STATEMENT OF PURPOSE

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

The interscholastic athletic program at Oxbridge strongly encourages the participation of all students. By participating athletically, students learn to work efficiently in groups, develop time management skills, and bolster 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 policy manual for student-athletes and parents/guardians to establish protocols and procedures to accomplish this goal.

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 student-athletes. Components of sportsmanship are equally stressed: integrity, responsibility, and teamwork.

RULES

Oxbridge Academy has established a number of necessary rules to give student-athletes 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 student-athletes are responsible for following these 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 student-athletes are likely to be involved.

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 Oxbridge Academy students 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*

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
<th>YEAR-ROUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheerleading</td>
<td>Cross Country</td>
<td>Girls Flag Football</td>
<td>Baseball</td>
</tr>
<tr>
<td>Football</td>
<td>Golf</td>
<td>Lacrosse</td>
<td>Girls Volleyball</td>
</tr>
<tr>
<td>Soccer</td>
<td>Girls Swimming</td>
<td>Softball</td>
<td>Swimming</td>
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<tr>
<td>Girls Volleyball</td>
<td></td>
<td>Tennis</td>
<td>Cheerleading</td>
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<td></td>
<td></td>
<td>Track &amp; Field</td>
<td>Girls Football</td>
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</tbody>
</table>

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

SCHOOL ATTENDANCE

Student-athletes involved in extra-curricular activities must attend school for a minimum of a half-day in order to participate in their extra-curricular activities after school. Student-athletes 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

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

Note: Coaches have the right to recommend to the Director of Athletics the dismissal of participants from the team 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 Florida High School Athletic Association (FHSAA), the student-athlete is responsible for paying the fine.
ATHLETIC DISCIPLINARY PROCEDURE

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, the coach will meet with the parents or guardians of the player(s) and the Director of Athletics to discuss the issues, review what has been done, and determine 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
Parents play an essential role in a child’s athletic experience. Please monitor the number of extracurricular activities your child/children participate in so they can remain fully committed to each activity while still balancing the requirements of their academic curriculum. Parents must adhere to the following:

1. Practice good sportsmanship and respect other fans.
2. Respect the decision of the athletic administration, officials, coaches, and Health & Wellness Clinic staff.
3. Do not attend or be on campus for closed tryouts.
4. Avoid putting your child in a difficult position by criticizing coaches, teammates, or the program in their presence.
5. Don’t talk to coaches on game day about a complaint. Make an appointment at a convenient time for both parties.
6. 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.
7. Be supportive of your child and of the program.

ISSUES OF CONCERN
In any discussion with a coach, whether in person, via text, or in an email, parents should communicate calmly and politely. The following topics are appropriate to discuss with a coach:

1. Ways to help their child improve
2. Concerns about their child’s behavior
3. Sanctions incurred by their child
4. Scheduling
5. College Participation
6. Coaches’ expectations and treatment of their child and the team

Parents should NOT discuss:
• Placement on a team
• Playing time
• Strategies used by the coach during contests
• Other student-athletes, unless they have a concern regarding how another student-athlete is interacting with their child.

We understand it is difficult when your child is not playing as much as you hoped. Like a professional coach, Oxbridge coaches make decisions based on the best interest of the entire team.

COACH OR PROGRAM COMPLAINTS
It is imperative that parents respect 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.
• Please refrain from any aggressive communication or negative conversations, this is also detrimental to reaching a positive resolution.

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 DEPT. RULES & PROCEDURES

ACADEMIC ELIGIBILITY
To participate on athletic teams, a student-athlete must maintain academic eligibility. Please refer to the Oxbridge Academy Student Handbook for academic eligibility guidelines. All Oxbridge student-athletes must also be in compliance with FHSAA eligibility rules. FHSAA rules and policies are published annually and can be found at 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 might 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 & Wellness Clinic prior to participating on 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 & 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 nfhslrn.com. Student-athletes are not required to turn in the certificates of completion for each course because they are attesting on the FHSAA EL3 that they watched it. Students who have ever attended a secondary school other than Oxbridge Academy will also need the FHSAA GA4 (Affidavit of Compliance with the Policies on Athletic Recruiting & Non-Traditional Student Participation).

Every student-athlete and coach must read and sign the Athletics Policies and Procedures Handbook and return the acknowledgement form to their Head Coach/Coordinator of Athletics before the first official day of tryouts/practice. Forms and waivers can be found on our website: 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 times and lengths. Coaches 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 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 needed 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 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 student-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. 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 & 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 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, students’ 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 projects an image of team unity, and represents the total impression that Oxbridge Academy 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, they 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 a degree of modesty is expected, and clothing shall not be excessively revealing or worn inappropriately. Tank tops are permitted during practice if they are Oxbridge Team issued or bought through the Wolf Den or the BSN online store. Tank tops are not permitted in the weight room at any time.

In accordance with FHSAA sportsmanship bylaw, students are expected to refrain from the use of physical violence, profanity, vulgar language, racial, ethnic and gender slurs, or 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 could 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 Oxbridge campus 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.

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.
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.

MULTI-SPORT ATHLETES

It is highly recommended that all items including wallets, purses, jewelry, electronic devices, etc. are always secured in each student’s assigned locker. 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 & 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.

LOCKER ROOMS

It is highly recommended that all items including wallets, purses, jewelry, electronic devices, etc. are always secured in each student’s assigned locker. 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 & 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.

MUSIC POLICY

All music used for Oxbridge Academy games, practices, or events must be played using Neptune GameTime and needs to be approved by the Director of Athletics.

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.

The THOR GUARD warning procedure is as follows:

1. When thunder is detected 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. When the storm ends, three short blasts emit from horns and the yellow strobe light ceases.
5. Outdoor activities may resume.

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 3:30 p.m.

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 coaches are permitted 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.
• 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 all schedule changes or the number of meals that are needed. 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, 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 regarding 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.
To maintain good sportsmanship, 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-ATHLETE DISCIPLINE
A student-athlete is expected to be an example of good behavior in all aspects of life, both on and off campus. If a student-athlete is suspended from school pending an investigation by the dean of students’ office, they are not permitted to participate in athletics. A student-athlete who has been referred to the SPRC because of a behavioral incident might lose the privilege of athletic participation.

Students on behavioral probation can 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 sport’s season. If a student is on academic warning or probation, they must be passing all classes to be excused from that class period to attend or participate in an athletic activity.

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, Health & Wellness volunteers and sideline help. Any student that volunteers will receive community service hours. Students who 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 submitted to the Athletic Department. The Director of Athletics has final approval of all student volunteers.

TEAM APPAREL
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 use” items, must be returned to the Equipment Manager at the conclusion of the sports season. Failure to return team apparel could cause the student’s account to be billed for replacement value, negate a student’s opportunity to participate on future teams, or necessitate a hold on the release of the student’s transcript.

Student-athletes are ultimately responsible for all equipment and uniforms issued 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 who will have access to uniform and team apparel. Team uniforms and equipment will NOT be sold to student-athletes. Each team will have the opportunity to purchase apparel through a team shop.

TEAM CAPTAINS
The Head Coach has the authority to decide whether a team captain(s) is selected by team members or appointed by a coach. 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 could lose the ability to serve as captain or to be appointed or elected to 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 a parent/guardian to the Head Coach and the Director of Athletics. Students may drive to and from a contest on their own only if that parent has provided written permission to the Head Coach and the Director of Athletics.
2. A parent may drive a group of students to a practice or contest only if that parent has provided written permission to the Head Coach and the Director of Athletics on a yearly basis.
3. A parent may drive a group of students to a practice or contest only if that parent has provided written permission to the Head Coach and the Director of Athletics.
4. A parent may drive a group of students to a practice or contest only if that parent has provided written permission to the Head Coach and the Director of Athletics.

VARSITY LETTER CRITERIA
Varsity letters continue to be the standard for individual student-athlete success for the 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.

THE ROLE OF THE HEAD COACH

OXBRIDGE COACHES MUST:

- Clearly communicate expectations and enforce consistent consequences for violations of school rules and regulations.
- Ensure 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 academic, athletic, and extracurricular programs of Oxbridge Academy, directing their program in harmony with the total school program.
- Establish and maintain 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 college, university, or other post-secondary educational institution.
• Know and understand all 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 regarding 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 nfhslearn.com:

- Concussion in Sports
- Heat Illness Prevention
- Sudden Cardiac Arrest
- Policy 56 Recruiting Course
- Fundamentals of Coaching*

*This class is only required for first-year Oxbridge coaches and Oxbridge will reimburse the cost of this class upon completion of this course.

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

**FIRST AID/CPR**

It is mandatory that every head and assistant coach have current First Aid/CPR/AED training. A copy of the coach’s current First Aid/CPR/AED card must be submitted to an Assistant Director of Athletics. Oxbridge offers a First Aid/CPR/AED course at no cost to employees. If you are unable to attend the course as scheduled and offered by Oxbridge Academy, you will be responsible for completing a CPR certification course without reimbursement.

**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 & 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**

Electronic submission of an initial roster of your team to the Athletics Department 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 Athletics Department, Equipment Manager, and the Director of Health & Wellness. 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.

**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 regarding 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:

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 by 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 & Wellness Clinic, Strength & Conditioning Coach, and/or the Director of Athletics as appropriate. Coaches need to request ALL facility use, including classrooms, whether in-season or out of season, through the Athletic Department. Sports that are in season have first priority in the use of facilities. Coaches are required to review and confirm the weekly schedule in a timely manner. Any changes to schedules should be communicated with the athletic department immediately. Unless formally approved by the Director of Athletics all athletic equipment and facilities are for the exclusive use of Oxbridge Academy students and staff. 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 should not be worn.

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 projects an image of team unity, and is reflective of Oxbridge to 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-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 PROGRAMS
Coaches planning to have teams participate during the summer months need to be fully aware of FHSSAA 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 RECORDKEEPING
It is the responsibility of each Head Coach to compile game statistics and scores, and distribute via email to the media, Director of Athletics, and the Assistant Director of Athletics at the conclusion of all contests. Scores must be reported for all levels, for all teams. Game day and weekly statistics must be accurately kept, compiled, and reported throughout the season. It is the responsibility of the Head Coach to maintain accurate statistics on MaxPreps.

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 & WELLNESS CLINIC
Oxbridge Academy’s Health & Wellness Clinic is responsible for the healthcare of all students and employees. Headed by the Health & Wellness Director, our medical staff is comprised of physical therapists, athletic trainers, and student volunteers.

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

Physical therapists examine each individual and develop a plan using treatment techniques 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 or concern regarding the specific sport/activity they are participating in. They must be licensed to practice in the state of Florida and follow all Florida statutes. In Florida, physical therapists may treat patients for 30 days without a physician referral.

ATHLETIC TRAINERS
An athletic trainer is a health-care professional who collaborates with physicians and physical therapists to provide preventative services, emergency care, and clinical assessments for injuries occurring during athletic practices or contests. They also provide 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 & Wellness Clinic prior to participation on 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 & 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 nfhslearn.com. Students who have ever attended a secondary school other than Oxbridge Academy will also need the FHSAA GAA (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: www.oapb.org/athletics/forms-waivers.

MEDICAL COVERAGE FOR PRACTICES/GAMES
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. The football team and boys’ lacrosse team will always have an athletic trainer present at all practices and all games.

The remainder of the sports will have medical coverage in the following order:
1. Home Games
2. Home Practices
3. Away Games
4. 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 & 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 & Wellness Clinic via cell phone if there is an injury. The coach will be instructed on how to proceed. 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 Health & Wellness Clinic staff. Please remember to complete an incident report for any student-athlete who sustains an injury when there is not a member of the Health & Wellness Clinic staff present. Again, if there is a medical emergency please call 9-1-1 and then contact the Director of Health & 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 & Wellness Clinic in an effort to provide a consistent management approach to any student that suffers a concussion.

The policy was also written in accordance with 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 4th 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 in nature. By managing concussions individually, and considering the student’s medical history, it allows all medical professionals involved to ensure each student-athlete’s safety.

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 manage ment, 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 & Wellness Clinic.

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 & Wellness Clinic and consists of concussion tests, including, but not limited to, SCAT 3 and Dual-Task Timed Tandem. The Health & 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 who is a non-athlete will also be required to complete the same return-to-learn and return-to-play protocols. Return-to-play will be modified to each student’s abilities.

II. ACUTE CONCUSSION MANAGEMENT
Any student who suffers from symptoms of a concussion will be immediately removed from participation in any physical activity, including team practices/contests, PE classes, dance, theater, 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 Health & Wellness Clinic medical staff. They 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 & Wellness.
6. The Director of Health & Wellness will notify the school psychologist and all teachers involved.
7. The Director of Health & 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 & 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 who has been diagnosed with a concussion must check in at the Health & 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

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 theater 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 & 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 six 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

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 & 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)

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 & Wellness Clinic for each athletic facility at Oxbridge Academy.

INJURIES THAT OCCUR WITH HEALTH & WELLNESS CLINIC STAFF PRESENT

The Health & 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 & Wellness Clinic staff present to determine if the student-athlete can continue with activity. The injured student-athlete will then visit the Health & 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 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 & Wellness Clinic Director to return to play. No matter the situation or circumstance, the decision of the Health & 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 & 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 & Wellness Clinic Director discharges the student-athlete from therapy.

INJURIES THAT OCCUR WITHOUT HEALTH & WELLNESS CLINIC STAFF PRESENT

In the event that a clinic staff member is not present when a non-medical emergency injury occurs, 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 a.m. the following day. Paper copies of incident report forms will be in each medical kit and are available in the Health & Wellness Clinic. The Head Coach must communicate with the Health & Wellness Clinic Director and the parent/guardian of the student-athlete as soon as possible when an injury or accident occurs. The Health & 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 NON-OXBRIDGE RELATED EVENTS

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 & Wellness immediately. The Director will contact the student and schedule an assessment/evaluation to determine the appropriate course of care.

ILLNESS

Student-athletes that have been absent from school due to COVID-19, pneumonia, influenza, and bronchitis may require a physician to provide written medical clearance to return to athletic activity. In addition, student-athletes will have to complete a modified return to play progression with the Health & Wellness Clinic staff before returning to full play. This progression will include the monitoring of heart rate, blood oxygen levels, and endurance/stamina to ensure a safe return to athletic activity. Student-athletes that have been diagnosed with mononucleosis (mono) will be required to present written medical clearance from a physician before returning to physical activity.
The Health & Wellness Clinic will monitor the heat index with any/all of the following instruments:

- Digital Meters or Psychrometers
- Heat Index
- Wet Bulb Globe Temperature (WBGT)
- Wet Bulb Globe Temperature (WBGT)

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

MEDICAL KIT
Head Coaches must obtain an approved medical kit from the Health & 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 & 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 & 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 (football, lacrosse, etc.) helmets should be removed during rest time.
- For every 30 minutes of practice, there must be at least a five-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 & Wellness Clinic will provide water for all student-athletes. The Health & 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 & Wellness Clinic. On game days, there will be Gatorade available for teams throughout the school day behind the Health & Wellness Clinic.

EXTREME HEAT AND HUMIDITY PRACTICE POLICY
Per the Florida High School Athletic 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.

DEFINITIONS
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) long 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-athlete’s 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 athlete’s availability to participate in a contest but does restrict the total number of 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. 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.
GUIDELINES FOR HYDRATION & 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/humidity conditions:

- Rest time should involve both unlimited hydration intake and rest without any activity involved.
- For sports utilizing helmets (football, lacrosse, baseball, and softball) helmets should be removed during rest time.
- For every 30 minutes of practice, there must be at least a 5-minute rest and hydration break.
- 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.
- Coaches should promote heat injury prevention by promoting unrestricted access to water at all times without consequence.
- A student should never be denied access to water if they request it.

GUIDELINES FOR HYDRATION & REST BREAKS

<table>
<thead>
<tr>
<th>WBGT READING</th>
<th>ACTIVITY &amp; REST BREAK GUIDELINES</th>
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<tbody>
<tr>
<td>&lt; 82.0</td>
<td>Normal Activities</td>
</tr>
<tr>
<td>82.1 - 87.0</td>
<td>Three separate four-minute rest breaks per hour of activity.</td>
</tr>
<tr>
<td>87.1 - 90.0</td>
<td>Maximum two hour activity time. Four separate four-minute rest breaks per hour of activity. For football, student-athletes are restricted to helmet, shoulder pads, and shorts during activity.</td>
</tr>
<tr>
<td>90.1 - 92.0</td>
<td>Maximum one hour activity time. Five separate four-minute rest breaks. No protective equipment permitted. No conditioning activities permitted.</td>
</tr>
<tr>
<td>92.1+</td>
<td>No Outdoor Activities</td>
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</table>

Decisions made for activity modification is in the best interest of student-athletes’ safety and well-being. The decision of the medical staff will be approved by the Director of Health & Wellness and will be followed by the coaching staff.

GUIDELINES FOR HYDRATION & 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/humidity conditions:

- Rest time should involve both unlimited hydration intake and rest without any activity involved.
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- Coaches should promote heat injury prevention by promoting unrestricted access to water at all times without consequence.
- A student should never be denied access to water if they request it.

FHSAA POLICIES
Oxbridge Academy is a full-member school of the Florida High School Athletic Association (FHSAA) and is required to control its 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 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: “Off-season” means the period of time during the regular school year but outside the defined sport season.
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, ropes, 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 bullpen.
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 not 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 OFF-SEASON PARTICIPATION
22.1.1: “Coach” means any person, regardless of whether they are employed by the school or volunteer, who instructs, supervises, or otherwise manages student-athletes in conjunction with a practice, tryout, drill, workout, evaluation or activity.
22.1.3: “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.
must not use an academic recruitment program as a disguise for athletic recruiting.

taxtract students to the school based upon its total educational and extracurricular (athletic and activities) program. A school
may conduct an academic recruitment program that is designed to

athletics. Athletic recruiting is unethical and unsporting conduct and is forbidden by FHSAA Bylaws (FHSAA Bylaw 6.3).

36.1.1: Athletic Recruiting Forbidden

The acts of any employee or athletic department staff member.

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.

36.1.3: 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.

36.1.4: 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.

36.1.5: Improper Contact

36.1.6: Financial assistance

36.2.1: “ Athletic recruiting” is any effort by a school employee, athletic department staff, 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” refers to any independent person, business, or organization that participates in, assists with and/or promotes that school's interscholastic athletic program. This includes:

36.3.1 Reference 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 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 the student to attend a different school for the purpose of participating in interscholastic athletics. See Policy 37.

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 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 un sporting 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.

36.1.3: 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.
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. Impemissible 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 impemissible 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:

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 Partial or full payment of moving expenses or assistance of any kind with an actual physical move.

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 normal price for that work or service.

37.2.2.6 Free or reduced-cost transportation.

37.2.2.7 Living on a full-time 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.
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.

COACH SIGNATURE

DATE SIGNED

SPORTS ASSIGNMENT

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 participation in athletics at Oxbridge Academy

STUDENT ATHLETE SIGNATURE

PARENT SIGNATURE

PARENT NAME (PRINTED)

DATE SIGNED