and criteria by the State Board of Education.
- Have taken the course Care and Prevention of Athletic Injuries.
- Has the ability to organize and supervise a total sports program.
- Has previous successful coaching experience in assigned sport.
- Has substantial knowledge of the technical aspects of the sport and also continues to examine new theories and procedures pertinent to the sport.
- Has the ability to communicate effectively with people.
- Possesses and maintains a moral character that is compatible with the expectations of Newcastle Public Schools.

**Reports to:**

The head coach will be directly responsible to the Director of Athletics for coaching responsibilities and to the principal for teaching responsibilities.

**Supervises:**

The head coach must advise, coordinate, and support a staff of assistant coaches and adjunct coaches in conjunction with the Athletic Director.

**Job Goal:**

- To organize and supervise a total sports program.
- To instruct athletes in the fundamental skills, strategy, and physical training necessary to realize a degree of individual and team success.
- To assist the student to receive instruction that will lead to the formation of the moral values, pride of accomplishment, acceptable behavior, self-discipline, and self-confidence.

**The success of the athletic program has a strong influence on the community's perception of the entire school system. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing but must not override the objectives of good sportsmanship and good mental health.**

**It is the express intent of this job description to give sufficient guidance to function as head coach. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.**

**Duties and Responsibilities:**



**Athletics**

- Has knowledge of the rules and regulations set forth by Newcastle Public Schools and the Oklahoma Secondary Schools Activities Association.
- Understands the proper administrative line of command and refers all questions and grievances through the proper channels.
- Attends all school/staff/departmental meetings that require attendance.
- Makes necessary plans and preparations to have well organized practices and events.
- Maintains accurate records of injuries by filling out an Injury Report and reports all necessary injuries to the Athletic Trainer.
- Responsible to providing a safe environment by demonstrating proper facility/equipment use and by having plenty of planned rest/water breaks for events and practices. If coaching an outdoor sport, suspend or terminate any practice or event in the occurrence of lightning.

**Staff Responsibilities:**

- Establish the fundamental philosophy, skills, and techniques to be taught by his/her staff.
- Design clinics and staff meetings to insure staff awareness, objectives, and goals of the overall program.
- Train and inform staff and encourage professional growth.
- Delegate specific duties, supervise implementation and at season's end, analyze staff effectiveness. Evaluate all assistants.
- Maintain discipline and work to increase morale and cooperation.
- Monitor locker room or assign assistants to monitor locker room, equipment room and coaches' offices.
- Perform other duties which may be assigned by the Athletic Directors or Principals.

**Administrative Duties:**

- Responsible for scheduling and planning of tournaments or regular season schedules and turning this information into the athletic department.
- Prepare for events or practices and adhere to scheduled facility times.
- Coordinate program with maintenance and school employees.
- Collect, organize, and maintain records of all OSSAA and Newcastle Public School paperwork for each athlete.
- Responsible for checking the eligibility of each athlete and notifying parents when a student becomes ineligible or on probation.
- Request a substitute in a timely manner when absent for athletic contests.
- Communicate early dismissals with athletic director and attendance personnel in a timely manner.
- Turn in transportation requests and shuttle requests at the beginning of your season and communicate any changes throughout the year.
- Submit purchase requests to the Athletic Directors for approval (uniforms, equipment, etc.).
- Provide beginning and end of the season reports to the Athletic Directors at assigned times.
- Evaluate total program and make recommendations to the Athletic Directors.
- Evaluate and rate officials.



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- Provide atmosphere conducive to good sportsmanship and assist visiting teams, coaches, and officials upon arrival at an event.
- Keep accurate team and individual records and statistics.
- Responsible for issuing awards, letters, and participation certificates to deserving team members.
- Schedule end-of-year evaluation with the Athletic Directors.
- Follow the athletic department guidelines for making a purchase.
- Be responsible for operating within budget appropriations.
- Be accountable for all equipment and collect the cost of any equipment lost or not returned by properly marking and identifying all equipment before issuing and storing.
- Be responsible for cleanliness and maintenance of specific sport equipment.
- Secure all doors, lights, windows, and locks before leaving the building.

**Responsibilities to Students:**

- Hold pre-season meetings with students and parent/guardians to hand out event and practice schedules, discuss philosophy of the program and inform them of responsibilities, rules, and regulations.
- Give continual attention and support to a student athlete's grade and conduct.
- Provide assistance, guidance, and safeguards for each participant by being present at all practices, events, and while traveling.
- Direct student managers, assistants, and statisticians.
- Determine discipline and outline procedures concerning due process when the enforcement of discipline is necessary.
  
- Contact any parents/guardians when a student is ineligible.
- Contact any parents/guardians when a student is dropped from the sport/class.
- Assist athletes in their college or future careers.
- Teach sportsmanship and set a good example of good moral behavior.
- Insure supervision for all activities related to the sport.
- Always remain or assign an assistant to remain until all students have left the building or area.
- Assume responsibility for conduct and well-being of all team members

**Public Relations:**

- Promote the sport within the school and outside the school through news media and relay information concerning schedules, tournaments, and results.
- When possible, attend the events of other sport programs within the school district.
- Be responsible for maintaining good communication with media, boosters, parents, officials, and fans.

**Evaluation:**

- Evaluation will be conducted by the Director of Athletics at the End of Season Meeting.



**ASSISTANT COACH**

**Qualifications:**

- Possesses a valid Oklahoma teacher certification (certification is preferred).
- Possesses all qualifications and criteria by the State Board of Education.
- Have taken the course Care and Prevention of Athletic Injuries.
- Has knowledge and background in assigned sport.
- Has the ability to communicate and work effectively with people.
- Possesses and maintains a moral character that is compatible with the expectations of Newcastle Public Schools.

**Reports to:**

The head coach, in conjunction with the Director of Athletics, for coaching responsibilities and to the principal for teaching responsibilities.

**Supervises:**

Assumes supervisory control over all athletes in the program when such control is needed.

**Job Goal:**

- To carry out the goals and objectives of the sports program, as outlined by the head coach.
- To instruct athletes in individual and team fundamentals, strategy, physical training, and good sportsmanship to aid in individual and team success.
- Assist the head coach in ways that will benefit the total program.

**Duties and Responsibilities:**

- Has knowledge of the rules and regulations set forth by Newcastle Public Schools and the Oklahoma Secondary Schools Activities Association.
- Understands the proper administrative line of command and refers all questions and grievances through the proper channels.
- Attends all school/staff/departmental meetings that require attendance.
- Helps maintain accurate records of injuries and reports all necessary injuries to the Athletic Trainer.
- Responsible for providing a safe environment by demonstrating proper facility/equipment use and by having plenty of planned rest/water breaks for events and practices. If coaching an outdoor sport, suspend or terminate any practice or event in the occurrence of lightning.

**Administrative Duties:**



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- Assists the head coach with his/her responsibilities including but not limited to: scheduling and planning of tournaments or regular season schedules, preparing for events or practices, collecting, organizing, and maintaining records of all OSSAA and Newcastle Public School paperwork for each athlete, checking the eligibility of each athlete, communicating early dismissals with attendance personnel in a timely manner, turning in transportation requests,

communicating any changes throughout the year, keeping accurate team and individual records and statistics, being accountable for all equipment and collect the cost of any equipment lost or not returned by properly marking and identifying all equipment before issuing and storing, being responsible for issuing awards, letters, and participation certificates to deserving team members, and being responsible for cleanliness and maintenance of specific sport equipment.

- Request a substitute in a timely manner when absent for athletic contests.
- Provide atmosphere conducive to good sportsmanship and assist visiting teams, coaches, and officials upon arrival at an event.
- Secure all doors, lights, windows, and locks before leaving the building.

**Responsibilities to Students:**

- Assists the head coach with his/her responsibilities including but not limited to: providing assistance, guidance, and safeguards for each participant by being present at all practices, events, and while traveling, directing student managers, assistants, and statisticians, insuring supervision for all activities related to the sport, assuming responsibility for conduct and well-being of all team members.
- Teach sportsmanship and set a good example of good moral behavior.

**Program Responsibilities:**

- Assist the head coach in carrying out his/her responsibilities.
- Work within the basic framework and philosophy of the sport head coach.
- Attend required sport staff meetings.
- Arrive before and stay after athletes in order to assist with staff discussions.
- Help in the planning of in-season and off-season programs.
- Never criticize the head coach or staff member in view of players or parents.
- When possible, attend the events of other sport programs within the school.
- Show respect for officials, media, opposing coaches, parents, fans, athletes, fellow coaches, and teachers.

**It is the express intent of this job description to give sufficient guidance to function as an assistant coach. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.**

**Evaluation:**

- Evaluations will be completed by the Head Coach upon completion of the season.



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**ADJUNCT/VOLUNTEER COACH**

**Qualifications:**

- College degree is preferred
- Has obtained a background check through Newcastle Public Schools.
- Have taken the course Care and Prevention of Athletic Injuries.
- Have taken the Course Fundamentals of Coaching as required by the OSSAA.
- Has knowledge and background in assigned sport.
- Has the ability to communicate and work effectively with people.
- Possesses and maintains a moral character that is compatible with the expectations of Newcastle Public Schools.

**Reports to:**

The head coach, in conjunction with the Director of Athletics, for coaching responsibilities.

**Supervises:**

Assumes supervisory control over all athletes in the program when such control is needed.

**Job Goal:**

- To carry out the goals and objectives of the sports program, as outlined by the head coach.
- To instruct athletes in individual and team fundamentals, strategy, physical training, and good sportsmanship to aid in individual and team success.
- Assist the head coach in ways that will benefit the total program.

**Duties and Responsibilities:**

- Has knowledge of the rules and regulations set forth by Newcastle Public Schools and the Oklahoma Secondary Schools Activities Association
- Understands the proper administrative line of command and refers all questions and grievances through the proper channels.
- Attends all school/staff/departmental meetings that require attendance.
- Helps maintain accurate records of injuries and reports all necessary injuries to the Head Athletic Trainer.
- Responsible for providing a safe environment by demonstrating proper facility/equipment use and by having plenty of planned rest/water breaks for events and practices. If coaching an outdoor sport, suspend or terminate any practice or event in the occurrence of lightning.
- Responsible for keeping track of hours on the job and submitting these in a timely manner to the Athletic Department.

**Administrative Duties:**

- Assists the head coach with his/her responsibilities including but not limited to: scheduling and planning of tournaments or regular season schedules, preparing for events or practices, collecting, organizing, and maintaining records of all OSSAA and Newcastle Public School



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paperwork for each athlete, checking the eligibility of each athlete, communicating early dismissals with attendance personnel in a timely manner, turning in transportation requests, communicating any changes throughout the year, keeping accurate team and individual records and statistics, being accountable for all equipment and collect the cost of any equipment lost or not returned by properly marking and identifying all equipment before issuing and storing, being responsible for issuing awards, letters, and participation certificates to deserving team members, and being responsible for cleanliness and maintenance of specific sport equipment.

- Provide an atmosphere conducive to good sportsmanship and assist visiting teams, coaches, and officials upon arrival at an event.
- Secure all doors, lights, windows, and locks before leaving the building.

**Responsibilities to Students:**

- Assists the head coach with his/her responsibilities including but not limited to: providing assistance, guidance, and safeguards for each participant by being present at all practices, events, and while traveling, directing student managers, assistants, and statisticians, insuring supervision for all activities related to the sport, assuming responsibility for conduct and well-being of all team members.
- Teach sportsmanship and set a good example of good moral behavior.

**Program Responsibilities:**

- Assist the head coach in carrying out his/her responsibilities.
- Work within the basic framework and philosophy of the sport head coach.
- Attend required sport staff meetings.
- Arrive before and stay after athletes in order to assist with staff discussions.
- Help in the planning of in-season and off-season programs.
- Never criticize head coach or staff member in view of players or parents.
- Show respect for officials, media, opposing coaches, parents, fans, athletes, fellow coaches, and teachers.

**It is the express intent of this job description to give sufficient guidance to function as an adjunct coach. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.**

**Evaluation:**

- Evaluations will be completed by the Head Coach upon completion of the season

**Oklahoma Coaches Association (OCA)**

The Oklahoma Coaches Association is an organization of coaches in Oklahoma. For most sports, the All-State teams and games are determined through the OCA. In addition, the OCA provides scholarships and coaches achievement awards throughout each Region. Newcastle Public Schools is in Region 5.



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***OCA Deadlines***

Coaches should be aware of all OCA deadlines for their sport and ensure that they meet those deadlines. This includes but is not limited to All-State nominations.

### **Oklahoma Secondary School Activities Association (OSSAA)**

The Oklahoma Secondary Schools Activities Association is the state governing body of high school sports and activities. Newcastle Public Schools is a member of the OSSAA. More specifically, the OSSAA provides effective coordination, leadership, supervision, and regulation for secondary school activities including the program of interscholastic activities and contests in which its member schools may participate. The OSSAA will serve member schools by providing leadership in the development, supervision, and conduct of co-curricular activities, which enrich the educational experiences of high school students. It will provide for equitable participation opportunities and positive recognition to students as a whole, while working cooperatively with schools to enhance the achievement of desired educational goals.

#### ***OSSAA Rules, Regulations and Eligibility***

All OSSAA rules, regulations and eligibility can be found on the official website of the OSSAA [www.ossaa.com](http://www.ossaa.com) Please refer to the website for questions regarding rules, regulations or eligibility. Please maintain a copy of your sport specific manuals with your person at all times. If you have any problems with the interpretations, please contact the Director of Athletics for clarification.

#### ***OSSAA Rules Meetings***

- All Head coaches are expected to attend their sports specific rules meeting. If you choose to not attend this meeting, the OSSAA will put the coach on suspension for all interscholastic competitions until he or she comes into compliance.

#### ***OSSAA Deadlines***

- Coaches should be aware of all OSSAA deadlines for their respective sport and ensure that they meet those deadlines. Copies of these deadlines are available online on the OSSAA website

#### ***OSSAA Ranking Program***



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- The OSSAA ranking program is used as a tool in recognizing strength as determined by coaches in their respective activities. It is mandatory that results from each regular season contest in the activities of baseball, basketball, football, soccer, softball, volleyball, wrestling (match scores and tournament placement) and golf (team scores) be entered into the ranking program within 24 hours from conclusion of contest throughout the season. *(Penalty – Any coach failing to report the score within 24 hours from the conclusion of a contest will initially be notified in writing of his or her failure to comply by OSSAA Staff. A copy of that correspondence will be sent to school administration as well. A second incident of failure to report will result in the coach being placed on warning for a period of one year. A third and each subsequent failure to report a score will result in the suspension of the coach for the next contest).*

**OSSAA Academic Achievement Awards**

Head Coaches should be aware of the OSSAA Academic Achievement deadlines and submit their rosters to the Athletic Director at least one week in advance of deadline. Forms can be located on each activity specific page of the OSSAA website.

**REQUIRED COACHING COURSES**

**Care and Prevention: must be taken only (1) one time (OSSAA Policy)**

- ✓ Contact our Athletic Trainer for more information
- ✓ Required for **all** coaches; certified, non-certified, adjunct, and volunteer
- ✓ If taken in college, transcript must say “Care and Prevention of Athletic Injuries”

**Concussion in Sports: must be taken annually**

- ✓ FREE and required course by the OSSAA
- ✓ Go to [www.nfhslearn.com](http://www.nfhslearn.com) Concussion in Sports
- ✓ Click on Order Now and follow the prompts

**Heat Illness Prevention: must be taken annually**

- ✓ FREE and required course by the OSSAA
- ✓ Go to [www.nfhslearn.com](http://www.nfhslearn.com) Heat Illness Prevention
- ✓ Click on Order Now and follow the prompts

**Sudden Cardiac Arrest: must be taken annually**

- ✓ FREE and required course by the OSSAA



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- ✓ Go to [www.nfhslearn.com](http://www.nfhslearn.com) Sudden Cardiac Arrest
- ✓ Click on Order Now and follow the prompts

**Cheer and Dance Safety Certification**

- ✓ \$85.00 – Four year certification
- ✓ Required for all cheer coaches
- ✓ To take the class online, go to [www.nfhslearn.com](http://www.nfhslearn.com) or [www.AACCA.org](http://www.AACCA.org)

**ACADEMIC ELIGIBILITY**

**RULE 3 - SCHOLASTIC ELIGIBILITY**

Please refer to [OSSAA.COM](http://OSSAA.COM)

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

Please refer to [OSSAA.COM](http://OSSAA.COM)

**Summertime Dead Period**

Please refer to [OSSAA.COM](http://OSSAA.COM)

**RECRUITING**

**OSSAA RULE 9 - PROHIBITION ON RECRUITING OR INFLUENCING FOR ATHLETIC PURPOSES**

Please refer to [ossaa.com](http://ossaa.com)

**GUIDELINES REGARDING NAME, IMAGE, AND LIKENESS (NIL)**

The OSSAA does not specifically prohibit students from engaging in certain commercial activities as an individual. These activities, commonly referred to as name, image, and likeness (NIL) will not put a student's amateur status in compliance with Rule 5, and there is no violation of rules prohibiting influencing a student to attend or remain at a member school. (Rule 9)

A student may earn compensation from the use of their name, image and likeness (NIL) in compliance with Rule 5, and Rule 9 provided:

- The compensation is not contingent on specific athletic performance or achievement.
- The compensation is not provided as an incentive to enroll or remain enrolled at a specific school.



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- The compensation is not provided by the school or any person acting as an agent for the school. In seeking compensation for name, image, and likeness:
- No “marks” may be used, including but not limited to school logos, school name, school mascot, or any trademarked OSSAA logo or acronyms.
- No school apparel or equipment shall be worn which includes school name, school logo, school mascot, or any apparel displaying trademarked OSSAA logos or acronyms.
- No member school facility may be used for the purpose of name, image and likeness compensation.
- No activities in conflict with a member school’s local school district policy may be endorsed. Examples include but are not limited to tobacco or alcohol products.
- Collegiate level associations should be contacted for any rules regarding name, image and likeness for students participating beyond the high school level.

**TITLE IX**

**What is Title IX?**

Title IX of the Education Amendment Act of 1972 is a federal law that states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...”

**To whom does it apply?**

All educational institutions, public and private, that receive federal funds.

**How is it applied to athletics?**

There are three basic parts that apply to athletics.

- Participation: requires that women and men be provided equal opportunities to participate in sports.
- Scholarships: requires the female and male student-athlete receive scholarships dollars proportional to their participation.
- Treatment: requires equal treatment of female and male student-athletes in the provisions of equipment, supplies, travel, and training facilities.

Newcastle Public Schools and the athletic department is proactive in its efforts to comply on every level of the Title IX Education Amendment Act. The athletic department administers a survey every three to four years to measure the student population’s interests. Data results from these surveys help the district to make decisions on athletic opportunities.



**DISCRIMINATION/HARASSMENT/HAZING**

**Board Policy AB – Nondiscrimination**

The District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment in the District on the basis of race, color, national origin, religion, sex, age, disability, or veteran status. The District provides equal access to the Boy Scouts and other designated youth groups. All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in BI – Civil Rights.

**Board Policy EI – R1**

Students are prohibited bullying, harassing, threatening, or intimidating other students or school personnel. Bullying, harassment, threatening, or intimidation includes any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage another's property, place a student in reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission or the education of students. With respect to electronic communications, students are specifically prohibited from bullying, harassing, threatening, or intimidating other students or school personnel whether or not the electronic communications originated at school or with school equipment.

**ANTI-HAZING POLICY**

Newcastle Public Schools is a zero tolerance school district on the matter of hazing. It is the responsibility of the head coach, through proper education and supervision, to make sure hazing does not under any circumstances happen in his/her program.

**State of Oklahoma Anti-Hazing Statute:**

(Title 21, Section 1190, Subsection 3) No student organization or any person associated with any organization or any person associated by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

**Definition of Hazing:**

Hazing occurs when an act (physical or mental) is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order



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for the student to be initiated into or affiliated with any school group, club, athletic team, grade level, activity or organization.

Hazing may even be done through cell phones, text messages, e-mails, websites (My-Space, Twitter, Facebook, etc.)

**SOCIAL NETWORKING POLICY – STUDENTS & COACHES:**

Students engaged in extracurricular activities are representing the Newcastle School District and often serve as role models for others. The district desires to educate and protect students from activity which may negatively impact the student and/or the district. Incriminating 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 removal from the team by the head coach and/or the director of athletics and principal. Coaches should only use social networking for school related announcements and information. No personal information should be used at any time on social networks to students from coaches.

**Board Policy BB – Smoke Free Environment/Tobacco Use Policy/Alcoholic Beverages**

**Please refer to board policy**

**COMMUNICATION**

**Racer Athletics Chain of Communication**

- **Head Coach**
- **Director of Athletics**
- **Building Principal**
- **Superintendent is the last stop**

The success of any group or team hinges on the individuals' commitment to communicate openly and regularly with each other. The goal of the Athletic Director and coaches is to promote this standard.

**Communication with the Athletic Department**

- Attend athletic department meetings called by the Athletic Director (beginning and end of the year coaches' meetings, attend two out of three OCA meetings per year, end of the year



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evaluation with the Athletic Director, and all other meetings deemed necessary by the Athletic Director.)

- Discuss concerns with the Athletic Director.
- Coaches should submit schedules, tournaments, and travel plans to the Athletic Director and communicate any changes to these events.
- Email game results to the Athletic Director no later than the morning following any event.
- Notify the Athletic Director of any special honors you or your student athletes receive.
- Communicate with the Athletic Director budget and financial needs.

**Communication with Parents and Athletes**

- Coaches should provide in writing, policies that relate to their coaching philosophy, team management, and team rules and communicate this with the athletes and their parents at a **“Meet the Team”** event at the beginning of the season.
- Create an open line of communication with parents and when necessary, meet with parent and athlete to discuss issues as needed. If a resolution is not met, the athletic director can meet with the parent, athlete, and coach.
- Provide great details such as practice and game locations, times, and transportation plans to help avoid confusion for parents.

**Communication with the Media**

- Turn in scores to local media immediately at the conclusion of each game.
- Be consistent and turn in your results, win or lose. The media should not have to call the Athletic Director for this information.
- Remember: The parents and athletes want to see their name in the paper. Be diligent in getting this information in on time.
- Do not expect favorable press coverage without doing your part to promote your sport, your team and your student athletes.

**Topics Appropriate for Coaches to Discuss with Parents**

- The treatment of their child physically or mentally.
- Ways to help their child improve individually and as a team member.
- Concerns about their child’s behavior or academic status.

**Topics Not Appropriate for Coaches to Discuss with Parents**

- Other Student-Athletes



**Athletics**

*Department of Athletics*

**Newcastle**

### **MANDATORY PRE-SEASON PARENT / GUARDIAN MEETING**

All head coaches are required to hold a mandatory player/guardian meeting prior to the start of their season. A parent packet must be given out at this meeting and also be on file in the athletic office. It needs to include, but not limited to, the following:

- Parent Letter
- Coaching Staff Contact Information
- Rule and Regulations / Expectations
- Practice Schedule
- Game Schedule
- Lettering Policy

### **SCHEDULING FOR ATHLETIC EVENTS**

#### **HIGH SCHOOL CONTEST**

Head coaches of each sport will secure opponents to complete their non-district schedule. District games will be determined by the OSSAA. All schedules must be consistent with OSSAA and Newcastle Public Schools guidelines. OSSAA guidelines in relation to the number of contest and tournaments must also be followed. Visit the OSSAA's website for the official guideline on maximum number of contest/tournaments. All schedules will be submitted to the director of athletics and the campus principal for final approval. If a contest requires OSSAA approval, the head coach is responsible for submitting a formal request to the athletic director for review prior to submission to the OSSAA.

Once approved, head coaches are responsible for uploading the sport schedules onto the athletic website.

#### **MIDDLE SCHOOL CONTEST**

The middle school head coaches will develop schedules for the middle school contests. These schedules will be consistent with the OSSAA rules and regulations and the Newcastle Public Schools local policies. Tentative schedules will be sent to the athletic director and campus principal for final approval. If a contest requires OSSAA approval, the head middle school coach is responsible for submitting a formal request to the athletic director for review prior to submission to the OSSAA. Once approved, head coaches are responsible for uploading the sport schedule onto the athletic website.



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**ATTENDANCE:**

- By school rule, a student must be in attendance all day on game/meet/match days to participate.
- Principals may waive the attendance rule for emergencies containing proper documentation.

**Excused List/Early Dismissals**

Student Athletic/Activity Events Approval Form sent to the athletic office at least two weeks before the event; we will forward it on to the appropriate offices. Tournaments are the only exception. (Form is located in GoogleDocs)

**PLEASE DO NOT WAIT UNTIL THE DAY OF THE EVENT!!**

The Excused list should have the students name in alphabetical order by grade. Do not mix all grades together.

Students should not be taken out of class in the middle of a class period. Make your request for dismissals in between class periods.

Students should not be released more than one hour before the bus leaves for an event. If you feel you need more time, you must get approval from the athletic director.

If student-athletes need to miss class due to an on-campus event, please complete the single day release form located in GoogleDocs.

**SCHEDULING RESTRICTIONS**

- No athletic functions will be scheduled on Wednesday unless approval is secured by the director of athletics and campus principal.
- All coaches should abide by district policy regarding testing when scheduling contests.

**SCHEDULING OF TOURNAMENTS AND MEETS**

All tournaments and meets hosted in Newcastle Public Schools athletic facilities must have the Department of Athletics approval prior to scheduling. This also includes any tournaments hosted by booster clubs. Use of Facility request will need to be done for outside entities.

**CANCELLATION / POSTPONEMENT OF ATHLETIC EVENT**

In the event that an athletic contest is canceled or postponed, please contact the following list of people / departments below in the order they are listed.

1. Athletic Department (website & social media notifications will be sent)



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2. Athletic Trainer
3. Spirit Groups
4. Officials/Referees
5. Visiting Schools
6. Any workers you as the head coach may have scheduled (Concession, etc.)
7. Transportation Department (If you are traveling)
8. Appropriate Campus Building (High School, Middle Schools, etc.)

***\*Please make sure and re-contact all of the above parties if the athletic event is re-scheduled.***

**BAD WEATHER DAYS**

Any time school is out due to bad weather conditions, all athletic events are to be cancelled. If school was canceled due to impending weather, administration will make the final decision on whether or not a team may participate. Use good judgment regarding practices. Practices cannot be mandatory.

**ENTRY FEE REQUEST**

All entry fee requests should be filled out on the appropriate purchase order request form with a copy of the receiving school's information. (If a PO has not been requested and approved prior to the competition, your booster club will be responsible for payment.) A letter or flyer should be in the financial office **NO LATER THAN 1 WEEK** after you have attended the event.

Fall- All request in by Aug 10, 2024

Winter All request in by Nov 10th, 2024

Spring Sports all request turned in by Feb 10, 2025

Each sport will have a limit on what the Athletic Department pays for entry fees. That will be in line with how many contests or tournaments you are allowed by OSSAA.

All request are turned in to the Athletic Secretary by these dates for entry fees. If you don't turn them in by that date, you need to complete those yourself.

**\*The financial office would prefer you turn in all requests prior to your competition season.**



### **Gate fees for Home Contest**

Newcastle Public Schools will use traditional cash options and GoFan online options.

**Passes accepted:** OCA pass, OSSAA Online Pass, Newcastle Public School Employee ID and plus 1, Military ID, OSSAA retired pass, Season Passes on GoFan by NPS

\*Any season tickets purchased for reserved seating will be any charge for reserved seating

Football: \$7 for all attendees online \$10 cash gate (anyone attending must pay, any age)

All other sports: Students \$3 online/Adults \$7online/\$10 Cash gate (3 and under are free)

OSSAA Playoff Events: \$7 for all attendees online \$10 cash gate (anyone attending must pay, any age)

### **GAMEDAY ENTRY POLICIES**

#### **OFFICIALS - REFEREES**

The head coach working through the director of athletics will be responsible for securing their game/match officials.

Head coaches are responsible for calling and confirming officials at least 1-DAY IN ADVANCE. Nothing is more embarrassing than to have a problem with officials when we host an event.

The School does not pay for scrimmage officials or officials for summer league games, that is on the program or booster club to pay those.



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**RANKONE**

Each head coach is required to set up and maintain an accurate roster in RankOne. All necessary documents are uploaded in RankOne and each head coach is responsible for ensuring all required forms are completed by athletes. No athlete is cleared to participate until they are green in RankOne.

**TRANSPORTATION**

- All Coaches need to pursue and obtain a CDL. Medical exceptions will need to be submitted.
- Coaches are responsible for scheduling in appropriate time for transportation.
- Teams that do not have a driver for a bus will be financially responsible from their individual sport or from their booster to pay for drivers
- Coaches that drive a bus (not minibus) will be compensated \$30 for driving each game. Coaches or employees driving another sport will be paid \$18 per hour, if you have to use a driver from transportation it will be the rate of that driver.
- Coaches should never transport players in their own personal vehicle.
- The school will provide vehicles to out-of-town games.
- The athletic department will not provide money for individual necessities.
- 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.
- If players wish to return with their parent or guardian, coaches must have a check-out sheet and parent or guardian must sign that.
- There will be no gambling, use of tobacco, use of drugs or alcoholic beverages or any other illegal activities on any school trip.
- 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.
- 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.
- Players should pick up trash after every trip. Coaches are responsible for ensuring the bus is clean. 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.



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**COMMERCIAL DRIVERS LICENSE (CDL)**

All coaches are encouraged to get their commercial driver's license (CDL) which would allow them to drive a school bus to activities when needed. For any athletic event that begins before 4:00 p.m., a school provided bus driver will not be available due to regular routes; therefore, it is the responsibility of the coach to secure a driver. If you need help finding a driver, please contact the Athletic Office, as soon as you know you need a driver, so that we can help with this process. Having your CDL will help alleviate any possible cancellations due to not having a bus driver for an event. In addition, coaches who drive a team to an away event are compensated monetarily for their services. Coaches who are interested in getting their CDL should contact the transportation department for further assistance.

**Anyone with their CDL will be subject to random drug tests throughout the year and must complete a physical annually.**

**MAINTENANCE OF ATHLETIC FACILITIES**

Each head coach should ensure that all athletic facilities are clean, safe and in good repair at all times.

Each head coach should do a "walk-through" and check his/her facilities each scheduled game day before noon just in case there is some type of problem.

A **Racer Request** needs to be complete for all maintenance, repair, etc. of any athletic facilities as soon as they are noticed. Any emergency repair on game days need to be called into maintenance by noon on game day.

**ATHLETIC FACILITIES RENTAL**

Please refer to District Policy number BB-R; and BB-F Policies for use of School Facility

**NCAA ELIGIBILITY REQUIREMENTS**

Please click on the link below to access the NCAA Eligibility Guidelines

<https://www.ncsasports.org/ncaa-eligibility-center/eligibility-requirements>



### **LETTER OF INTENT SIGNING PROCEDURES**

When the head coach has a Letter of Intent signing for his/her program, please use the following procedures:

- 1) Contact the athlete with all information. (Name & College/University)
- 2) Contact the family with time and location
- 3) Contact all coaches involved for the picture

There are three signing dates annually. (November, February, and April). All signings will occur in the high school gymnasium or auditorium during Racer Refuel.

**\*Only Students who are allowed to sign are students that are receiving an athletic scholarship.**

### **Lettering in an individual sport and All-State Jackets**

- 1) Lettering in a sport will be left up to the individual sport discretion.
- 2) All lettering policies will be approved by the AD and HS Principal
- 3) Lettering policy needs to be communicated to parents and players prior to season
- 4) Any student making all state will be on the All State board in the lobby of gym
- 5) All State Jackets will be purchased by the school when they make the OCA All-State team.  
Individual sport all-state gifts can be purchased by the booster or programs school account.

### **CHANGING SPORTS**

From the time a team plays its first contest, a student cannot quit that team and join another team until the first team's season is complete.

Exceptions to this rule may be made under the following conditions:

- If the athlete has a doctor's statement recommending that he/she drop the first sport for medical reasons and permits participation in the second sport.



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- If a student is changing sports after the completion of one sport, the Changing Sport form needs to be completed and a change must occur within the counseling office.

**QUITTING A TEAM**

When a player wants to quit a team, every effort should be made by the coaching staff to encourage the player to finish the season. If a player quits a team, they are not allowed to start practicing/participate with the next sport until the current sport season is completed.

- If a player decides to quit the team, coaches should take the following steps:
- Notify parent or guardian
- Collect all equipment
- Inform counselor's office that a schedule change needs to be made
- Keep the student on your roll and check attendance daily until change becomes official

**DISMISSAL FROM A TEAM**

Coaches have the responsibility of providing an atmosphere that is conducive to teaching and learning. Therefore, athletes who may become disruptive to the program should be dealt with in a firm, fair and consistent manner. The coach should try to resolve any problems before dismissing an athlete.

**BSN SPORTS/Varsity Brands**

BSN/Varsity brands is the exclusive partner for NPS and its athletic dept. All uniforms must be purchased through them and all Varsity teams must be in NIKE uniforms for the 24-25 school year. Any other gear or materials purchased needs to go through BSN, if you are purchasing from another vendor, you must have quotes and written statements on requesting another vendor

**PURCHASING EQUIPMENT AND SUPPLIES**

- 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 sports budgets within the total budget of the department and to assure all sports receive fair appropriation.



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- No equipment or supplies will be purchased without the 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 number or encumbered before ordering any items from vendors.
- The athletic facilitator/coordinator or coach may order the equipment and supplies after the above procedures are followed.
- 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.
- 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**

- 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.
- Each head coach is responsible for developing and supervising sound policies for the care, maintenance, and storage for equipment and supplies within their sport.
- Athletes are responsible for equipment checked out to them. Coaches must inform athletes that they must pay for lost equipment.
- The athletic director, facilitator, and coach must assess equipment that is obsolete and requires disposal.

**ATHLETIC PURCHASING AND FINANCIAL PROCEDURES**

**You must have a purchase order number before you can order anything. If you make any purchase without a purchase order, you will be responsible for any payment associated with said purchase.**

To obtain a purchase order number, please use the following procedure(s):

**Purchasing Items Within Your Budget**

- Make sure the company you are ordering from is an approved vendor in the system. If they are not an approved vendor, ask the company to complete the New Vendor Paperwork.
- Once a vendor is approved and in the system, you may obtain a written quote from the vendor if the purchase amount is under \$10,000.
- If the purchase amount is over \$10,000 you must obtain written bids from three different companies.
- Turn in written quote/bids to the athletic director.



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- The athletic secretary will produce a Requisition (RQ) and send it to the finance department to become a Purchase Order (PO).
- Once an RQ becomes a PO, the accounting department will send the PO to the vendor to process the order.
- Once the order has been shipped, merchandise will be received and delivered to the athletic department.
- Coaches should check and make sure all merchandise is received and in good condition.
- Coaches should report any missing items or damaged goods to the athletic secretary.

**Purchasing Items Outside Your Budget**

- Coaches must request approval from the Athletic Director to order any item outside of their budgets.
- The Athletic Director will determine which account, if any, can be used.
- If approved, the coach may follow the purchasing instructions outlined above to make the purchase.

**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 energy on behalf of the athletic program. All booster clubs must be sanctioned annually with the finance office of Newcastle Public Schools. If booster clubs are not sanctioned, they are not allowed to completed business on school property until it is done and board approved.

**Advertising in Sports Venues:**

-Newcastle Public Schools will not endorse or allow advertising on school property with drugs, alcohol, **pornography or gambling**.

-Newcastle Athletics will work with booster clubs for advertising space in each venue. It is up to the AD for layout of advertising banners and signs.

-All advertising over the sound system at events/music are controlled by the Athletic Dept, not individuals. All announcers must go through NFHS training before being behind a mic.

**Tournament Entry Fees**

- Before your season begins, turn in a list of those tournaments your team(s) will be attending to the athletic secretary.
- Be sure your list includes – Host school name, date(s), amount of entry fee, number of Newcastle teams attending, and level of competition (varsity, Junior varsity, girls, boys, etc.
- The athletic secretary will then submit RQ's for these events



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- Once the RQ's become purchase orders (PO), the coach may take a copy of the PO to the tournament if necessary.
- After participating in the tournament, call the athletic secretary to confirm attendance and payment will be mailed to the host school.
- If Newcastle is the host school for the tournament, turn in a list showing the date, location, time, teams participating, and the amount of the entry fee.
- The athletic secretary will invoice the schools.
- If you attend a tournament without a PO, you will be responsible for the payment incurred.

Fall- All request in by Aug 10, 2024

Winter All request in by Nov 10th, 2024

Spring Sports all request turned in by Feb 10, 2025

**Hotel Reservations/Purchasing Procedures**

- Coaches must request approval from the athletic department to pay for hotel expenses.
- Coaches must complete the out of town and out of state or overnight forms and must be signed by AD and principal before going to the board for approval.
- After you have received approval, select a hotel for your stay. Make sure the hotel accepts Purchase Orders.
- If the hotel is not an approved vendor in the system, have the company complete the New Vendor Paperwork.
- Coaches are then responsible to make reservations for the hotel.
- Once the reservation is made, turn in the hotel information to the athletic secretary. The information to be submitted should include: hotel name, phone number, address, date(s) of stay, number of rooms, cost per room, number of girls rooms, number of boys rooms, and number of coaches rooms.
- The finance department will issue a PO for you to take with you to give to the hotel so they can bill Newcastle Public Schools directly.
- Please provide an itemized invoice from the hotel upon returning from the tournament.
- If you stay at a hotel without a purchase order number, you will be responsible for the payment of that purchase.

**Restaurant Reservation/Purchasing Procedures**

- Coaches must request approval for the athletic department to pay for meal expenses.
- Meal expenses will only be paid for overnight trips.
- After you have received approval, select a restaurant. Make sure the restaurant accepts Purchase Orders.



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- If the restaurant is not an approved vendor in the system, ask the restaurant to complete the New Vendor Paperwork.
- Coaches are responsible to make the reservation for the restaurant.
- Once the reservation is made, turn in the restaurant information to the financial secretary. The information should include: the restaurant name, phone number, address, date(s), total estimated cost of meal, number of girls, number of boys, and number of coaches.
- The finance department will issue a purchase order for you to take with you to the restaurant so they can bill Newcastle Public Schools directly.
- Obtain an itemized invoice from the restaurant and turn it in to the athletic secretary upon return from the tournament.
- If the restaurant does not accept Purchase Orders, contact the athletic secretary for an alternate procedure regarding reimbursement options.

**ATHLETIC TRAINERS**

- Athletic Trainer(s) are highly qualified, nationally certified and state licensed, sports medicine professionals who are trained in the prevention, recognition, evaluation, management and rehabilitation of sports related injuries and illnesses.
- The Athletic Trainer(s) at Newcastle Public Schools are responsible for the athletic health and well-being of all junior high and high school level athletes, who are participating in sports that are sanctioned by the district, As such, the Athletic Trainer(s) on staff will follow all state laws, district policies, and best-practices set forth by the National Athletic Trainer's Association, when evaluating and treating injured athletes.
- All injuries, no matter how minor they may be perceived by the coaching staff, must be reported to the Athletic Trainer(s) immediately.
- The Athletic Trainer(s) are responsible for beginning and ending the sports med process when an athlete is injured; if the Athletic Trainer(s) do not have clearance from another qualified medical professional to permit an injured/ill athlete to return to sports, it is at the Athletic Trainer(s) discretion to permit them.
- Newcastle Public Schools recognized Certified and Licensed Athletic Trainers, MDs, DOs, Nurse Practitioners, and Physicians Assistants as qualified medical professionals who are able to medically release and permit athletes to participate in athletics; and to assess, evaluate, diagnose and release an athlete from an injury or illness.

**Student Athletes**

- 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



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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.

- 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.
- Profanity by players and coaches is inconsistent with athletics' philosophy and will not be tolerated.
- All discipline problems will be firmly and consistently dealt with.
- If a student loses his/her equipment he/she must pay for it.
- Newcastle Public Schools promotes and encourages athletes to pursue multiple sports. Should an athlete face disciplinary action that results in removal from a team, that discipline is for the current school year shall not affect the succeeding school year. However, coaches have the liberty with the site athletic director and building principal to put stipulations on the athlete returning to a sport or program, These conditions will be presented to the parent/guardian and athlete in writing.
- The number of days allowed to miss school for extra-curricular activities is ten (10). This does not include qualified OSSAA play-off events.
- All Student Athletes are expected to follow District and OSSAA rules and regulations.
- Eligibility:
  1. All eligibility questions need to be referred to the site athletic facilitator and/or the district athletic director.
  2. High school students must pass five (5) classes that count toward graduation to be eligible from semester to semester.
  3. 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.
  4. Transfer students must sit out per OSSAA and local regulations before participating unless they are approved otherwise and new OSSAA guidelines.
- There is no tolerance for hazing and/or initiations.
- There will be no tolerance for any type of harassment.
- All participants must have a current physical which is 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.
- 
  
- Social Media is a very popular form of communication. Students engaged in extracurricular activities represent Newcastle Public Schools. Inappropriate photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other



**Athletics**

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.

**Supervision**

**Supervision**

- All school athletic activities must be supervised by a coach employed by Newcastle Public Schools. Below are some reminders when it comes to supervising athletes.
- A coach must supervise athletes at all times, in the locker room, hallways, fields, courts, before and after practice, on the bus, etc.
- Individuals are not to be given permission to use school facilities without proper supervision.
- Students should not be in or around the school building at any time unless they are supervised.
- When practice is concluded, a coach must stay until the last athlete has left. Coaches then should secure the building by locking the doors and turning out the lights.
- Coaches must supervise students while on school buses. All students should travel to and from athletic contests with their coach and team. Players may leave the competition site with their parents/guardians but cannot leave with any other athlete's parents unless prior written permission is on file with the coach.
- If there is a supervision problem, a coach should contact the athletic director immediately.

**Avoiding Litigation**

Coaches can help protect themselves, reduce the potential for a lawsuit, and avoid a claim of negligence if they:

- Show the accident was unavoidable.
- Distribute in writing sound policies and procedures, especially with regards to emergency medical situations.
- Allow students to compete only when all necessary forms have been completed, signed by parents/guardians, are turned in and on file.
- Supervise athletes at all times.
- Instruct athletes effectively in proper sport techniques.
- Provide the proper equipment and document safety and maintenance checks.
- Replace damaged and worn uniforms.
- Teach athletes and parents about the protective limitations of equipment.
- When possible, have an athletic trainer monitor practices and competitions.
- Have well organized conditioning programs that prepare athletes for competitions.
  
- Have a medical emergency procedure and access to first aid equipment.
- Give immediate attention to injuries and use caution as to when to allow the athlete to return from an injury.
- Maintain precise and complete written records of equipment defects, health and injury records.
- Provide a safe environment. Plan for rest and water breaks and beware of bad weather conditions.



### **IMPORTANT FORMS AND INFORMATION**

**Students and parents MUST fill out the following forms to participate in athletics:**

1. All forms will be completed by the student-athlete and parent online via RankOne, link is <https://newcastleathletics.rankonesport.com>
2. Pre-Participation Physical Exam Form (Sports Physical).  
Athletes are still required to submit a copy of their sports physical to the coach. The coach must submit all copies to the Athletic Trainer, where the physical will be uploaded to RankOne and added to the athlete's profile.

Coaches will have to fill out the following forms annually or periodically throughout the year:

1. Accident/Incident Report Form
2. Student Athletic or Activity Events Approval Packet
3. OSSAA Verification or Acknowledgement of Rule 9-Prohibition on Recruiting or Influencing for Athletic Purposes
4. Newcastle Public Schools Out-of-State Travel Approval Form
5. Application to State Association (OSSAA) for Sanction of Athletic Event
6. Application form for Sanction of Summer Athletic Camps

**The forms are described in detail in the following pages and the actual forms can be found in the back of the coaches' manual. Important information, such as what to do with the original copy, how many copies to make, etc. can be found in this section as well.**

#### **Physical Exam Form (Sports Physical)**

Every athlete must have a sports physical on file prior to tryouts or the beginning of practice for the athletic season. Physical must be dated after May 1, 2024. **There will be no exceptions.**

- Athlete keeps a copy and uploads that to rankone
- All other forms must be completed before participating in any sport/activity



**Accident/Incident Report Form:**

If an accident occurs during a practice or a game where the athletic trainer is not present, the coach should fill out an Athletics Injury Report and submit to the athletic trainer.

- Original Copy-Coach keeps on file
- One Copy-Athletic Trainer

**Newcastle Public Schools Overnight/Out-of-State Travel Approval Form:**

Any time a team goes overnight/out of state for camp, competition, or a tournament, an overnight/out-of-state travel approval form must be completed. Before that goes to the board, the out of town/overnight/out of state form must be completed and signed by the AD building principal. Then it can be submitted to the board for approval

|

- Original Copy – Athletic Director

**Newcastle Public Schools – Work Request:**

It is each coach's responsibility to check scoreboards, equipment, lighting, etc. prior to the season beginning. If there is work needed by the Operations Department (moving, replace light bulbs, fix scoreboard, etc.) please email the athletic director and put in a Racer Request.

**OSSAA Verification of Acknowledgement of Rule 9-Prohibition on Recruiting or Influencing for Athletic Purposes:**

The Head Coach of each sport is responsible for familiarizing all coaches, parents, and booster club officers of the OSSAA Rule 9 by having them read the actual rule (See OSSAA Rule 9 section of this handbook) and signing the verification acknowledging understanding of this rule.

- Original Copy-Send to Athletic Director with all appropriate signatures

**Application to State Association (OSSAA) for Sanction of Athletic Event:**

All OSSAA meets or tournaments where there are three or more schools participating must be approved by the OSSAA before member schools may enter.

Whether you are hosting an event with only Oklahoma teams participating or hosting an athletic event with teams from out of state, you must complete a sanctioning form that is to be sent to the OSSAA.



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### **Athletics**

Application to State Association for Sanction of Athletic Contest forms can be found at the end of this section.

Interstate competition occurs when either teams or individuals who represent their schools travel across state lines to participate in competitive sporting events.

If your team is planning on competing out of state, you must follow the procedures for out-of-state travel found on the Newcastle Public Schools Overnight/Out-of-State Travel Approval Form section.

**Reminder:** All out-of-state travel costs must be paid for by the parents or through the Booster Club. This includes hotel, transportation, meals, entry fees, etc.

- Original Copy – Send to the Athletic Director and OSSAA
- One copy – Keep for your records

### **Application for Sanction of Summer Athletic Camps:**

Fill out the OSSAA Application for Sanction of Summer Athletic Camps form and turn into the Athletic Director and OSSAA.

### **Student Athletic or Activity Events Approval Packet:**

Fill out the Student Athletic or Activity Events Approval Packet when your students are missing instructional time. These forms need to be completed two weeks prior to departure and can be found online in GoogleDocs. Tournaments are the only exception, but need to be completed as soon as game times are posted.

Original Copy – Send to the Athletic Director for approval

### **Western Conference**

Anadarko Public Schools  
Director of Athletics: Kent Jackson  
Cell: 405-933-2245  
[kjackson@apswarriors.com](mailto:kjackson@apswarriors.com)

Bethany Public Schools  
Director of Athletics: Brandon Nyberg  
Cell: 580-216-7228  
[bnyberg@bethanyschools.com](mailto:bnyberg@bethanyschools.com)

Blanchard Public Schools  
Director of Athletics: Jeff Craig  
Cell: 405-627-5000  
[jcraig@blanchard.k12.ok.us](mailto:jcraig@blanchard.k12.ok.us)

Cache Public Schools  
Director of Athletics: Lisa Okelley  
Cell: 903-915-0519  
[lisa.okelley@cacheps.org](mailto:lisa.okelley@cacheps.org)

Chickasha Public Schools  
Director of Athletics: Jerry Bray

Clinton Public Schools  
Director of Athletics: Eugene Jefferson





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Cell: 405-401-3975

[jbray@chickasha.k12.ok.us](mailto:jbray@chickasha.k12.ok.us)

Elgin Public Schools

Director of Athletics: Damon Hitt

Cell: (580) 678-8607

[dhitt@elginps.net](mailto:dhitt@elginps.net)

Newcastle Public Schools

Director of Athletics: Brent Hodges

Cell: 405-503-8945

[brent.hodges@newcastle.k12.ok.us](mailto:brent.hodges@newcastle.k12.ok.us)

Tuttle Public Schools

Director of Athletics: Sean Brooks

Cell: 405-609-7134

[sbrooks@tuttleschools.info](mailto:sbrooks@tuttleschools.info)

Woodward Public Schools

Director of Athletics: David Norton

Cell: 580-273-5002

[david.norton@woodwardps.net](mailto:david.norton@woodwardps.net)

Cell: 580-331-7806

[eugene.jefferson@clintonokschools.org](mailto:eugene.jefferson@clintonokschools.org)

Kingfisher Public Schools

Director of Athletics: Stuart Purintun

Cell: 580-302-0822

[spurintun@kingfisher.k12.ok.us](mailto:spurintun@kingfisher.k12.ok.us)

Elk City Public Schools

Director of Athletics: Brian Hunt

Cell: 405-545-0975

[hunt.brian@elkcitieschools.com](mailto:hunt.brian@elkcitieschools.com)

Weatherford Public Schools

Director of Athletics: Kyle Null

Cell: 405-816-9444

[knull@wpsok.org](mailto:knull@wpsok.org)



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**REQUEST FOR EXTRA ACTIVITIES AT SPORTING EVENTS**

SPORTING EVENT(S) : \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DAYTIME PHONE : \_\_\_\_\_

DESCRIPTION OF REQUEST: (Give full details as to what you want to do)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that my organization will be responsible for all set-up and clean-up of the area that we may use. I also understand that Newcastle Public Schools or the Athletic Office is not liable in any way for our activity. We agree to follow all rules and regulations for the use of school facilities as established in Adopted Board policy.



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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Athletic Administrator





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OUT-OF-STATE TRIPS FOR STUDENT ACTIVITIES

School: \_\_\_\_\_ Organization: \_\_\_\_\_ Sponsors: \_\_\_\_\_  
 Trip Dates: \_\_\_\_\_ Destination: \_\_\_\_\_ # of School Days Missed: \_\_\_\_\_  
 Purpose of the Trip & Benefit to the Students & Program \_\_\_\_\_  
 \_\_\_\_\_  
 How were you selected, or did you qualify? \_\_\_\_\_  
 \_\_\_\_\_  
 # of Students attending? \_\_\_\_\_ Approximate cost per student: \_\_\_\_\_  
 List all planned activities during the trip: \_\_\_\_\_  
 \_\_\_\_\_

How will the trip be funded for students ?			How will the trip be funded for sponsors?		
Proj #	Percent	Amount	Proj#	Percent	Amount
General Fund	%	\$	General Fund	%	\$
Activity Fund	%	\$	Activity Fund	%	\$
Other	%	\$	Other	%	\$
Total	%	\$	Total	%	\$
<b>Estimated Total Expenses (any expenses not requested on this form will be disallowed):</b>			<b>Estimated Total Expenses(any expenses not requested on this form will be disallowed) :</b>		
	Individual Cost	Qty Total Cost		Individual Cost	Qty Total Cost
Registration Fees	x	=\$	Registration Fees	x	=\$
Lodging	x	=\$	Lodging	x	=\$
Incidentals	x	=\$	Incidentals	x	=\$
Transportation	x	=\$	Transportation	x	=\$
Per Diem	x	=\$	Per Diem	x	=\$
1. Parking, tolls, shuttles 2. Airfare, personal care, school vehicle, rental vehicle Note: No payment will be made for unauthorized expenses.			1. Parking, tolls, shuttles 2. Airfare, personal care, school vehicle, rental vehicle Note: No payment will be made for unauthorized expenses.		

Teacher/Sponsor(s) attending( list names) \_\_\_\_\_  
 Other Chaperones attending (list name) \_\_\_\_\_  
 \_\_\_\_\_ Sponsor/Chaperone to student ratio \_\_\_\_\_

**Note:At least two(2) weeks prior to the trip, the sponsor/site principal must provide written verification that the chaperone/sponsor orientation has been conducted. Such verification must be submitted to the Director of Elementary/Secondary Education or the District Athletic Director(if the trip is for an athletic event). List out-state trips the organization has taken the past 3 years \_\_\_\_\_**  
 \_\_\_\_\_

List anticipated trips planned for the upcoming 3 years \_\_\_\_\_  
 \_\_\_\_\_

Signatures:	Date		Date
Sponsor	Date	Purchasing Agent (if applicable)	Date





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Athletic Facilitator(if applicable)	Date	Superintendent	Date
Principal	Date	Board of Education	Date
Athletic Dir or Exec Dir Elem/Sec			



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APPLICATION FOR SANCTION OF SUMMER ATHLETIC CAMPS

(Non-school individuals or non-school groups must supply a certificate of insurance and be co-sponsored by a school or an approved organization in order to be considered for sanctioning.)

Name of Camp Sponsor \_\_\_\_\_ (Organization or Individual)

Mailing Address \_\_\_\_\_ (City and State) (Zip Code)

Sport \_\_\_\_\_ Grades \_\_\_\_\_ Dates to be Held \_\_\_\_\_

Individual Camp/Clinic Definition

A summer athletic training camp/clinic is defined as a training session for a certain period of time for any participant in which supervision, direction, instruction, techniques, and skills are given in a sport which are designated to enhance the knowledge of a participant in that sport.

Team Camp/Clinic Definition

A team camp/clinic is defined as three or more schools where five or more basketball players or seven or more football players attend a camp/clinic and the players are kept together as a team during instruction, scrimmages, and/or games.

- 1. Any session of any summer athletic training camp/clinic involving student athletes in grades 7-12, cannot be held before the school year concludes for the participant's school district nor after the first full week in August. During the school year, participants cannot attend basketball and football camps/clinics and will be subject to penalty.
2. No football camps (individual or team) will be allowed after July 15 using OSSAA member school facilities of sponsored by OSSAA member school football coaches.
3. A student athlete shall be permitted to attend any number of summer athletic training camps/clinics for basketball and football, except they are limited to two team camps/clinics. Each student athlete is also limited to two summer-time tournaments. Each team camp/clinic cannot exceed seven days in length and no student athlete can attend team camp/clinic two consecutive weeks. Summer-time tournaments cannot exceed three days in length. Note: It is not required to sanction summer league or tournaments.
4. No session of any summer training camp/clinic will be approved for more than two consecutive weeks.
5. An individual camp/clinic fee (Oklahoma average or normal tuition) shall be charged and shall be paid by the student athlete or his/her parents without concession.
6. No awards other than trophies, medals, plaques, etc., shall be offered or given to student athletes. T-shirts may be given as long as the T-shirt cost is included in the camp/clinic fee.
7. Upon request, the summer training camp/clinic director shall submit to the Activities Association office a roster of those student athletes in attendance at the respective camp/clinic.
8. Only inter-camp practice sessions are permitted.

Attach an outline of camp program and return with this form at least sixty days in advance of the date of the camp to:

Oklahoma Secondary School Activities Association
P. O. Box 14590 Oklahoma City, Oklahoma 73113-0590

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Following approval by the Board of Directors, notice of sanction from the Activities Association will be sent to you.

TO BE FILLED OUT BY OSSAA

Application is approved \_\_\_\_\_ not approved \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Approved by : \_\_\_\_\_





Newcastle Public Schools Athletic Department

**Athletic Camp Guidelines**

1. All camps conducted by Newcastle Public Schools' coaches are a representation of their particular 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 school/sport program

70% Operating costs ( t-shirts, food, coaching disbursements)



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Verification of Acknowledgement of Rule 9  
Prohibition on Recruiting or Influencing for Athletic Purposes  
Please copy form as needed

Each coach or volunteer providing instruction, assistance, or supervision in an athletic activity for a member school must sign this form certifying that the coach or volunteer is familiar with the Rule.

The head coach in each athletic activity for each member school must sign this form certifying that students participating in an activity have been informed about the Rule, that the school may be sanctioned for violations of this Rule, and that student athletes may be subject to sanction, including the loss of eligibility. If you have enrolled at or transferred to a school that has engaged in recruiting, or allowed its employees or representatives to recruit in violation of the Rule, or if they participate in recruiting other student athletes to enroll in or transfer to the school.

All officers, administrators, supervisors, and sponsors of any club or organization supporting any athletic activity at a member school must sign this form certifying that they are familiar with the Rule, and that the members of the club or organization have been informed about this rule.

I hereby verify by signing below that I have read and acknowledge OSSAA Rule 9 in its entirety and agree to abide by the Rule as stated.

_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)
_____	_____
(signature)	(title or position)





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**ATHLETE RELEASE FORM**

**(THE ATHLETE IS NOT CONSIDERED RELEASED UNTIL ALL SIGNATURES ON THIS FORM ARE COMPLETED)**

ATHLETE : \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_ DEPARTING GRADE: \_\_\_\_\_

SPORT FROM : \_\_\_\_\_ DEPARTING ABSENCES : \_\_\_\_\_

THE ABOVE NAMED ATHLETE IS LEAVING THE ABOVE NAMED SPORT FOR THE FOLLOWING REASON(S):

(PLEASE CHECK ALL THAT APPLY)

\_\_\_\_\_ END OF SEASON

\_\_\_\_\_ COACHES REMOVAL

\_\_\_\_\_ INJURY

\_\_\_\_\_ PLAYER OR PARENT DECISION

\_\_\_\_\_ OTHER; PLEASE EXPLAIN

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST ANY OBLIGATIONS THAT ARE STILL REQUIRED:

SENDING COACH SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVING COACH SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

ATHLETIC DIRECTOR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

COUNSELOR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_





**EVENT MANAGEMENT/FACILITIES/EQUIPMENT**

1. School athletic equipment will not be given out during the summer without the athletic director's approval. 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 Policies for use of School Facility BB-R; BB-F
7. Facilitators/coordinators are responsible for consulting with officials and head coaches to make the proper decision in severe 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.

**NEWCASTLE PUBLIC SCHOOLS ATHLETIC DEPARTMENT ATHLETIC CAMP GUIDELINES**

Please refer to [\(link address\)](#) for Summer Camp Guidelines



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**OKLAHOMA SECONDARY SCHOOLS ACTIVITY ASSOCIATION**

Newcastle Public School District is a member of the Oklahoma Secondary School Activities Association. All participants in the athletic program will strictly adhere to the rules and regulations of this association. Please click the link below to view the 2024-2025 OSSAA Rules:

[http://www.ossaa.com/Manual\\_BoardPolicies.aspx](http://www.ossaa.com/Manual_BoardPolicies.aspx)

[http://www.ossaa.com/Manual\\_Rules.aspx](http://www.ossaa.com/Manual_Rules.aspx)

[http://www.ossaa.com/Manual\\_Constitution.aspx](http://www.ossaa.com/Manual_Constitution.aspx)



### Student Accident/Injury Report

Student	Location(School & Site)	Date Reported	
Date of Incident	Date of Birth Grade	Phone	Student Address
Did you witness Incident Yes ___ No ___	Parent Notified Yes ___ No ___ By Whom: (Name and position) Parent Comments:	Location Of Incident	
Loss Of Blood Yes ___ No ___	Was Student Treated by a Medical Professional Yes ___ No ___ If Yes: Student Nurse _____ Medical Doctor/Facility _____	Time of Day _____ Sport, if any _____	

	<b>Area of Injury</b>		<b>Type of Incident</b>
--	-----------------------	--	-------------------------

	Cut
	Bruise/Scrape
	Puncture
	Foreign Body
	Broken
	Dislocated
	Burn
	Strain/Sprain
	Amputation
	Rupture
	Other

	Head
	Face
	Eye Right Left
	Ear Right Left
	Teeth/Mouth
	Shoulder Right Left
	Arm Right Left
	Elbow Right Left
	Forearm Right Left
	Wrist Right Left
	Hand Right Left
	Finger/Thumb Right Left

	Neck
	Back
	Chest
	Abdomen
	Giroin
	Hip R L
	Thigh R L
	Knee R L
	Leg R L
	Ankle R L
	Foot R L
	Toe R L

	Struck Agent
	Struck By
	Caught Between
	Trip & Fall
	Slip & Fall
	Trip or Slip
	Inhale/Swallow
	Heat/Electricity/Flash
	Chemical (Identify Below)
	Other

Where and How Did Incident Happen?(BE SPECIFIC AND MAY INCLUDE FURTHER DESCRIPTION OF INJURY)
What were the instructions given by the parent or guardian:
Who was in charge when accident occurred:(name and position) Witnesses involved, if any:



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Describe what action was immediately taken:		
Employee Signature(Print)	Employee Signature	Date
Supervisor Name(Print)	Supervisor Signature	Date