

Santa Fe South Schools Athletic Department Manual



**Jeff Eskew
Athletic Director
Santa Fe South Schools**

Santa Fe South Schools
Athletic Department Manual
Coach's Handbook

TABLE OF CONTENTS

RECEIPT OF HANDBOOK	3
OBJECTIVES	4
JOB DESCRIPTIONS, RESPONSIBILITIES, EXPECTATIONS	6
EVALUATIONS	17
RULES AND POLICIES	19
FORMS AND RECORD KEEPING	25

Santa Fe South Schools

Athletic Department

5000 S. Santa Fe Avenue
Oklahoma City, OK 73109

Coach _____

School _____

Sport(s) _____

I have received the Santa Fe South Schools Athletic Department Handbook. With its receipt, I understand the following:

I am responsible for reading the information it contains, becoming familiar with its contents, and following the guidelines and procedures. I am aware that failure to follow this manual may result in disciplinary action or dismissal.

Coach's Signature

Date

Santa Fe South Schools Athletic
Department Handbook
Jeff Eskew, Athletic Director

OBJECTIVES



Section I

THE VISION OF SANTA FE SOUTH:

Santa Fe South Schools will equip students to reach their individual potential in order to be academically and socially prepared to thrive in a global society.

The purpose of the school Athletic Department is to function as an integral part in the overall development of students in order to achieve the Vision of Santa Fe South Schools.

MAJOR OBJECTIVES OF THE ATHLETIC PROGRAM

1. Provide the very best for our student athletes, and through the cooperation of other departments, challenge them in athletics and academics.
2. To improve the image of the school district, the individual school, and the athletic department.
3. To strive always for excellence that will produce winning teams and individuals.
4. To serve as a laboratory where students learn how to cope with real life problems and situations which include but are not limited to:
 - a. Academic success
 - b. Physical and emotional growth and development
 - c. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
 - d. Directed leadership and supervision that stresses self-discipline, self- motivation, accountability and excellence.
 - e. Providing an environment where students can learn conflict resolution and how to cope with success, disappointments or failures in a healthy manner.
 - f. The development of athletic programs that will generate a feeling of unity and pride within the student population, faculty, and community.
 - g. Appearance and behavior that serve to make each individual and team an outstanding representation of Santa Fe South Schools

STRUCTURE EXPECTATIONS



JOB DESCRIPTIONS RESPONSIBILITIES SECTION II

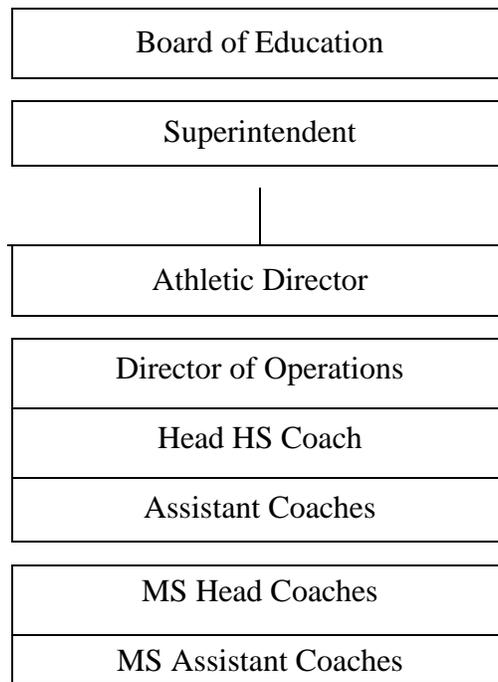
STRUCTURE

Athletic Department Organizational Flow Chart / Chain of Command

In order to maintain effective communication among the many adults who have varying degrees of interest in and/or authority over the athletic programs, a chain of command is set forth. Work duplication, misunderstandings, progress delays, disappointment, and overall ineffectiveness are too often the result of those people who bypass the chain of command. Always follow the organizational chain when you have needs, questions, requests, or issues.

Understand the proper administrative chain of command and refer all request or grievances through proper channels (i.e. equipment purchase, fundraising, eligibility, questions, issues, etc.).

ATHLETIC DEPARTMENT ORGANIZATIONAL FLOW CHART



SANTA FE SOUTH ATHLETICS

TITLE: District Athletic Director

REPORTS TO: Superintendent

POSITION DESCRIPTION:

The District Director of Athletics performs supervisory level duties to provide leadership in the development and improvement of the Santa Fe South Schools Athletic Department. The Athletic Director organizes the overall interscholastic athletic program for the school and oversees all aspects of athletic residential and academic eligibility issues and requests. The Athletic Director will attend all OSSAA Administrator meetings, as required.

QUALIFICATIONS:

The District Director of Athletics must be employed by Santa Fe South Schools and must know the policies, rules, and eligibility requirements of the district's sports programs, as well as the Oklahoma Secondary Schools Activities Association rules for administrators.

Other necessary qualities include: the ability to tolerate criticism and the ability to organize and work with all the district coaches in order to create a successful athletic department.

The District Athletic Director must have:

1. A valid Oklahoma Teaching Certificate
2. Minimum 3 years of head coaching experience
3. *Care and Prevention of Athletic Injuries Class*
4. Concussion in Sports, Cardiac Arrest, and Heat Illness – nfhs.com(annually)
5. CPR/First Aid Training within the last 3 years

**DISTRICT ATHLETIC DIRECTOR
PERFORMANCE RESPONSIBILITIES:**

- Coordinate the schedule of events concerning the school's athletic programs, including practices, games, and District Athletic Department Meetings.
- Communicate with administrators and coaches district-wide regarding the athletic program.
- Communicate high expectations to coaching staff and students.
- Make sure all District Coaches are in compliance with, and are meeting, the responsibilities and expectations of the Athletic Department Manual.
- Provide recommendations in selection, assignment and evaluation of head coaches and staff members.
- Provide oversight and approval of all purchases and payments regarding the athletic programs.
- Evaluate and submit recommended improvements for all athletic facilities.
- Make determinations of athletic hardship waiver requests for student-athletes to the District.
- Administer interscholastic policies in OSSAA Administrators handbook as they pertain to high school and middle school athletics.
- Assist in coordination of transportation to away athletic contests.
- Develop and maintain vertical alignment of each grade 6-12 sport.
- Work with principals and head coaches to ensure communication, cooperation, continuity, and structure between grade levels and schools.
- Educate building principals and coaches to OSSAA policies and procedures.
- Work with coaches in preparation and game management including hiring of officials, providing security, game workers, and all needs of visiting teams.
- Attend athletic events and practices in the district.
- Supervise coaching personnel and provide conflict resolution.
- Produce and make available to all schools the necessary athletic forms such as insurance waiver forms, informed consent, emergency consent, physical forms, transportation, and concussion forms.
- Meet with District Coaches as needed to discuss athletic issues.
- Accept other responsibilities as delegated by the Superintendent.

EXPECTATIONS OF COACHES

- Adhere to the policies and procedures found in the Santa Fe South Employees' Handbook.
- Accept the challenge of developing and maintaining competitive athletic programs.
- Develop pride, teamwork, and a winning attitude among student athletes.
- We expect to see improvement during the school year. We need improvements in all areas.
- Maintain a professional demeanor and cooperate with others in the Athletic Department.
- Provide a good example of showing the proper respect to authority.

SUPERVISE ATHLETES AT ALL TIMES

- You are responsible for your players.
- Provide supervision from the time they report for practice or to leave for a game, up until when the last player has been picked up by his or her parent or approved individual.
- Accepts responsibility for the enrollment, physical conditioning and supervision of players in that sport.

PRACTICE

- Start practice on the first allowed date and conduct continuous, safe, effective, and worthwhile practices each day. Every practice should be designed with the end goal of improvement and progress.

Provide the Athletic Director with schedules and other required documentation.

- Athletic Teams need to have organized practices over extended breaks.
- Our school calendar has built in breaks for intersessions, holidays, etc. We want to provide our athletes with the best opportunity to be competitive and to instill in them a sense of pride and commitment. Not holding organized practices, especially for in season sports, during extended breaks sends a poor message about commitment to our athletes and is counterproductive to developing competitive programs.
- Our athletes have academic, job, and/or family responsibilities, so use your opportunities wisely. Do not waste time addressing plans or details that should have been taken care of ahead of time.
- Maintain highly organized, safe and productive practice sessions.
- Maintain a productive program that assures your players are in the proper physical condition needed to compete at the energy level required for game time competition.
- Follow proper hydration and stretching procedures.
- Do not cancel practices without turning the proper form into the Athletic Director 24 hours in advance unless cancellation is due to weather. The Athletic Director and/or Superintendent will determine if practice should be cancelled due to weather. The required form is in the manual and is online.

SANTA FE SOUTH ATHLETICS

TITLE: Head High School Coach

REPORTS TO: Athletic Director

POSITION DESCRIPTION:

The head athletic coach assumes the extra duty of providing coaching leadership in a specified area of the school's athletic program. As a part of that leadership responsibility, the head coach assumes control over his or her sport from the Middle School level all the way to the High School Varsity level. He or she delegates responsibility for specific tasks to the assistant coaches and provides help and/or instruction at the Middle School level when needed.

QUALIFICATIONS:

The head athletic coach must be employed by Santa Fe South Schools and must know the policies, rules and eligibility requirements of the specified sport, as well as the Oklahoma Secondary Schools Activities Association rules.

Other necessary qualities include: the ability to tolerate criticism, the ability to organize and work with all assistants, and MS Coaches to develop a successful athletic program.

The head athletic coach must have completed:

1. *Care and Prevention of Athletic Injuries Class*
2. Concussion in Sports, Cardiac Arrest, and Heat Illness – nfhs.com(annually)
3. The OSSAA Rules meeting for specific sport
4. CPR/First Aid Training within the last 3 years

PERFORMANCE RESPONSIBILITIES:

- Accepts total responsibility for the specified sports program from grades 6th through 12th
- Communicates player expectations concerning team rules and conduct.
- Provides the Athletic Director with a schedule for games for the season.
- Fulfills all necessary responsibilities for hosting athletic events, as outlined.
- Demonstrates loyalty to the athletic program.
- Develops Time Integrity, so players know that all schedule activities begin on time.
- Provides the Athletic Director with necessary documentation in a timely manner.
- Accept other responsibilities as delegated by the Athletic Director.

RESPONSIBILITIES

PLAYER DOCUMENTATION

- Proof of physicals, concussion, consent, and insurance forms on each player before the player's first participation in practice, tryouts, or games.
- Maintain the proper documentation needed for player injuries and for players to return to practice and competition. Players who receive a doctor's note restricting them from physical activity must have a doctor's release before returning to practice or competition.
- Maintain the proper documentation needed to insure that players have been made aware of, and understand team rules and conduct in the event disciplinary action, suspension, or dismissal is required.
- Maintain the proper documentation needed to release players from sport to sport.

EQUIPMENT AND FACILITY

- Documentation on all athletic uniforms, practice gear, or equipment checked out to players for the sport.
- Provides the athletic director with a written report concerning any damages or problems with facilities
- Provide the athletic director with an itemized inventory for the sport coached at the end of the season.

PURCHASES – ENTRY FEES – PAYMENTS TO OFFICIALS

- All purchases must be made through the proper channels. Equipment may not be purchased before the PO is approved. All POs must be signed and approved by the Athletic Director.
- Payment of Tournament or Entry Fee POs must be filled out by the coach and approved by the Athletic Director before the date of the invoice.
- Paper work submitted for payments to officials must be signed approved by the Athletic Director
- Reimbursement checks WILL NOT be issued for purchases made without prior approval.

OFFICIALS AND SCHEDULES

Head Coaches are also responsible for:

- Scheduling and verifying games.
- Scheduling and verifying officials.
- Providing the Athletic Director with revised and up to date schedules, as soon as changes are made.
- Verifying cancellations of games with officials and opponents.
- Fulfilling the responsibilities required for hosting an athletic event.

TRANSPORTATION

- Bus requests must be made and approved by the Athletic Director at least 10 days before the date of the trip.
- A list of scheduled buses for the week will be given to the Athletic Director every Monday morning so the buses for the week may be confirmed.
- The procedure on the following page should be followed when taking students out of class early to participate in athletic events.

SANTA FE SOUTH SCHOOLS ATHLETICS

COORDINATION OF ACTIVITIES DURING SCHOOL

Most of the problems that occur within the athletic department, between the athletic department and other departments, and between the school and community can be traced to improper communication. The following check list is designed in an effort to eliminate the major causes of these misunderstandings.

1. Make it clear to all involved concerning the exact departure time and location for events. Communicate plans in plenty of time prior to the planned event.
2. Make it clear to all involved of the expected time and location for returning from events.
3. If sack lunches are needed, communicate this with parents and students in advance of your event and make necessary arrangements with the Athletic Director and cafeteria.
4. Purchasing refreshments or meals while on the road should be communicated to parents and students prior to traveling.
5. Plan to stay with students upon your return until all have departed.
6. Have students call to notify their rides to come and pick them up before you get back home.
7. Check the school bus following your return to see that it is presentable and vandalism has not taken place.
8. Communicate with the Athletic Director and Principal well in advance concerning all athletic events that will require early departure from school.
9. Communicate with your building Principal, attendance secretary, students, and parents regarding which athletes will be absent in regard to an event during the school day.
10. Communicate with your building Principal and secretary to make certain that the proper arrangements have been made if you are going to need a substitute for your class.
11. Document any problems with the trip, including: Did the bus arrive on time? Did the bus pick you up after the event on time? Did anything happen, mechanical issues, etc... to delay your return home (i.e., mechanical issues, etc.)?

SANTA FE SOUTH ATHLETICS

TITLE: High School Assistant Coach

REPORTS TO: Athletic Director and Head High School Coach

POSITION DESCRIPTION:

The assistant coach assumes the extra duty of assisting the head athletic coach in the total program of the specified sport. The assistant athletic coach reports to the head athletic coach and carries out the tasks assigned to that position.

The athletic coach must have completed:

1. *Care and Prevention of Athletic Injuries Class*
2. Concussion in Sports – What You Need to Know NFHS
3. CPR/First Aid Training within the last 3 years

PERFORMANCE RESPONSIBILITIES:

1. Works harmoniously and cooperatively with the head coach and other assistants.
2. Carries through on all assigned tasks and reports on them to the head coach.
3. Demonstrates loyalty to the athletic program.
4. Is present and on time for all events, including practices, unless excused or when emergency arises.
5. Attends meetings, workshops, and clinics sponsored through the District.
6. Works with coaches at other levels and other schools to develop a consistent program.
7. Works with the MS program, as requested by the HS Head Coach during joint practices.
8. Accepts responsibility for teaching, proper behavior, conduct, and decorum on and off the athletic field or court.
9. Assists in developing Time Integrity, so players know that all schedule activities begin on time.
10. Provides Athletic Director with all necessary documentation in a timely manner.

SANTA FE SOUTH ATHLETICS

TITLE: Head Middle School Coach

REPORTS TO: Head High School Coach and Athletic Director

POSITION DESCRIPTION:

The head athletic coach assumes the extra duty of providing coaching leadership in a specified area of the school's athletic program. As a part of that leadership responsibility, the head coach may delegate responsibility for specific tasks to the assistant coaches.

QUALIFICATIONS:

- The head athletic coach must be employed by Santa Fe South Schools and must know the policies, rules, and eligibility requirements of the specified sport as well as the Oklahoma Secondary Schools Activities Association rules.
- Other necessary qualities include: the ability to tolerate criticism and the ability to cooperate with assistants and the Head HS Coach to carry out the plan to build a successful athletic program.

The head athletic coach must have completed:

1. *Care and Prevention of Athletic Injuries Class*
2. Concussion in Sports – What You Need to Know NFHS
3. The OSSAA Rules meeting for specific sport
4. CPR/First Aid Training with the last 3 years

PERFORMANCE RESPONSIBILITIES:

1. Accepts total responsibility for the specified sports program for grades 6th, 7th, and 8th.
2. Makes systematic grade, attendance and behavior checks on players to ensure they are remaining eligible.
3. Works with and reports to the HS Head Coach to ensure that players are exposed to consistent terminology, fundamental instruction, and philosophy as set by the Head HS Coach.
4. Accepts responsibility for teaching proper behavior, conduct, and decorum on and off the athletic field or court.
5. Assist in scheduling to ensure team participation in full schedules.
6. Develops Time Integrity so players know that all schedule activities begin on time.
7. Is on time for all events, including practice, unless excused or when an emergency arises.
8. Provides the Athletic Director with all necessary documentation in a timely manner.
9. Communicates player expectations regarding team rules and conduct.

SANTA FE SOUTH ATHLETICS

Title: Middle School Assistant Coach

Reports To: Athletic Director and Head Coach

POSITION DESCRIPTION:

The assistant coach assumes the extra duty of assisting the head athletic coach in the total program of the specified sport. The assistant athletic coach reports to the head athletic coach and carries out the tasks assigned to that position.

The athletic coach must have completed:

1. *Care and Prevention of Athletic Injuries Class*
2. Concussion in Sports – What You Need to Know NFHS
3. CPR/First Aid Training within the last 3 years

PERFORMANCE RESPONSIBILITIES:

1. Works harmoniously and cooperatively with the head coach and other assistants.
2. Carries through on all assigned tasks and reports on them to the head coach.
3. Demonstrates loyalty to the athletic program.
4. Is present and on time for all events, including practices, unless excused or in emergency.
5. Assists in developing Time Integrity so players know that all schedule activities begin on time.
6. Works with the Head Coach and the HS Head Coach to ensure that players are exposed to consistent terminology, fundamental instruction, and philosophy, as set by the Head HS Coach.
7. Accepts responsibility for teaching proper behavior, conduct, and decorum on and off the athletic field or court.
8. Helps to provide the proper supervision of athletes at all times.

EVALUATIONS

The Athletic Director will do a post season evaluation with all head coaches. Head coaches will be a part of the evaluation process for their assistant coaches.

- Cooperation

The Athletic Director expects a cooperative effort among all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with the Athletic Director and the coaches of all sports on the staff. Limited facilities make cooperation a must. Cooperation includes following the guidelines of this manual and working to communicate things involving: facilities, trips, practices, schedules, eligibility, attendance, etc.

- Leadership

A coach must have drive, diligence, and enthusiasm-all part of a professional pride that should be exhibited by any coach. Such things as setting up practice, developing time integrity, and building attitudes are very important. Showing players that you are prepared and ready to go to work in practice every day goes a long way in building a culture that will help teams be more competitive.

A coach should be in control at all times. Language, actions, and emotional displays come both in practice and in scheduled contests, but should not take away from player and coach communication. A coach is also responsible for every facet of discipline. Good discipline is exemplified through the behavior of participants throughout the season. The quality of leadership provided very often makes all the difference.

- Improvement

A coach must constantly take advantage of opportunities presented for self- improvement. Improvement is one of the most important things to look at when evaluating a coach. Is your team getting better daily and showing marked improvement in games as the season goes on? A coach should be able to answer the question, “What did you do to get better today?” anytime it is asked.

- Coaching and Techniques

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

- ✓ Uses sound and acceptable teaching practices and runs well-organized practice sessions.
- ✓ Displays knowledge of and teaches basic fundamentals needed for sport
- ✓ Completes pre-season planning well in advance of the beginning of the season
- ✓ Adheres to a highly efficient and sound program of injury prevention.
- ✓ When injuries occur, follows a prescribed routine and maintains good communication with patient, doctor, and parents.
- ✓ Constructs a well- organized game plan so that problems are anticipated and kept to a minimum.
- ✓ Develops a sound system for equipment accountability, including seasonal inventory, repair and reconditioning, and replacement needs. Makes purchases and payments within the bounds of the procedures.

- Internal Factors

You may not be able to control external factors like athletic ability, size, or natural speed; but, what do you do with the internal factors that you can influence? How do you react and interact with your players?

Do your players go hard? Do they act respectfully? Do they compete? Do they know that they need to show up and work in practice on a daily basis? Are they in great physical condition? Do they execute little things that require extra hustle and not necessarily great athletic ability?

RULES AND POLICIES



Section III

Santa Fe South Schools Athletics

GENERAL REGULATIONS

- ❖ The Oklahoma Secondary School Activities Association (OSSAA) rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, inform team members and parents, and enforce school and OSSAA regulations in these matters.
- ❖ Any law infraction or conduct by a student athlete that is determined by the head coach and athletic director to be detrimental to the athletic program, school, or school district will result in counseling by the head coach and Athletic Director with possible suspension.
- ❖ A display of unsportsmanlike conduct toward an opponent or official, or use of profanity during a practice or contest, will result in counseling by the head coach and possible suspension or expulsion from the athletic activity.
- ❖ Absences from scheduled practices and violation of team rules or conduct policies may result in suspension or dismissal from a team.
- ❖ Theft or malicious destruction of any school or individual's equipment or property is not tolerated and could result in suspension from the team and/or school.
- ❖ Anytime a coach is ejected from a game, meet, or contest, the coach will not be allowed to occupy his/her normal coaching position during the next game, meet, or contest in which the team participates. The coach must submit a written report to the Athletic Director.
- ❖ A disqualified student will be ineligible until reinstated by the Athletic Director and a written report of details of the incident and action taken has been filed with the OSSAA. The athlete may be required to sit out one or more games, depending upon the ruling of the OSSAA.
- ❖ Fighting or taunting (as defined by the OSSAA) will result in the player's suspension for at least two games. Any player who leaves the bench/sidelines to participate will be suspended for the remainder of the season or possibly the entire year. Fighting rules are in force pre-contest, post-contest, and during the contest.
- ❖ No athlete may be dismissed from the team or quit one sport and immediately join another. The athlete must wait until the sport that he/she is no longer participating in to complete the season. Any request for amendment to this rule in special cases, such as injury, needs to be given to the Athletic Director in writing.
- ❖ Athletes must provide the head coach of the sport they are joining with a release form from the head coach of the sport they have completed. The form will show that the athlete has turned in all equipment, uniforms, etc....

Santa Fe South Schools

ATHLETIC ELIGIBILITY

- **ALL** OSSAA rules must be followed to determine an athlete's eligibility. Grades will be checked on Monday morning at 7:00. If you have a dispute with an athlete's eligibility contact the building principal.
NO EXCEPTIONS.

ATTENDANCE

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

NEW STUDENT FORM

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

TRANSFER STUDENTS

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

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

SANTA FE SOUTH SCHOOLS

GUIDELINES FOR SUMMER TEAMS, CLINICS AND CAMPS

All summer teams, clinics, and camps that use Santa Fe South School facilities, students, or equipment will notify Athletic Director in writing. The following information needs to be included:

- ✓ Schedule of Events (practices, games and/or sessions)
- ✓ Location(s) Used
- ✓ Copy of Transportation Requests
- ✓ Details needed for approval of any POs
- ✓ Paperwork needed to approve payment for officials

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

USE OF FACILITIES

WEIGHT ROOMS

- Weight room facilities should be available to all athletes (male and female). Weight training is important for all athletes! Weight rooms are to be supervised by the coach of the team using the facility. The Athletic Director will settle scheduling disputes.

SUBMISSION OF REPORTS

- All reports need to be submitted electronically to the Athletic Director. This includes the End of Season Reports, Coaches End of Year Report, and inventory.

CANCELATIONS/ NO SHOWS

- There should be no cancellations of any event or practice except in extreme emergency situations. The Athletic Director must be notified immediately in these situations and be provided with the proper documentation.

SANTA FE SOUTH SCHOOLS

EVENT GUIDELINES

HOME GAME RESPONSIBILITIES

- The Head Coach is responsible for scheduling officials, scheduling events, picking up trophies, concessions, courtesy/hospitality room (if possible), scheduling support personnel (clock keepers, book keepers, concession workers), and notifying the teams of the event and officials, of any information regarding possible changes or cancellations.

OTHER

- ❖ There will be an onsite administrator at all athletic events. The Athletic Director is considered an administrator at an event.
- ❖ There will be an administrator(s) at the entry area to make decisions on dress code standards and to identify any student prohibited from event attendance.
- ❖ Anyone not meeting the dress code standards will be denied admission.
- ❖ Notify the Athletic Director or onsite administrator in the event of a problem with spectators in attendance.
- ❖ The Athletic Director or onsite administrator may remove a spectator from an event.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Santa Fe South Schools is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature (see § Title VII, U.S. Civil Rights Act of 1964; and Title IX of the Education Amendment of 1972). This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Making or threatening reprisals after a negative response to sexual advances.
- Offering benefits in exchange for sexual favors.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, invitations, or text messages.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

See 8.03 of The Santa Fe South Employee Handbook for further explanation.

FORMS AND RECORD KEEPING



SECTION IV

Santa Fe South Schools

Athletic Practice Cancellation Form

Please Complete and Submit to the Athletic Director 24 hours prior to cancellation

School: _____

Sport: _____

Location of Practice: _____

Time of Cancellation: _____

Time Director of Operations was contacted: (if applicable) _____

Time Head HS Coach was contacted: (if applicable) _____

Please write out the reason for the cancellation:

Date: _____

Signature of Coach: _____

Santa Fe South Schools Athletics
Concussion and Head Injury Acknowledgment

Name of School _____

In compliance with Oklahoma Statute Section 24-155 of Title 70, this acknowledgment form is to confirm that you have read and understand the CONCUSSION FACT SHEET provided to you by Santa Fe South Schools related to the potential concussions and head injuries occurring during participation in athletics.

I, _____, as a student athlete who participates in
_____ Athletics, and I _____

as the parent/legal guardian, have read the information material provided to us by
_____ related to concussions and head injuries occurring during
participation in athletic programs and understand the content and warning.

Signature of Student Athlete

Date

Signature of Parent/Legal Guardian

Date

This form should be completed annually prior to the athlete's first practice and or competition and kept on file for one year beyond the date of signature in the principal's office or the office designated by the principal.

Santa Fe South Schools Athletics
Acknowledgment of Insurance Coverage or Waiver Verification

I understand that Santa Fe South Schools are not responsible for any medical expenses that might result from injuries to my child while representing the school athletic competition and practice sessions.

Student Athlete's Name: _____
Please Print

Parent(s)/Legal Guardian Name: _____
Please Print

Please provide all phone numbers on how you can be reached in the event of an emergency during practice and or game hours:

Home:	Cell:	Work:	Emergency:
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Please initial one of the following:

_____ I am purchasing student accident insurance for my child.

_____ I have adequate insurance coverage for my child for injuries that may result from participation in athletics while representing Santa Fe South Schools.

Emergency Treatment Authorization

The purpose of this notice is to enable you to authorize the provision of emergency treatment for your child who may become ill or injured while under school authority when you cannot be reached. When a principal or a teacher is unable to reach you in the event that your child is injured in an accident or becomes seriously ill, EMSA may be called and all costs directed to you.

I have read and understand this notice and give my consent for EMSA to be called and emergency medical treatment to be given to my child if a medical emergency involving my child occurs while under school authority.

Parent(s)/Guardian Signature: _____

Date: _____

Santa Fe South Schools Athletics
Pre-Season Check List

School _____

Sport _____

Head Coach _____

Initial each item when it has been completed and give turn a copy into the Athletic Director before the first contest. Please attach a written explanation for any item that has not been initialed.

Initial

Check List of Preseason Information

- _____ Practice and Game Schedules
- _____ Transportation Requests
- _____ Equipment Check Out Completed
- _____ Roster
- _____ Copies of Required Player Forms:
- _____ Physical
- _____ Consent
- _____ Concussion
- _____ Insurance
- _____ Transportation Consent
- _____ Agreement to comply with team rules and policies (if applicable)
- _____ First Aid Kit (stocked, and up to date)

**Santa Fe South Schools
Athletics Equipment Check Out Form**

Student's Name _____

Sport _____

I have received the following list of equipment/uniforms for participation in athletics. I understand all must be returned at the conclusion of the season or I will be under obligation for the items. I also understand that I will be unable to participate in another sport until that obligation is satisfied.

Student's Signature: _____ **Date** _____

Equipment/Uniforms Checked Out to Student Athlete:

ATHLETIC INJURY REPORT FORM

1. School Name: _____ 2. Activity: _____ 3. Date of Injury: _____

4. Student's Name: _____ 5. Grade: _____ 6. Time of Injury: _____

7. Address: _____ Telephone: _____ () Male () Female

8. Location of Accident: () Field () Gym () Locker Room () Game () Practice () Other

9. Body Part Injured: **HEAD TRUNK** **EXTREMITIES** OTHER :

<input type="checkbox"/> Ear	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Ankle	<input type="checkbox"/> Lower Arm
<input type="checkbox"/> Eye	<input type="checkbox"/> Back	<input type="checkbox"/> Elbow	<input type="checkbox"/> Lower Leg
<input type="checkbox"/> Face	<input type="checkbox"/> Chest	<input type="checkbox"/> Finger	<input type="checkbox"/> Thumb
<input type="checkbox"/> Head	<input type="checkbox"/> Chest	<input type="checkbox"/> Foot	<input type="checkbox"/> Toes
<input type="checkbox"/> Neck	<input type="checkbox"/> Groin	<input type="checkbox"/> Hand	<input type="checkbox"/> Upper Arm
<input type="checkbox"/> Scalp	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Hip	<input type="checkbox"/> Upper Leg
		<input type="checkbox"/> Knee	<input type="checkbox"/> Wrist

10. Type of Injury: Abrasion Bite Bruise OTHER:

Burn Concussion Cut

Dislocation Fracture Heat

Laceration Puncture Scratch

Shock Sprain Strain

11. First Aid Given: Applied Dressing Applied Splint Ice OTHER:

Kept Immobile Stopped bleeding Observed

Washed Wound

12. Action Taken: Parent took home Transfer to hospital Parent took to doctor

Returned to sport Parent took to ER Called 911

Other: _____

13. Explanation of Accident:

Collision with person Collision with obstacle Fall

Hit with object Injury to self Noncontact Injury

Other: _____

14. Witness 1: _____ Witness 2: _____

Address: _____ Address: _____

Phone #: _____ Phone #: _____

15. Form Submitted by: _____

Signature/Date: _____

Address: _____

Telephone #: _____

Please provide further description of the injury and any additional actions or comments here and on the back:

Santa Fe South Schools Athletics
Post-Season Check List

School _____

Sport _____

Head Coach _____

Initial each item when it has been completed and give turn a copy into the Athletic Director before the end of season stipend is paid. Please attach a written explanation for any item that has not been initialed.

Initial

Check List of Post Season Information

_____ Uniform/Practice Gear/Equipment Inventory List

_____ Final Roster

_____ Award and Letter Winners

_____ Equipment Check In

Required Evaluation Forms:

_____ Head Coach Self Evaluation

_____ Assistant Coach Evaluation(s)

_____ Program Equipment and Supply Request

Santa Fe South Schools Athletics
Release to Join the Next Sport

Initial each item, sign and date, when the player is released to join the next sport. Please turn a copy into the Athletic Director and attach a written explanation for any reason that a player is not released to join the next sport.

Sport: _____

Athlete's Name: _____

Initial

Check List of Information

_____ Equipment Turned In

_____ Uniforms and Practice Gear Turned In

_____ All Money Turned In (fundraisers, clothing purchased, etc...)

Additional Information:

Has the athlete suffered any injuries this season that the next sport's head coach should be aware of? Please, include if the athlete is currently under any restrictions from a doctor.

Please explain anything else that the next sport's head coach should know.

Date: _____

Head Coach: _____

Signature: _____