

# Oxbridge Academy



## Athletic Policies and Procedures



## Statement of Purpose

The Oxbridge Academy athletic program strives to provide a high-quality competitive opportunity for our students that aims to enrich lives, enhance the educational growth, promote the image of the school and build on the mission and vision of the school. Athletics are an essential component of the educational experience. Interscholastic athletic competition is an extension of the classroom and an educational activity that provides outstanding opportunities to teach life lessons. Through athletics, student-athletes will develop the values of sportsmanship, teamwork, and leadership.

The interscholastic athletic program at Oxbridge Academy strongly encourages the participation of all students. By participating athletically, students learn to work efficiently in groups, develop time management skills and team spirit, while fostering a healthy desire to excel. The athletic program is an intrinsic part of our students' educational experience; therefore, we provide this policies and procedures manual for students and parents/guardians to establish goals, rules, and procedures to accomplish the aforementioned belief. This handbook is an extension of the expectations and guidelines set forth in the Oxbridge Academy Student Handbook.

**Goals:** First and foremost, we strive to promote sportsmanship in all of our students. Components of sportsmanship are equally stressed: integrity, responsibility, and teamwork.

**Rules:** Oxbridge Academy has established a number of necessary rules to give students a behavioral outline to ensure that they fully understand their responsibilities to their school, their teammates, and themselves. These rules are specifically listed within this handbook, and parents, coaches, and athletes are responsible for the content and the guidelines. These rules apply during the entire sports season, on and off school grounds, twenty-four hours a day, seven days a week.

**Procedures:** The procedures portion of the handbook deals with common sense practices, which need to be enumerated for all to understand. These procedures deal with the numerous daily, weekly, and monthly activities in which students are likely to be involved. These include, but are not restricted to, clothing, game days, jewelry, grooming, etc., all of which are specifically outlined in the handbook.

Participation in Oxbridge Academy's athletic program is a privilege. It is, therefore, incumbent upon the student-athlete to be familiar with all of the rules and procedures outlined in this handbook.

## Commitment to Academic Success

All students of Oxbridge Academy are responsible for their academic success. This essential responsibility serves as our guideline for the role athletics has in the life of the student. Academic commitments take precedence over any athletic interest. Given the demands of time and schedule made on the student, the planning and preparation of academic work is critical. Participation in athletics is not an acceptable excuse for poor academic performance. **Academics always comes first!** In addition, all disciplinary obligations must be fulfilled before a student may participate in any extracurricular activity.

## Athletic Offerings

**Fall Season:** Cheerleading, Cross Country, Football, Golf, Swimming, and Girls Volleyball

**Winter Season:** Cheerleading, Basketball and Soccer

**Spring Season:** Baseball, Girls Flag Football, Lacrosse, Softball, Tennis, and Track & Field

**Yearly:** Equestrian and Sailing

**\* All athletic offerings will be based on level of interest.**



## School Attendance

Students involved in extra-curricular activities must be in attendance at school for a minimum of a half day in order to participate in their extra-curricular activities after school. Students not in attendance according to these requirements shall not be eligible to participate that day, in either games or practices. The Head of School, and/or Director of Athletics have the authority to make exceptions based on the nature of the absence.

## Student-Athlete Expectations

1. Athletics serves as an extension of the classroom. You are an Oxbridge student above anything else.
2. Oxbridge Academy student-athletes will treat all coaches, teachers, peers, and especially teammates with the utmost respect. Any behavior that is considered disrespectful or inappropriate may result in loss of playing time or IMMEDIATE removal from the team.
3. Student-athletes will be supportive and encouraging towards every teammate. Celebrate each other's accomplishments.
4. Work and play hard every day to improve as individuals and as a team.
5. Be dressed, on time and ready for every scheduled practice, game and team activity.
6. Acknowledge that playing time on a team is an HONOR and a PRIVILEGE, not a right.
7. Student-athletes are expected to attend EVERY scheduled practice, scrimmage, game and all other team related activity.

Note: Coaches have the right to recommend to the Director of Athletics the dismissal of participants from the team roster for conduct considered detrimental to the team. Dismissal may be done with or without penalty. The decision by the Director of Athletics, with approval from the Head of School, to dismiss a student-athlete from a team is final.

***If a student-athlete is ejected from competitive play and receives a fine from the FHSAA the student-athlete is responsible for paying the fine.***

## Athletic Disciplinary Procedures

1. The coach will first meet with the player(s) to discuss the issue(s).
2. The coach will then discuss the concerns with the Director of Athletics.
3. If the concerns persist, the coach and player(s) will meet with the Director of Athletics.
4. If the problems continue after this meeting, the coach will meet with the parents or guardians of the player(s) and the Director of Athletics to discuss the issues, what has been done and to determine the appropriate actions.
5. If the coach believes that the player(s) continue to exhibit the same difficulties, the coach, in conjunction with the Director of Athletics, can suspend the player(s) for a specific period of time.
6. Finally, if all other courses of action have not produced the desired results, the coach, with the approval of the Director of Athletics and Head of School, can remove the player from the team.

Note: A serious violation of team or school rules could result in a player being immediately suspended from the team by the coach. In such instance, the student-athlete would be called into the Dean of Students Office resulting in a hearing by the Student Performance Review Committee (SPRC.)

## Parent/Guardian Expectations

As each student explores extracurricular activities that interest them in the upcoming year, we expect that parents will reinforce the importance of commitment to those areas and help control the total



number of commitments entered into by their child/children to avoid the pressure of too many commitments. Parents play an essential role in a child's athletic experience. Parents must adhere to the following:

- Practice good sportsmanship and respect other fans.
- Respect the decision of the officials, coaches and Health and Wellness Clinic staff.
- Closed tryouts: parents cannot attend or be on campus for tryouts.
- Avoid putting your child in a difficult position by talking bad about the coach, program or teammates in their presence.
- Don't talk to coaches on game day about a complaint. Make an appointment at the convenient time for both parties.
- Understand the coach's responsibility is to make sure the student-athletes are safe while coaching them to become better people and athletes, not to win every game.
- Be supportive of the child and of the program.

### ***Issues of Concern:***

What are appropriate issues to discuss with the coach? In any discussion with a coach, whether in person, via text or in email, parents should communicate calmly and politely.

Parents are encouraged to discuss:

- Ways to help their child improve
- Concerns about their child's behavior
- Sanctions incurred by their child
- Scheduling
- College Participation
- Coaches' expectations and treatment for their child and the team

Parents should **NOT** discuss:

- Placement on team
- Playing time
- Strategies used by the coach during contests
- Other student-athletes, unless parents have a concern regarding the way another student-athlete is interacting with their child.

*Special Note: It is very difficult to accept that your child is not playing as much as you hoped they would. Coaches are professionals. They make judgment decisions based on what they believe to be in the best interest of the team. The coach must take into account all members of the team, not just your child.*



## Coach or Program Complaints

It is imperative that parents respect the position of the coach and direct any concerns regarding their son or daughter, or the team to the coach first. If you wish to discuss a program or issue concerning your child, begin by contacting the coach. Often the problem or concern is resolved at this level.

Steps for resolution:

1. Student-athlete should speak with the coach, privately.
2. Parent should speak with your child's coach, privately.
3. Contact the Director of Athletics.
4. Lastly, contact the Head of School.

Productive communication:

- Please make an appointment to speak with the coach at a mutually convenient time, but not prior to, or after a contest or practice. Please wait 24 hours to contact the coach.
- If a meeting can't be agreed upon, call the Director of Athletics, and the meeting will be set up.
- Chatter or complaints between parents is counterproductive – please handle each issue directly through the coach.

*Please give yourself time to understand your concern before approaching a coach. Angry or aggressive communication is also counterproductive, and coaches have the prerogative to disengage from conversations they deem detrimental to a positive resolution.*

## Athletic Department Rules and Procedures

### **Academic Eligibility**

In order to participate on athletic teams, a student must maintain academic eligibility. Please refer to the Oxbridge Academy Student Handbook for academic eligibility guidelines.

All Oxbridge students must be in compliance with FHSAA eligibility rules. FHSAA rules and policies are published annually and can be found at <http://www.fhsaa.org/rules>.

In addition to academic eligibility, if a student wishes to represent Oxbridge Academy in extracurricular activities, their school conduct and attitude, as well as out of school behavior, must be beyond reproach. Participation in athletics is a privilege, and students may be denied participation if they fail to meet academic, attendance, or behavioral expectations.

### **Athletic Physical Exams and Other Forms:**

All athletic participation forms and waivers need to be completed **yearly**. FHSAA EL2 (Pre-participation Physical Evaluation) and EL3 (Consent and Release from Liability Certificate), must be signed, and on file in the Health and Wellness Clinic prior to participation with an Oxbridge Academy athletic team. Participation includes team camps, open gym or open field sessions, team strength and conditioning sessions, practices and games.

Every student-athlete must complete all baseline concussion tests as necessary with the Health and Wellness Clinic staff, prior to athletic participation. The FHSAA requires that every student (and coach) view, annually, the National Federation of State High School Associations (NFHS) videos entitled "Concussion In Sports," "Heat Illness Prevention" and "Sudden Cardiac Arrest at <http://nfhslearn.com>. Student-athletes are not required to turn in the certificates of completion for each course because they are attesting that they watched it on the FHSAA EL3.

Every student-athlete and coach must read and sign the Athletics Policies and Procedures Handbook and return the acknowledgement form to their Head Coach/Director of Athletics before the first official day of tryouts/practice.



Students who have ever attended a secondary school (high school) other than Oxbridge Academy will also need the FHSAA GA4 (Affidavit of Compliance with the Policies on Athletic Recruiting & Non-Traditional Student Participation).

Forms and waivers can be found on our website: <https://www.oapb.org/athletics/forms-waivers>.

### ***Coaches' Discretion***

Coaches may establish their own rules and schedules (supported by the Director of Athletics) within guidelines that have been established by Oxbridge Academy. Coaches will determine practice time and length. The coach shall make decisions regarding strategy, determination of captains, personnel and scheduling. If parents have questions regarding a coach and his or her rules, they should first be addressed to the coach.

### ***Cut Policy***

Oxbridge Academy encourages all students to participate in athletics and offers a well-rounded program for all students. Our goal is to foster our student-athletes' passion for sports while helping them build the skills and confidence they need to be successful in their future endeavors. We strive for high moral character, honor, respect, and honesty in all our actions. Creating an environment focused on team unity, pride, and a competitive spirit is at the core of our mission of fostering a culture of kindness.

Every effort will be made to accommodate our students' wants and needs and we will continue to provide our student-athletes with opportunities for growth and personal discovery. Providing our students-athletes with a positive, memorable experience is our top priority. Sport team levels (junior varsity and varsity) will be chosen and organized based on skill level, attitude, and commitment to each sport. There is no longer a 'no cut policy,' but some sports may be able to accommodate multiple sub varsity teams or skill development practice sessions. The selection process, the determination of the offering of each sport, level, and number of team members will be at the discretion of our Director of Athletics and Head Coach of each program.

In some sports, cutting a team down to a manageable size is a necessary step. The logistics of having an unlimited number of players and teams is not practical. Cuts allow for more in-depth instruction and playing time for student-athletes who make the team and who are committed to becoming highly skilled players outside of the high school season.

### ***Dress and Behavioral Expectations***

Students represent the school to their peers, parents, and members of this and other communities. It is therefore important that they look, act, and play accordingly. Coaches are responsible for ensuring that the students do so in a manner that represents the individuals, the team, the school and the community in a positive light. Students who fail to abide by these rules are subject to disciplinary action and may have their participation withheld until they comply with the coach's rules.

Players are expected to dress according to a coach's specifications and should dress in a way that reflects the unity of the team. Each student is responsible to dress and groom appropriately while attending practices and competitions. The wearing of inappropriate attire could result in the removal from team competition on the specific day the infraction occurs. See your coach or Director of Athletics if you are concerned about specific attire. Please take pride in your appearance and your team.

During competitions, student's uniforms are to be worn as specified by the coaches according to what is appropriate for that sport and that uniform. Students may not wear earrings or other jewelry while





competing in their sport. All team members should remain “dressed out” in full uniform, when in public view, while waiting for earlier contests to finish as well as during pre-game warm-ups. The silent language of personal appearance not only projects an image of team unity, it is part of the total impression that Oxbridge wishes to give to its students, parents, and visitors.

When teams travel to other schools, one of two approaches to attire may be taken: either all players wear pre-game warm-ups (e.g., shirts, jackets, and pants) if the team has them OR all players wear their full team uniform (jerseys, socks, jackets, and shorts or pants, depending on the sport). If the team has been given use of a team backpack or duffel bag, those items should be used to carry changes of clothing, athletic footwear, etc. Teams should be dressed out prior to leaving Oxbridge’s campus. No student should arrive for a competition at another school dressed in street clothes.

During practices, students are to wear proper attire. If a practice uniform is provided, students are to wear the practice uniform. Coaches may make rules and establish consequences for those student-athletes who do not bring their practice clothes. Students are not to take shirts off during practice (no “shirts vs. skins”) and female student-athletes must wear appropriate tops over sports bras. While shirts and shorts do not have to adhere to the policies specified in the student dress code for school, tank tops are not permitted, a degree of modesty is expected, and clothing shall not be excessively revealing or worn inappropriately.

In accordance with FHSAA sportsmanship bylaw, students are expected to refrain from the use of rude gestures, physical violence, profanity, vulgar language, racial, ethnic and gender slurs, rude gestures. In addition to FHSAA penalties that can be enforced due to unsportsmanlike conduct during competition, coaches will establish consequences for students who use inappropriate language which may include, but not be limited to: running, push-ups or other exercises, benching, or suspension from the team depending on the severity of the situation and the number of times the issue has been addressed.

### ***Drug Use***

Participation in athletics is a voluntary act on the part of the participants and is therefore subject to more stringent requirements than are placed upon students not involved in extra-curricular activities. Students participating in extra-curricular activities are expected to obey all pertinent laws. Participating in extra-curricular activities is a privilege, not a right. The school may exclude students from participating when they become involved in behaviors that may jeopardize their safety or the safety of others.

Oxbridge Academy is a tobacco-free campus. Smoking, including e-cigarettes, and the use of smokeless tobacco are not permitted on the campus of Oxbridge Academy or at school functions. If students are caught or determined through a school investigation to be using, abusing or being in possession of alcohol, performance enhancing substances, illegal drugs, or drug paraphernalia in the school, on the school grounds, or at a school function they will be subject to disciplinary action per the Oxbridge Academy student handbook.

The United States Supreme Court has upheld that schools may randomly drug test students that choose to participate in extra-curricular activities. The primary purpose of such a test is for the protection of each student. A student who uses illicit drugs or alcohol is vulnerable to added risk of injury to themselves or others. It is the belief of Oxbridge Academy that students that use drugs or alcohol may be in need of help. For specifics on the Oxbridge Academy Substance Abuse Policy, please refer to the Oxbridge Academy Student Handbook.

Coaches may not suggest, provide, or encourage any student-athlete to use nonprescription drugs, anabolic steroids, or any substance to improve physical development or performance that is not approved by the United States Food and Drug Administration, the Surgeon General of the United States, or the American Medical Association.

### ***Hazing and Bullying***



Hazing refers to any group activity expected of a student to join or to continue membership or participation in any group, club, or team where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. The definition does not require serious or substantial physical or mental harm, but only the substantial risk of mental or physical harm. Bullying refers to "unprovoked, repeated and aggressive actions or threats of action by one or more persons who have (or are perceived to have) more power or status than their victim in order to cause fear, distress, or harm. Bullying can be physical, verbal, psychological or a combination of these three. Bullying can also occur through electronic means ("cyber bullying").

Hazing and bullying by students or by coaches will not be tolerated. If a coach becomes aware of an instance of either hazing or bullying, it must be immediately and directly reported to the Director of Athletics. If you are unsure as to whether an incident or incidents fits under the definition of either hazing or bullying, a coach must err on the side of caution and report the incident to the Director of Athletics. The safety and well-being of all of our students is our first priority.





### ***Lightning Policy***

Oxbridge Academy uses the THOR GUARD Lightning Prediction System. THOR GUARD includes a visible and audible warning system. This system is designed to predict lightning in the local area BEFORE lightning strikes, allowing decisions regarding dangerous situations to be proactive, not reactive. Coaches are encouraged to have the THOR GUARD application installed on their mobile device. Coaches are expected to immediately guide their student-athletes to a shelter (ideally the closest large building) when THOR GUARD indicates that lightning is in the area. Outdoor activity may be resumed only after you have received the all-clear notification from THOR GUARD, ensuring that the storm has moved out of the area. Below appears the outlined procedure.

1. The horns blast for 15-seconds and the yellow strobe activates.
2. All outdoor activities must cease at this time.
3. Outdoor participants should seek refuge indoors.
4. Three short blasts emit from horns and the yellow strobe light ceases.
5. Outdoor activities may resume.

### ***Lockers and Locker Rooms***

It is highly recommended that all items including wallets, purses, jewelry, electronic devices, etc. are secured in each student's assigned locker at all times. There are ample lockers with combination locks in the boys' and girls' locker rooms in the main building and north building.

When changing to or from your team uniform, practice gear, or Health and Wellness uniform all athletes MUST use a locker room facility. Under no circumstance should a student change clothes in parking lots, vehicles or on the sidelines of a playing field or gym.

### ***Multi-Sport Athletes***

It is expected that all members of the coaching staff will support the entire athletic program and support student-athletes who wish to participate in several sports in successive seasons. Multiple-sport athletes **MUST** complete the current season and any post-season games, unless released by the coach of their current sport, before trying out or practicing for the next sport.

Student-athletes **WILL NOT** be allowed to participate in more than one sport during the **same** season. Special consideration will be made if a student-athlete's primary sport in a season has ended and would like to join another team. This consideration will take place between the Director of Athletics, the head coach of the program and the student athlete.

### ***Music Policy***

All music used for Oxbridge Academy games, practices, or events needs to be approved by the Director of Athletics. Music may not contain lyrics that are inappropriate for public broadcasting in a family environment. Inappropriate subject matter includes but is not limited to: profanity, violence, alcohol or drug use, racism, sexism, and sexual references. A "clean" track may still be eliminated due to inappropriate subject matter. Please submit any music for use to the Athletic Director with the lyrics of the song for pre-approval.



### ***Practice/Game Attendance***

Student-athletes are expected to attend all practices and games unless an illness, death in the family, or another significant event precludes their presence. If a student must miss a practice session or game, the coach must be notified at least a day in advance. Should excessive absences occur, a student may be dismissed from the team. All absences will be documented, and parents made fully aware that their child's position on the team is in jeopardy before any dismissal occurs.

### ***Pre-Game Meal Policy***

Pre-game snacks/meals will be provided to Varsity and JV teams on game days when school is in session on that day. Unless previously arranged with the Director of Athletics the following start times determine the type of pre-game meal and snacks.

- 5:00 PM or earlier start - Snack and water/Gatorade to be picked up at Athletic Equipment Room
- 5:30 PM or later start - Prepared hot meal served in the dining room at 3:30pm

### ***Exceptions:***

- Early start time, but extended travel from game site delays the return to campus.
- Head Coach and student-athletes prefer a lighter snack rather than a prepared meal.
- Departure from campus is prior to 3:30pm.

### ***Notes:***

- All snack/meal decisions will be made by the Director of Athletics and communicated to the Food Service department/Equipment Manager and respective head coaches.
- Only a coach is to pick up the pregame snack/beverage from the Equipment Manager.
- Coaches must attend and supervise team meals and ensure that the dining room is cleaned up appropriately afterwards.
- Beverage coolers are to be returned, by a coach, to the Equipment Room after all games.
- Coaches are to communicate to the Director of Athletics any and all changes to meal numbers and schedule changes. Coaches are **not** to approach food service staff regarding requests or changes to meals/snacks.
- Any change from the above policies needs to be approved in writing by the Director of Athletics.

### ***Social Media Policy***

The student-athlete and coach both represent Oxbridge Academy, and therefore, they are expected to portray themselves, their team, and their school in a positive manner at all times. Any digital communication must be consistent with federal and state laws, as well as the rules and regulations of Oxbridge Academy. Coaches will refer to the comprehensive information found in the Employee Handbook with regard to social media and technology. Teams are not permitted to create their own social media accounts. Users are encouraged to view the official Oxbridge Academy social media platforms.

### ***Sportsmanship***

Sportsmanship is defined as an aspiration or ethos that a sport or activity will be enjoyed for its own sake, with proper consideration for fairness, ethics, respect and a sense of fellowship with one's competitors. Developing sportsmanship is a primary goal of this school. Good sportsmanship takes hard work, dedication, extra time, and the courage to stand up to tell people when they are wrong.



Sportsmanship is one of our most important responsibilities, and if we are successful in this, we will attain a more lasting mark than any championship could bring. Everyone is expected to use appropriate language, and act in ways that are not detrimental to the reputation of the team or to Oxbridge Academy. Sportsmanship is expected at all times from each and every student-athlete, coach, administrator, and spectator, and in accordance with all FHSAA operational bylaws in this regard. Oxbridge Academy student-athletes are expected to, at a minimum:

- Shake hands with opponents before (captains) and after the game.
- Respect the official's judgment in interpretation of the rules. Never argue or indicate a dislike for a decision.
- Accept both victory and defeat without being boastful or bitter. Be gracious whether the team wins or loses.
- Cooperate with the coach and fellow players in promoting good sportsmanship.
- Accept seriously the responsibility and privilege of representing the school and the community.

### ***Student Behavior***

A student is expected to be an example of good behavior in all aspects of life, both on- and off-campus. A student who has been referred to the SPRC as a result of a behavioral incident (including, but not limited to, stealing, cheating, and plagiarism) may lose the privilege of athletic participation. Students on academic probation for failing grades may be ineligible to participate in athletics until their grades improve to the point where academic probation has been rescinded; students on behavioral probation may be suspended or removed from an athletic team at the discretion of the Coach, and with the approval of the Director of Athletics. Students so removed are not eligible to letter if this occurrence coincides with their sports season. If a faculty member reports an incident of unacceptable behavior or negative classroom attitude, the act will be discussed with the student and disciplinary action - if necessary - will be determined by the Head of School, Director of Athletics and Coach.

### ***Student Volunteers***

Students may serve in many capacities on athletic teams without participating in the sport itself. For example, students can support teams as managers, statisticians, announcers, and sideline help (handing out water, etc.). Students that are team managers will be eligible to letter in the sport for which they volunteer and will be listed as part of the team's overall roster that is submitted to the Athletic Department. The Director of Athletics maintains final approval for all student volunteers.

### ***Team Apparel and Equipment Distribution***

Students are responsible for the care and keeping of all team apparel distributed to them by the Equipment Manager. Uniforms must be returned to the Equipment Room for laundering after every game, home or away.

Team apparel, with the exception of practice t-shirts, socks and other "disposable/single user" items, must be returned to the Equipment Manager at the conclusion of the sports season. Failure to return team apparel may cause the student's account to be billed for replacement value, negate a student's opportunity to participate on future teams or could necessitate a hold on the release of the student's transcript.

Student-athletes are ultimately responsible for all equipment and uniforms checked out to them. The Equipment Manager will issue all uniforms and keep records of such issuance. The Equipment Manager is responsible for inventory control, and as such is the only member of the athletic staff (aside from the Director of Athletics and the Assistant Director of Athletics) who will have access to uniform and team apparel. Team uniforms and equipment will NOT be sold to student-athletes.



### ***Team Captains***

The Head Coach has the authority to decide whether team captain(s) is selected by team members or by coach appointment. In either case, the Director of Athletics must approve the team captain selection. Prior to the captain selection process, the Head Coach will inform the team members of the selection criteria and obligations of the position. The position of team captain is one of honor, leadership, and responsibility. As a result, students serving in that capacity are expected to conduct themselves in an exemplary manner both in and outside of school. Any student who is involved in a violation of Oxbridge Academy rules and regulations resulting in a suspension from school, or any student who is found to be involved with drugs, alcohol, weapons, or crimes outside of school may lose the ability to serve as captain or to be appointed or elected to the position of captain of any school sponsored team for the period of one calendar year.

### ***Transportation***

All students participating in a sporting event must ride in school provided transportation to and from all contests, with these exceptions, which should be communicated via email:

1. Students may be released to their parent/guardian after a contest upon approval of the coach and written consent from parent/guardian to the Head Coach and the Director of Athletics.
2. Students may drive to a practice and/or contests only if that student's parent/guardian has provided explicit written permission to the Head Coach and the Director of Athletics. However, the student must leave school the same time as the bus departs, follow the bus and arrive at the same time as the bus arrives.
3. Students may not take other students as passengers to a practice or contest when Oxbridge is providing transportation.
4. A parent may drive a group of students to or from a competition only if that parent has provided explicit written permission to the Head Coach and the Director of Athletics from all of the affected parents/guardians.

### ***Varsity Letter Criteria***

Varsity letters continue to be the standard for individual student-athlete success for the high school student-athlete. Oxbridge Academy is committed to creating a high standard of achievement for earning the varsity letter award. The student must be on the varsity squad to earn a varsity letter. Practicing with the varsity team, sitting on the bench for tournament games, or being "called up" for a few games does not guarantee a varsity letter for a student.

In addition, students are reminded that the varsity letter is a recognition award determined by the head coach in conjunction with the Oxbridge Academy Administration. Students who fail to complete a season for any reason other than injury may not letter. In addition, violations of school and individual sport rules may cause a student to be disqualified from earning a varsity letter. Special exceptions to these standards can be made by the head coach with administrative approval. Listed below are the standards for earning a varsity letter:

### **Be eligible to play in at least one-half of the total number of varsity games:**

*Baseball, Basketball, Cheerleading, Cross Country, Flag Football, Golf, Lacrosse, Soccer, Softball, Swimming, Tennis, Track and Field and Volleyball*

*Awarded at the discretion of the Head Coach: Equestrian and Sailing*



## Athletic Department – The Role of the Head Coach

### ***Oxbridge Coaches Must:***

- Clearly communicate behavioral expectations and to enforce consistent consequences for violations of school rules and regulations.
- Ensure that all student-athletes have read and understood the Athletic Policies and Procedures Manual.
- Respect all players and coaches.
- Respect the integrity and judgment of game officials.
- Promote the entire academic, athletic and extracurricular programs of Oxbridge Academy, directing their program in harmony with the total school program.
- Establish and model fair play, sportsmanship, and proper conduct.
- Provide proper supervision of students at all times. Coaches should make sure that all student-athletes have been picked up by their parents/guardians after games/activities.
- Use discretion when providing constructive criticism and when reprimanding players, maintaining control of emotions.
- Maintain consistency when requiring all players to adhere to the rules and standards of the game.
- Properly instruct players in the safe use of equipment.
- Develop system for equipment accountability.
- Refrain from exerting influence on students to take lighter academic courses in order to participate in athletics.
- Refrain from exerting undue influence on a student's decision to enroll in an athletic program at any post-secondary educational institution.
- Know and understand all of the responsibilities involved in being a coach.
- Know, understand and follow FHSAA Bylaws, Policies, and Procedures.
- Conduct oneself in a professional manner at all times.
- Inform the Director of Athletics by the next day **via email** in the event that a coach or player is ejected from a game.
- Communicate effectively and consistently with student-athletes and their parents, particularly with regard to changes in game schedule, game location, or cancellations of practices and/or games.
- Never allow himself or herself to be alone with a student-athlete in a room with the door closed.
- Never give his/her school-issued keys or ID to any student or parent.
- Maintain the confidentiality of student information.
- Never drive a student-athlete in their own personal vehicle.

### ***Coaching Education Classes:***

**All paid/supplemented and voluntary coaches** must take and pass the following online courses each year at <http://nfhslearn.com>:

1. Concussion in Sports
2. Heat Illness Prevention
3. Sudden Cardiac Arrest
4. Policy 36 Recruiting Course

All coaching paperwork must be turned into the Assistant Athletic Director in order for the Business Office to process coaching stipends. All paperwork should be completed prior to your sport's first official practice.

### ***First Aid/CPR/AED***

It is mandatory that every head coach and assistant coach (junior varsity and varsity) have current First Aid/CPR/AED training. A copy of the coach's current First Aid/CPR/AED card must be submitted to the Assistant Director of Athletics. Oxbridge offers a First Aid/CPR/AED training course at no cost to employees.

**Ensure Eligibility:**

Coaches may not allow any student to participate in try-outs, practice, or games without proper written clearances, which includes current and complete FHSAA forms. Accurate and up-to-date rosters are imperative. The Athletic Department, in conjunction with the Health and Wellness Clinic, will communicate with the Head Coach regarding the eligibility status of each student-athlete on the current roster. The Head Coach is then responsible to follow up with those student-athletes whose FHSAA required paperwork is incomplete or out-of-date.

**Team Rosters:**

Electronically submit an initial roster of your team to the Athletic Office by the first official practice date of your sport. Any additions or deletions from the initial roster must be communicated via email immediately to the Athletic Office and Equipment Manager. Ensure that your team's Official Entry List roster, required by the FHSAA for post-season (state series) play, is submitted to the Director of Athletics by the due date for your sport, which can be found on [www.fhsaa.com](http://www.fhsaa.com).

**District Meetings:**

Varsity head coaches are required to attend a pre-season and a post-season district meeting for their sport. If you are unable to attend, please send the assistant coach so a representative may attend the meeting. Be sure to bring complete statistics to the post-season meeting as student-athletes may be selected to represent Oxbridge Academy on district teams.

**Scheduling of Competitions:**

Coaches are responsible to work with the Athletic Department in regard to season competitions. Coaches must obtain written approval from the Director of Athletics for tournaments or overnight trips before scheduling them. If games and/or tournaments are scheduled over a holiday break, parents must be made aware of this as soon as possible.

**Pre-Season Meetings:**

It is required that the head coach of each sport meets with their student-athletes and parent/guardians to discuss the following:

- a. Safety Requirements/Rules/Policies
- b. Team Rules
- c. Transportation Policy
- d. Letter Requirements
- e. Volunteer Opportunities (Team Parent)
- f. Senior Night and Post-Season Recognition
- g. Other items the head coach believes should be included

**Assistant Coaches:**

Head Coaches are encouraged to identify and recommend potential assistant coaches. All assistant coach candidates must meet with the Director of Athletics. All Assistant Coaches, whether paid or unpaid, must also complete all Human Resource employment requirements prior to assuming any coaching duties. Once Human Resources has approved the candidate, all final decisions regarding hiring will be made with the head coach and the Director of Athletics.

**Evaluation of Coaching Staff:**

Each head coach will receive written or verbal feedback utilizing the approved Oxbridge Performance Evaluation process for non-faculty employees. Assistant coaches will receive either verbal or written feedback, as appropriate, from the Head Coach and/or the Director of Athletics.





### ***Facilities and Equipment Use:***

It is the responsibility of the Head Coach to submit written requests in a timely manner for support needed to set up for Oxbridge sponsored athletic events. Requests should be sent to the Equipment Manager, Director of the Health and Wellness Clinic, Strength & Conditioning Coach and/or the Director of Athletics as appropriate.

Coaches are required to schedule ALL facility use, including fields, courts, pools and classrooms, and whether in-season or out-of-season, through the Athletic Department. Sports that are in-season have first priority in the use of facilities.

Unless formally approved by the Director of Athletics all athletic equipment and facilities are restricted to use by Oxbridge Academy students and staff only. It is the responsibility of every staff member to maintain the facilities. There is no excuse for any coach to look the other way or use the facility in a manner that will abuse it.

### ***Game Day Attire:***

Coaches should dress appropriately for the sport they are coaching. Dress should be clean and neat in appearance. Professional dress clothing or Oxbridge Academy attire for your sport is required. Blue jeans or t-shirts should not be worn. In general, coaches should wear collared shirts that are tucked in.

At games, all team members should remain “dressed out” in full uniform, when in public view, while waiting for earlier contests to finish as well as during pre-game warm-ups. The silent language of personal appearance not only projects an image of team unity, it is part of the total impression that Oxbridge wishes to give to its students, parents, and visitors.

When teams travel other schools, one of two approaches to attire may be taken: either all players wear pre-game warm-ups (e.g., shirts, jackets, and pants) if the team has them OR all players wear their full team uniform (jerseys, socks, jackets, and shorts or pants, depending on the sport). If the team has been given use of a team backpack or duffel bag, those items should be used to carry changes of clothing, athletic footwear, etc. Teams should be dressed out prior to leaving Oxbridge’s campus. No student-athlete should arrive for a competition at another school dressed in street clothes.

### ***Equipment and Uniforms:***

All equipment requests must be presented to and approved by the Director of Athletics. Purchase of approved equipment will be done using the approved Oxbridge purchasing process.

It is the coach’s responsibility on game days to provide an up-to-date roster to the Equipment Manager. The Equipment Manager will then distribute clean uniforms to student-athletes in an organized manner. The coach must ensure that dirty uniforms are collected, in the bag provided, at game’s end and returned **to the Equipment Room in the north building** for laundering. If the Equipment Room is unoccupied, it is acceptable to leave the bag outside the equipment room door.

### ***Summer Program:***

Coaches planning to have teams participate during the summer months need to be fully aware of FHSAA and Oxbridge Academy policies regarding such participation. The Director of Athletics must approve all activities in writing. Coaches who are interested in conducting a summer sports camp must submit a written proposal in advance.



***Public Relations, Team Statistics and Record Keeping***

It is the responsibility of each head coach to compile game statistics and scores, and e-mail them to the media, Director of Athletics, and the Assistant Director of Athletics at the conclusion of all contests.

**Both Junior Varsity and Varsity scores must be reported.**

Ideally, every Oxbridge athletic team will have a student manager and/or statistician to assist with the day-to-day management and record-keeping for the team. Game day and weekly statistics must be accurately kept, compiled, and reported throughout the season.

In post-season play and for media coverage in-season, accurate statistics are imperative. The final responsibility for accurate record-keeping throughout the season, in all instances, remains with the Head Coach. If a team does not have a student-manager, a volunteer staff member or volunteer parent who is **reliable** can be engaged to keep team records. The record book is the property of Oxbridge Academy and should be turned in to the Athletic Department at the completion of the season



## Health and Wellness Clinic

The Health and Wellness Clinic at Oxbridge Academy is responsible for the health care of all students and employees. Headed by the Health and Wellness Director, the Oxbridge medical staff is comprised of, physical therapists, athletic trainers, and student volunteers.

### ***Physical Therapist:***

A physical therapist is a highly educated health care professional that diagnoses and treats individuals of all ages, who have injuries, medical problems or other health-related conditions that limit their abilities to move and perform functional activities in their daily lives.

Physical therapists examine each individual and develop a plan using treatment technique to promote the ability to move, reduce pain, restore function, and prevent disability. In addition, physical therapists work with individuals to prevent the loss of mobility before it occurs, by developing fitness and wellness-oriented programs. They also work with individuals to prevent injury before it occurs by creating a preventative maintenance or prehab program specific to an individual's area of weakness/concern in regard to the specific sport/activity they are participating in. They must be licensed to practice in the state of Florida and follow all practice acts and Florida statutes. In the state of Florida physical therapists may treat patients for 30 days without a physician referral.

### ***Athletic Trainer:***

An athletic trainer is a health care professional who collaborates with physicians and physical therapists to provide preventative services, emergency care, clinical assessments for injuries occurring during athletic practice or contest, therapeutic intervention and rehabilitation of injuries and medical conditions.

An athletic trainer must be licensed to practice in the state of Florida and by law must perform tasks as outlined in the scope of practice in the Florida statutes. In addition, they may only practice as athletic trainers under the written standing order of a medical physician or under the direct supervision of a licensed physical therapist.

### ***Athletic Physical Exams and Other Forms:***

All athletic participation forms and waivers need to be completed **yearly**. FHSAA EL2 (Pre-participation Physical Evaluation) and EL3 (Consent and Release from Liability Certificate) must be signed, and on file in the Health and Wellness Clinic prior to participation with an Oxbridge Academy athletic team. Participation includes team camps, team strength and conditioning sessions, practices and games.

Every student must complete all baseline concussion tests, administered by the Health and Wellness Clinic, prior to athletic participation. The FHSAA requires that every student (and coach) view, **annually**, the National Federation of State High School Associations (NFHS) videos entitled "Concussion in Sports," "Heat Illness Prevention," and "Sudden Cardiac Arrest" at <http://nfhslearn.com>. Students who have ever attended a secondary school (high school) other than Oxbridge Academy will also need the FHSAA GA4 (Affidavit of Compliance with the Policies on Athletic Recruiting & Non-Traditional Student Participation) both signed and notarized. Forms and waivers can be found on our website: <https://www.oapb.org/athletics/forms-waivers>.

***Medical Coverage for Practices and Games/Contests:***

Medical coverage for practices and games/contests are determined based on the sport's risk for injury, the sport's risk for potential life-threatening injury or medical emergency, amount of potential contact, and location. Boys' lacrosse will always have an athletic trainer present at all practices, home and away games. The remainder of the sports will have medical coverage in the following order.

- **Home Games**
- **Home Practices**
- **Away Games**
- **Off campus Practices**

Within this hierarchy we will assess which sports are more likely to have a greater risk of injury to determine coverage when there are multiple home events/practices occurring at the same time.

For home practices a coach can reach a member of the Health and Wellness Clinic via cell phone or through the use of radios if there is an injury. If you have a medical emergency, please call 9-1-1 and have another player get security to radio for assistance.

For away games and practices, a coach can reach a member of the Health and Wellness Clinic via cell phone if there is an injury. The coach will be instructed on how to proceed with the injury that has occurred. Possible scenarios include sending the student-athlete to have x-rays, or having the athlete come back to campus if possible, to be assessed by the Health and Wellness Clinic. Please remember to complete an incident report for any student-athlete that sustains an injury when there is not a member of the Health and Wellness Clinic staff present. Again, if there is a medical emergency please call 9-1-1 and then contact the Director of Health and Wellness as soon as possible.

***Concussion Management Policy:***

A concussion is a brain injury that is caused by a blow to the head or body that may result in improper brain functioning. Concussion symptoms can range from mild to very severe and manifests itself differently in each individual. Concussions are recognized as being a potentially very serious condition that if managed improperly, can lead to catastrophic consequences.

This policy has been written by medical professionals of the Oxbridge Health and Wellness Clinic in an effort to provide a consistent management approach to any student that suffers a concussion. The following policy was written in accordance with the FHSAA regulations and with the guidance of the school's preferred neurologist, Dr. Frank Conidi, the National Football Leagues' Head, Neck and Spine Committees Protocol, and the Consensus Statement on Concussion in Sport: the 4<sup>th</sup> International Conference on Concussion in Sport held in Zurich, November 2012.

The medical staff recognizes that each concussion, as well as each student, is unique and individualized in nature. By managing concussions individually, and considering the student's medical history, it allows all medical professionals involved to ensure the safety of each student-athlete.

Oxbridge Academy recognizes that concussions may occur outside of school hours, or at a non-school event. Therefore, the acute management of the student may occur outside the scope of this policy. However, for such an incident the daily management, return to play decisions and return to learn decisions for the student will be guided by this policy. In order for a student to receive classroom accommodations, begin post-concussion management, and return to play/learn protocols, written medical documentation from an approved health care provider (AHCP) with a formal diagnosis of a concussion must be on file with the Health and Wellness Clinic.

***Policy Overview***

The concussion management and treatment policy includes:

- I. Baseline testing



- II. Acute management of a concussion
- III. Post-concussion daily management
- IV. Completion of return to play and return to learn protocols.

### ***I. Baseline Testing***

All Oxbridge Academy student-athletes are required to complete concussion baseline testing each year, and student-athletes will not be allowed to begin any conditioning/practice with their respective teams until completed. This baseline testing will help the members of the concussion management team effectively manage, treat and return students to academics and activity from a concussion. The baseline testing is conducted by the medical professionals of the Health and Wellness Clinic and consists of concussion tests including but not limited to, SCAT 5 and Dual-Task Timed Tandem. The Health and Wellness medical staff will work with the neurologist or physician to aid in identifying a suspected concussion, management, and treatment in order to complete the necessary steps for return to learn and return to play protocols.

A student that is a non-athlete will also be required to complete the same return to learn and return to play protocols. The return to play will be modified to the students' abilities.

### ***II. Acute Concussion Management***

Any student that suffers from symptoms of a concussion will be immediately removed from participation in any physical activity, including team practices/contests, PE classes, dance, theatre, strengthening and conditioning sessions. Any Oxbridge employee that suspects a student has a concussion or notices any student suffering from any symptoms of a concussion, must report the concerns to the medical staff of the Health and Wellness Department. The medical staff will then complete the following steps.

1. Assessment/Evaluation of student.
2. Notify parents, provide education materials about concussions, management and the Oxbridge Academy policy.
3. Refer student to a neurologist or other approved health care provider (AHCP).
4. Create a paper chart and an electronic medical record (EMR) for the student.
5. Notify the Director of Health and Wellness.
6. The Director of Health and Wellness will notify the school psychologist, and all teachers involved.
7. The Director of the Health and Wellness will recommend appropriate classroom accommodations.

If the injury/incident occurred during school hours or at an Oxbridge event coaches or other Oxbridge employees will fill out a school incident form immediately and give it to the Director of Health and Wellness.

If a student loses consciousness, the condition of the student-athlete deteriorates, or the medical staff feels there is a more life-threatening injury that has occurred in addition to the concussion the Emergency Action Plan (EAP) for transportation to a hospital via EMS will be initiated.



### **III. Post-Concussion Management**

Any student that has been diagnosed with a concussion must check in at the Health and Wellness Clinic prior to beginning class each day.

The medical staff will follow these steps

1. Have student complete daily symptom checklist.
2. Document symptom checklist and any other pertinent information daily.
3. Maintain communication with school psychologist and AHCP involved.

### **IV. Return to Learn and Return to Play/Activity**

#### **Return to Learn**

The Director of the Health and Wellness will be responsible for communication with all teachers involved and will relay doctor's recommendations for academic modifications as needed.

#### **Return to Play/Activity**

A student with a concussion will not be allowed to return to play/activity until he/she is symptom free or unless otherwise directed by the AHCP involved. Play/Activity includes but is not limited to Oxbridge sports team practices and games, participation in weightlifting/conditioning, participation in PE class, participation in dance class or theatre rehearsals, and participation in recreational sports outside of Oxbridge.

A graduated return to play/activity protocol will be completed by the student and supervised by the medical staff of the Health and Wellness Clinic.

When a student begins the return to play/activity protocol, they will be retested with the SCAT 5 to compare results to their baseline. The student must score equivalent to the baseline or better to return to full participation unless otherwise directed by overseeing physician.

The gradual return to play/activity protocol consists of 6 stages. Once the AHCP involved has cleared the student to begin this gradual return, the student will complete one stage per day, and may only proceed on to the next stage of the protocol if they have demonstrated a tolerance for the physical exertion without increasing signs and symptoms during or after activity. Should the physical exertion cause an increase in the signs or symptoms the student will discontinue the activity and return to the previous stage. The stages are as follows:

1. Stage One: Complete physical and cognitive rest
2. Stage Two: Light aerobic activity to increase the heart rate to no more than 70% max HR, no resistance training
3. Stage Three: Sport-specific exercise (Aerobic + Strength training)
4. Stage Four: Non-contact practice and/or drills (Non-contact sport specific drills)
5. Stage Five: Full contact practice
6. Stage Six: Return to full activity

In order to begin stage two, the student must have a signature of the AHCP involved on the FHSAA Post Head Injury/Concussion Initial Return to Participation form (AT18). Once a student completes stage five, they will have to follow up with the **same** AHCP to be medically cleared for full participation. Per the FHSAA regulation, the AT18 form must be completed and turned into the Health and Wellness clinic in order for a student to be allowed to return to full activity/play.

Per this Oxbridge Academy policy, a student may not return to full activity/play if they have not completed full integration back into the classroom without academic modifications.



### ***Emergency Action Plans (EAP's)***

Emergency action plans provide guidelines and templates for management of serious and/or potentially life-threatening injuries. An EAP has been developed by the Health and Wellness Clinic for each athletic facility at Oxbridge Academy.

### ***Injuries that occur with a member of the Health and Wellness Clinic staff present***

The Health and Wellness Clinic staff, when present, will assess and document with an injury report all injuries that occur during an Oxbridge Academy sponsored practice, contest, or event. If there is a medical emergency at a home practice, contest or event, the response should be in accordance with the approved Oxbridge emergency action plan (EAP). If the staff feels the injury is not a medical emergency, the student-athlete will be treated, or referred to a physician for further evaluation. For any injury that occurs during an Oxbridge sponsored practice, contest or event, it is the sole decision of the Health and Wellness Clinic staff present to determine if the student-athlete can continue with activity. The injured student-athlete will then visit the Health and Wellness Clinic the following day for re-assessment and treatment as needed.

If there is a physician involved in the care of a student-athlete recovering from injury, written clearance by the physician is required in order to return to play. If the student-athlete's injury did not need physician involvement, the student-athlete will require written clearance from the Health and Wellness Clinic Director in order to return to play. No matter the situation or circumstance, the decision of the Health and Wellness Clinic staff is final and may not be overruled by attending coaches, parents, or student-athletes. Should a coach receive a copy of the return to play notice from a parent or student-athlete, the coach will send it to the Health and Wellness Clinic Director to be kept in the student's athletic file.

A student returning to play does not necessarily mean that they have completed rehabilitation. The student-athlete will return to practice and play but will need to continue with rehabilitation until the Health and Wellness Clinic Director discharges the student-athlete from therapy.

### ***Injuries that occur WITHOUT a member of the Health and Wellness Clinic present:***

In the event that a clinic staff member is not present when an injury occurs that is not a medical emergency, it is the responsibility of the supervising coach to fill out an **incident report**. The incident report should be **scanned and emailed** to the Health and Wellness Clinic Director as soon as possible but not later than 10:00am the following day. There will be paper copies of the incident reports in each medical kit and are available in the Health and Wellness Clinic. The Head Coach must communicate with the Health and Wellness Clinic Director and the parent/guardian of the student-athlete as soon as possible when an injury or accident occurs. The Health and Wellness Clinic Director will then contact the student-athlete to set up a time for an evaluation of the injury. Coaches should **not, in any case**, make any determination as to the type or severity of an injury.

### ***Injuries that occur at a non-Oxbridge Academy sponsored event***

If a student suffers an injury at a non-Oxbridge sponsored event, including training camps, club/recreational team practices, contests, or events, the student or any Oxbridge employee who is aware of the injury must inform the Director of the Health and Wellness Clinic immediately. The Director will contact the student and schedule an assessment/evaluation to determine the appropriate course of care.

### ***Rehabilitation/Physical Therapy***

Students may come in for rehabilitation/therapy before school, after school, during lunch or during junior/senior study hall. Students are not allowed to miss an academic class for rehabilitation/therapy. In addition, being in the Health and Wellness Clinic for therapy is not an excuse for the student to be late for





an academic class. Student-athletes may not participate in a rehabilitation/therapy during a scheduled team practice time unless approved by the head coach. If there are any questions or concerns about the procedures for injured students, please contact the Director of the Health and Wellness Clinic at 561 - 972-9698.

### ***Supplemental Insurance***

Supplemental insurance is available for injuries that occur during school-sponsored activities. The claim form is available through the Director of the Health and Wellness Clinic. This insurance is a secondary insurance policy only and family insurance is required to be used as primary insurance.

### ***Medical Kits:***

Head Coaches must obtain an approved medical kit from the Health and Wellness Clinic and ensure it is available at every game and practice. Medical kits must be checked daily. Each coach is responsible for taking this kit to away games and off campus practices if an Oxbridge athletic trainer is not traveling with the team. Coaches will check the medical kit before an away practice or contest. Each coach is responsible for notifying the Health and Wellness Clinic staff that a medical kit needs to be replenished. The medical kit is also a great place to keep contact numbers for the athletic trainers and the Director of the Health and Wellness Clinic, as well as copies of the incident report forms should an injury occur. Coaches will not hand out medical supplies indiscriminately.

### ***Hydration:***

Per the FHSAA Policy 41 Exertional Heat Illness once the 14-day acclimatization period expires or within ANY voluntary conditioning session, each individual school, or district, must select and promote a method of monitoring the environment for heat related concerns and comply with standard recommendations for practice modifications, for the safety of the student-athlete. Schools must continue to adhere to the above hydration/rest policies as well as the time limits and sequencing imposed on practice (2-1-2).

- Rest time should involve both unlimited hydration intake and rest without any activity involved.
- For sports utilizing helmets (i.e., football, lacrosse, baseball, softball and others) helmets should be removed during rest time.
- For every 30 minutes of practice, there must be at least a minimum 5-minute rest and hydration break.
- The area identified for rest should be considered a “cooling zone” and out of direct sunlight. This area can include ice sponges, cold immersion tubs and other cooling alternatives to facilitate the cooling process.
- Coaches should promote a heat injury prevention philosophy by promoting unrestricted access to water at all times without consequence.
- A student-athlete should never be denied access to water if they request it.

The Health and Wellness Clinic will monitor the heat index with any/all of the following instruments:

1. Wet Bulb Globe Temperature (WBGT)
2. Heat Index
3. Digital Meters or Psychrometers

The Health and Wellness Clinic will provide water for all student-athletes. The Health and Wellness Clinic staff will set up water for each team practice or contest. If there is not an athletic trainer present at your team’s practice or contest, please bring the water cooler and/or bottles to the outside door of the Health and Wellness Clinic.

The student-athletes are not responsible for the setup of water.

### ***Extreme Heat and Humidity Practice Policy***

Per the Florida High School Association (FHSAA) Heat Acclimatization Policy (Policy 41.1), Oxbridge





Academy has created a policy to be followed outside of the mandatory acclimatization period. This policy includes a method of environmental monitoring for heat and humidity and complies with the standard recommendations for practice modifications to insure the well-being and safety of student athletes. The policy follows modified guidelines and recommendations of the American College of Sports Medicine and the National Athletic Trainers Association (NATA) in regard to:

1. The scheduling of practices at various heat/humidity levels
2. The ratio of workout time to time allotted for rest and hydration at various heat/humidity levels.
3. The heat/humidity level that will result in practices being terminated.

For the purpose of this policy, the following definitions are being utilized and taken directly from the FHSAA policy handbook.

**Voluntary conditioning** is defined as any conditioning (i.e., running, weight lifting, warm-up, stretching, or cool-down) that occurs outside the season as defined in Policies 20 and 21.

An **official practice** is defined as one continuous period of time in which a participant engages in physical activity. It is required that each practice be no more than three hours (3 hours) in length and consist of no more than 90 minutes of intense exercise. Warm-up, stretching, and cool-down activities are to be included as part of the official practice time. All conditioning and/ or weight room activities shall be considered part of the official practice beginning on the first calendar day of official sport season.

The **acclimatization period** is defined as the first 14 calendar days of a student-athletes' participation, beginning with the first allowable date of practice in that sport or the first day an athlete begins official practice, whichever is later. All student-athletes, including those who arrive to preseason practice after the first official day of practice, must adhere to the safety precautions afforded by this acclimatization policy. This period does not restrict an athletes' availability to participate in a contest but does restrict the number of total hours an athlete can participate on a daily and weekly basis.

A **walk-through** shall be defined as an additional teaching/learning opportunity for student-athletes and coaches with no protective equipment (i.e., helmets, shoulder pads, shin guards) or equipment related to a given sport (i.e., footballs, blocking sleds, pitching machine, soccer balls, etc.). The duration of any walk-through must not exceed one hour in length. A walk-through shall not include conditioning or weight room activities.

A **recovery period** is defined as the time between the end of one practice or walk-through and the beginning of the next practice or walk-through. Physical activity is restricted. during this time period (i.e., speed, strength, conditioning, or agility drills). Walk-throughs are prohibited during this recovery period.

WBGT READING	ACTIVITY GUIDELINES & REST BREAK GUIDELINES
Under 82.0	Normal activities.
82.1 – 87.0	Three (3) separate four (4) minute rest breaks per hour of activity.
87.1 – 90.0	Maximum two (2) hour activity time. Four (4) separate four (4) minute rest breaks per



	hour of activity. For football, student-athletes are restricted to helmet, shoulder pads and shorts during activity.
90.1 – 92.0	Maximum one (1) hour activity time. Five (5) separate four (4) minute rest breaks. No protective equipment permitted. No conditioning activities permitted.
Over 92.1	No outdoor activities.

The Oxbridge Academy Health and Wellness Clinic has selected a scientifically approved instrument that measures Wet Bulb Globe Temperature (WBGT) that is utilized at each practice to ensure that the written policy is being followed properly. The following are the guidelines for activity/practice modification that the medical staff of the Health and Wellness Clinic adhere to.

***\*\*Any decision that is made for activity modification is in the best interest of the student- athlete’s safety and well-being. The decision of the medical staff will be approved by the Director of Health and Wellness and will be followed by the coaching staff. \*\****

**GUIDELINES FOR HYDRATION AND REST BREAKS**

***The FHSAA has imposed the following guidelines for rest and hydration. The following will be followed at all times, regardless of climate conditions or activity modification that has been imposed due to extreme heat and humidity conditions.***

1. Rest time should involve both unlimited hydration intake and rest without any activity involved.
2. For sports utilizing helmets (football, lacrosse, baseball and softball) helmets should be removed during rest time.
3. For every 30 minutes of practice, there must be at least a minimum 5-minute rest and hydration break
4. The area defined for rest should be considered a “cooling zone” and out of direct sunlight. This area must include the immediate availability of cold-water immersion tubs or the equivalent. This area can also include ice sponges or towels, and other cooling alternatives to facilitate the cooling process.
5. Coaches should promote a heat injury prevention philosophy by promoting unrestricted access to water at all times without consequence.
6. A student should never be denied access to water if they request it.



## Florida High School Athletic Association Policies

Oxbridge Academy is a full-member school of the Florida High School Athletic Association (FHSAA) and is required to control our interscholastic programs in accordance with the regulations of the Association. Listed below are a few regulations outlined by the FHSAA to provide a better understanding of the Association's rules for our coaches, parents and potential student-athletes. Please check the FHSAA website at [www.fhsaa.org](http://www.fhsaa.org) or contact the Director of Athletics if you have any questions or would like further explanation or clarification of the rules.

### POLICY 21 - Off-Season Conditioning

**21.1.1 Off-season.** "Off-season" means the period of time during the regular school year but outside the defined sport season for a specific sport.

**21.1.3 Conditioning.** Weight training is the use of free weights and stationary apparatus. Cardiovascular conditioning is distance and interval training. Plyometric is the use of pre-set conditioning programs. Conditioning IS NOT teaching sport specific skills and drills, and DOES NOT involve the use of sport specific equipment (i.e., starting blocks, hurdles, rebounders, ball machines, bats, balls, rackets, etc.).

**21.1.3.1 Exception:** "Arm Care Conditioning". Student-athletes wishing to try out for the sports of Baseball or Softball may participate in "Arm Care Conditioning" beginning on the first Monday of January. "Arm Care Conditioning" includes the use of a glove and a baseball/softball under the supervision of a coach. To ensure the safety of all participants, "Arm Care Conditioning" applies to all players including bullpens

**21.3** Off-season conditioning programs conducted by a school shall file with the school the "FHSAA Consent and Release of Liability Certificate" and the "FHSAA Pre-participation Physical Evaluation" form.

**21.4** Participation shall be voluntary and shall not be required, either directly or indirectly, for membership on an interscholastic team.

**21.5** Supervision by school personnel is required.

### POLICY 22 – Non-School Team and/or Off-Season Participation

**22.1.3 Coach.** "Coach" means any person, regardless of whether he/she is employed by the school or volunteer, who instructs, supervises, or otherwise manages student-athletes in conjunction with a practice, tryout, drill, workout, evaluation or competitive activity.

**22.1.4 "Involved in Any Respect."** "Involved in any respect" means engaged in anything to do with a non-school team, including but not limited to coaching, scheduling, transporting, officiating and the hiring of officials, training, taping, managing team expenses, purchasing of uniforms and equipment, etc.

**22.2** During the off-season, a coach shall not have contact with students outside the normal teacher-student classroom environment **except to:**

**22.2.1** make arrangements for and assist in the conduct of physical examinations; or

**22.2.2** explain eligibility regulations; or

**22.2.3** solve insurance problems; or

**22.2.4** review films; or

**22.2.5** conduct off-season conditioning as defined in the "Off-Season Conditioning Guidelines" as per Policy 21.

**22.3** A coach, prospective coach of any member school or any individual involved in any respect may not be involved with a non-school team in a sport unless the non-school team is affiliated with an outside agency promoting athletic participation opportunities

**22.3.2** Participation must include competition in the published scheduled events of the outside



agency.

- 22.3.3** Student athletes and coaches, where applicable, are not permitted to wear any portion of a school's athletic uniform.
- 22.3.4** All fees or assessments collected or paid for participation must be made to or from the outside agency.
- 22.3.5** Participation shall be voluntary and shall not be required, either directly or indirectly, for membership on an interscholastic team.
- 22.3.6** Member schools may make their gymnasiums and other athletic facilities available to outside groups or organizations provided a fully executed usage agreement is provided and available upon request.

## **POLICY 23 – Open Facilities Program**

**23.1** During the school year, member schools may open their gymnasiums and other athletic facilities only to their students without being in violation of FHSAA Bylaws under the following guidelines:

- 23.1.1** The facility must be open to all students who are bona fide students in that school. Opening facilities to a select group of students to practice individual skills for a specific sport is a violation of this policy.
- 23.1.4** Supervision by school personnel is required. School personnel, including faculty and non-faculty coaches in attendance, however, shall not provide coaching or instruction in the skills and techniques in any sport. Their presence may be in a supervisory capacity only.
- 23.1.5** Participation shall be voluntary and shall not be required, either directly or indirectly, for membership on an interscholastic team.
- 23.1.6** No sport-specific tasks or drills shall be taught or assigned to students to perform during open facility activities.
- 23.1.7** Open facility activities in a specific sport (with the exception of the fall sports) shall be concluded a minimum of two weeks prior to the first permissible date of interscholastic practice in that sport.

## **POLICY 36 – ATHLETIC RECRUITING**

**36.1.1 Athletic Recruiting Forbidden.** Athletic recruiting is a gross violation of the spirit and philosophy of educational athletics. Athletic recruiting is unethical and unsporting conduct and is forbidden by FHSAA Bylaws (FHSAA Bylaw 6.3).

**36.1.2 Scope of School's Responsibility.** A school's responsibility for the conduct of its interscholastic athletic program includes responsibility for:

- 36.1.2.1** The acts of any employee or athletic department staff member.
- 36.1.2.2** The acts of third parties, such as an independent person, business or organization, that is a representative of the school's athletic interests when a member of the school's administration or athletic department staff knows or should know that the person, business or organization is promoting the school's interscholastic athletic program.
- 36.1.2.3** The acts of any other third parties, such as an independent person, business or organization, acting at the request, direction, or otherwise on behalf of any employee or representative of the school's athletic interests.
- 36.1.2.4** The acts of any other third parties, such as an independent person, business or organization, acting on behalf of any student athlete.



**36.1.4 Academic Recruitment Permissible.** A school may conduct an academic recruitment program that is designed to attract students to the school based upon its total educational and extracurricular (athletic and activities) program. A school must not use an academic recruitment program as a disguise for athletic recruiting.

**36.1.5 Financial Assistance Permissible.** Private schools, as well as developmental research schools operated by state universities, may administer school-based financial assistance programs for students who attend those schools. Financial assistance must be totally unrelated to a student's athletic interest, potential or performance. Financial assistance based even partially on a student's athletic interest, potential or performance is not permitted.

**36.1.6 Impermissible Benefit.** Student-athletes must not receive impermissible benefits, which are benefits that are not given or generally given to all other students in the school.

**36.2.1 Athletic Recruiting.** "Athletic recruiting" is any effort by a school employee, athletic department staff member or representative of a school's athletic interests to pressure, urge or entice a student to attend that school for the purpose of participating in interscholastic athletics.

**36.2.1.1 Representative of a School's Athletic Interests.** "Representative of a school's athletic interests" refers to any independent person, business or organization that participates in, assists with and/or promotes that school's interscholastic athletic program. This includes:

- A student-athlete or other student participant in the athletic program at that school;
- The parents, guardians or other family members of a student-athlete or other student participant in the athletic program at that school;
- Immediate relatives of a coach or other member of the athletic department staff at that school;
- A volunteer with that school's athletic program;
- A member of an athletic booster organization of that school;
- A person, business or organization that makes financial or in-kind contributions to the athletic department or that is otherwise involved in promoting the school's interscholastic athletic program.

**36.2.2 Improper Contact.** "Improper contact" is contact, either directly or indirectly, whether in person or through written or electronic communication, by a school employee, athletic department staff member, representative of the school's athletic interests or third parties, such as an independent person, business or organization, with a student or any member of the student's family, in an effort to pressure, urge or entice the student to attend a different school for the purpose of participating in interscholastic athletics. See Policy 37.

**36.2.3 Impermissible Benefit.** An "impermissible benefit" is any arrangement, assistance or benefit that is not offered or generally made available to all students and/or their families who apply to or attend a school, or that otherwise is prohibited by FHSAA rules. Receipt of a benefit by a student-athlete or his/her family is not a violation of FHSAA rules if it is demonstrated that the same benefit is generally available to the school's students or family members and is not based in any way on athletic interest, potential or performance. See Policy 37.



**36.2.4 Financial Assistance.** “Financial assistance” is funds from various sources that are administered and provided by a school to students to pay or assist in paying costs directly related to their education at the school. See Policy 38.

**36.3.1 References to Athletic Program.** Any presentation conducted as part of a school’s academic recruitment program must promote the school’s overall educational and extracurricular programs. Any mention of the school’s interscholastic athletics program must be limited to a listing of the interscholastic sports sponsored by the school and to a description of the school’s athletic facilities. It is understood that the presentations and activities of all persons involved in the school’s academic recruitment program must avoid any references to the school’s athletic program that might pressure, urge or entice a student to attend that school for purposes of athletic participation. All such presentations and activities must be in keeping with the general spirit of the rules prohibiting athletic recruiting.

**36.3.2 Open Houses.** A school may conduct an open house for prospective students and members of their families. Information distributed and presentations made during the open house, as well as advertisements for the open house, must limit references to the school’s athletic program to a listing of the interscholastic sports sponsored by the school and to a description of the school’s athletic facilities. No information can be distributed, or any statement made that in any way implies that the school’s interscholastic athletic program is better than any other school’s interscholastic athletic program, or that a student would be better served by participating in interscholastic athletics at that school as opposed to any other school.





## **POLICY 37 – IMPROPER CONDUCT AND IMPERMISSABLE BENEFITS**

**37.1.1 General Regulation.** No school employee, athletic department staff member, representative of the school's athletic interests or third parties, such as an independent person, business or organization, may make contact, either in person or through any form of written or electronic communication or through any third party, with a student, or any member of the student's family, in an effort to pressure, urge or entice the student to attend a different school for the purpose of participating in interscholastic athletics.

**37.1.2 Specific Prohibitions.** Specifically prohibited contact by school employees, athletic department staff members, representatives of the school's athletic interests or third parties with a student includes, but is not limited to, the following:

- 37.1.2.1** Sending, or arranging for anyone else to send, any form of written or electronic communication to the student or any member of his/her family, in an attempt to pressure, urge or entice the student to attend a different school to participate in interscholastic athletics.
- 37.1.2.2** Visiting or entertaining the student or any member of his/her family in an attempt to pressure, urge or entice the student to attend a different school to participate in interscholastic athletics.
- 37.1.2.3** Making a presentation or distributing any form of advertisement, commercial or material that promotes primarily or exclusively a school's athletic program or implies a school's athletic program is better than the athletic program of any other school or suggests that the student's athletic career would be better served by attending a different school.
- 37.1.2.4** Answering an inquiry by the student or any member of his/her family about athletic participation opportunities at a school with any response that pressures, urges or entices the student to attend a different school. The student or family member instead should be immediately referred to the school employee responsible for registrations or admissions.
- 37.1.2.5** Providing transportation to the student or any member of his/her family to visit a school, to take an entrance examination for a school, to participate in an athletic tryout at a school, or to meet with a school employee, athletic department staff member, other representative of the school's athletic interests or third parties, as part of an effort to pressure, urge or facilitate the student's attendance at a different school to participate in interscholastic athletics.
- 37.1.2.6** Attending an elementary school, a junior high school, a middle school or a non-school athletic contest to identify prospective student-athletes who might be recruited to attend a school.
- 37.1.2.7** Suggesting or going along with any effort by any person, whether a school employee, other representative of the school's athletic interests or any other person, such as an alumnus of a school, a coach or other person affiliated with a non-school athletic program (e.g. AAU team, club team, travel team, recreation league team, etc.), a coach of or recruiter for a collegiate athletic team, a scout for a professional team or other third parties, to pressure, urge or entice the student to attend a school to participate in





interscholastic athletics, or to direct or place the student at the school for the purpose of participating in interscholastic athletics.

- 37.1.2.8** Making or arranging any other contact with the student or any member of his/her family in an attempt to pressure, urge or entice the student to attend a school to participate in interscholastic athletics.

**37.1.3 Contact Initiated by Prospective Student.** When a school employee, athletic department staff member or representative of a school's athletic interests is contacted by a student who does not attend that school and/or any other member of his/ her family, about the school's interscholastic athletic program or attending the school, the school employee, athletic department staff member or representative of the school's athletic interests must immediately refer the student and/or his/her family member to the appropriate school personnel who have the responsibility of registering and admitting prospective students. Only during the summer period, as defined in Policy 20, and once the student has registered, been accepted and no longer attends the previous school may the student have contact with athletic department staff members or representatives of a school's athletic interests.

**37.1.4 Casual Contact with Students in Normal Community Settings.** It is not considered a violation of this policy for an employee, athletic department staff member or representative of the athletic interests of a high school to have casual contact with a student who does not attend that school or any member of the student's family in a normal community setting. At no time during such contact, however, may the employee, athletic department staff member or representative of the athletic interests of the high school pressure, urge or entice the student to attend a high school for the purpose of participating in interscholastic athletics.

**37.2.1 Impermissible Benefit.** No school employee, athletic department staff member, representative of the school's athletic interests or third parties, such as an independent person, business or organization, may be involved, directly or indirectly, in giving an impermissible benefit to any student or any member of his/her family for the purpose of participating in interscholastic athletics, or to any student-athlete who already attends a school.

**37.2.2 Specific Prohibitions.** Specifically prohibited arrangements, assistance or benefits include, but are not limited to, the following:

- 37.2.2.1** School-based financial assistance of any kind that exceeds the amount for which a student has been approved by an independent financial needs assessment company that is recognized by the FHSAA or otherwise is in excess of any supplemental assistance provided by a school to each and every student who qualifies for financial assistance.
- 37.2.2.2** Cash or like items, such as credit cards, debit cards, gift cards, gift certificates, coupons or vouchers.
- 37.2.2.3** Gift of clothing, equipment, merchandise or other tangible items.
- 37.2.2.4** Loans or assistance in securing a loan of any kind.
- 37.2.2.5** Payment for any work or service that is not performed or that is in excess of the amount normally paid for such work or service.
- 37.2.2.6** Free or reduced-cost transportation.
- 37.2.2.7** Living on a full- or part-time basis, regardless of whether rent is paid, with any school employee, athletic department staff member, representative of the school's athletic interests, unless legal guardianship appointed by a court of competent jurisdiction has been obtained.
- 37.2.2.8** Free or reduced-cost rent for housing, vehicles or other items.
- 37.2.2.9** Full or partial payment of moving expenses or assistance of any kind with an actual physical move.



- 37.2.2.10** Employment or assistance in securing employment or contractual arrangement of any kind for which compensation may be paid.
- 37.2.2.11** Free or reduced costs to attend a sport or skills camp.
- 37.2.2.12** Any other form of arrangement, assistance, discount or benefit that is not generally available to other students in the school or their families or that is based in any way on athletic ability.



### Acknowledgement by Coach

I, \_\_\_\_\_, have read the Oxbridge Academy Athletic Policies and Procedures Handbook. I acknowledge that I am aware of and understand all policies and guidelines related to my employment as an athletic coach at Oxbridge Academy.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

\_\_\_\_\_ List Sport(s) Assignment



### Acknowledgement by Student-Athlete

I, \_\_\_\_\_ (student printed name) have read the Oxbridge Academy Athletic Policies and Procedures Handbook. I acknowledge that I am aware of and understand all policies and guidelines related to my participation in athletics at Oxbridge Academy.

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Parent/Guardian Printed Name

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Date