



Department of Athletics and Activities

Administrators and Coaches Manual

2023- 2024



August 1, 2023

Athletics Administrators and Coaches:

The information in the Coaches and Athletics Administrators Manual is for your use and should be used to benefit the student athletes in each of your programs. This information will serve as a resource for your program and assist you and your teams in being successful this school year. Please review the handbook and refer to it when necessary.

As a member of the Tulsa Public Schools Athletics Department, you are responsible for all policies, rules, and procedures as set forth by Tulsa Public Schools and the Oklahoma Secondary School Activities Association.

The district athletic team is here to serve you, your staff and your student athletes so do not hesitate to contact us when you need assistance.

Sincerely,

Mick Wilson

Executive Director of Secondary Schools Student Athletics and Activities

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TULSA PUBLIC SCHOOLS

Strategic Mission and Vision

Tulsa Public Schools is the Destination Excellence for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

The strategic vision and goals for the Department of Athletics and Physical Education are to assist the student athlete in realizing their goals both academically and athletically while providing a healthy physical environment for those who participate, attend, and support the various programs that are sponsored by the department.

The daily mission of the department is to enhance the strategic plan with full attention to “Equity, Character, Excellence, Team, and Joy.

OUR CORE VALUES

EQUITY CHARACTER EXCELLENCE TEAM JOY



Tulsa Public Schools

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3027 South New Haven
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Main Number 918-746-6453

Mick Wilson
Executive Director of Secondary Schools Athletics/Activities

Office: 918-746-6468

Cell: 918-218-3724

wilsomi2@tulsaschools.org

HS Football
Basketball
Baseball
Tournament of Champions
OSSAA Liaison

Krystel Markwardt
Deputy Director of Athletics/Compliance

Office: 918-746-6106

Cell: 918-693-0317

markwkr@tulsaschools.org

District Compliance
Softball
MS Football
Soccer
Golf
Student-Athlete Eligibility

Marlon Houston
Assistant Athletic Director

Office: 918-746-6196

Cell: 918-944-8000

houstma@tulsaschools.org

Wrestling
Volleyball
Tennis
Cheer and Pom
District Physical Education
Bike Club

Steve Friebus
Director of Sports Medicine

Office: 918-746-6452

Cell: 918-521-6339

friebst@tulsaschools.org

Cross Country
Track/Field
AED's & Physicals
Swimming
MS Football Equipment
Rank One Administrator

Lisa Norman
Athletics Administrative Specialist

Office: 918-746-6453

normali@tulsaschools.org

Budget Management
Purchase Order Supervisor
Board of Control
Transportation

High School Athletics Directors

BTW	John Potocnik	918-698-5252	potocjo@tulaschools.org
Central	Nate Goodman	918-804-1777	goodmna@tulaschools.org
East Central	Ricky Bruner	918-853-2448	
Edison	Raymond Shipps	918-808-3247	shippsra@tulaschools.org
Hale	William Coleman	918-805-1119	
McLain	Jamar Louie	918-841-4788	louieja@tulaschools.org
Memorial	Mark Dover	918-282-0897	doverma@tulaschools.org
Rogers	Scott Childers	918-695-3063	childsc@tulaschools.org
Webster	Kirk Baker	918-344-1853	bakerki@tulaschools.org

Middle School Athletic Directors

Carver Middle School	Kevin Williams	918-282-1461	Willike2@tulaschools.org
Central MS	Charles Cobbins	918-914-9559	cobbich@tulaschools.org
East Central MS	Larry Owens		
Edison MS	Lauren Merrill	918-407-4527	Merrila1@tulaschools.org
Hale MS	Robbin Vann	918-384-8049	Vannro1@tulaschools.org
Memorial MS	Bobby Allison	918-809-3511	allisro@tulaschools.org
Monroe Demonstration	Jennifer Johnson	918-633-1843	Johnsje@tulaschools.org
Rogers MS	Raymond Shipps Jr.	918-269-5512	Shippra2@tulaschools.org
Thoreau Demonstration	Thad Carthel	918-815-5892	carthth@tulaschools.org
Webster MS	Glenn Henry	918-808-2259	Henrygl@tulaschools.org

District Athletic Training Staff

Steve Frieus	Sports Medicine Director	918-521-6339	Friebst@tulaschools.org
Michael Goedecke	Athletic Trainer	918-261-7424	Goedemi1@tulaschools.org
Willie Hughes	Athletic Trainer	918-510-1695	Hughewi@tulaschools.org
Terrell Jimoh	Athletic Trainer	405-589-9207	Jimohte@tulaschools.org
Herb Rhea	Athletic Trainer	918-798-8920	Rheahe@tulaschools.org

Officials Supervisors

Baseball Officials:

Terry Kimmel Jr.
918-698-0194
terry.kimmel@tulsaumpires.com

Basketball Officials:

Linda Drink
918-629-0547
Officialsofoklahoma@gmail.com

Football Officials MS/HS:

Harold Alspaugh
918-224-4495 / 918-630-0976
hapsco3@cox.net

Soccer Officials:

Rick McDowell
918-760-7739
Rick.mcdowell@cox.net

Reza Namavar
918-630-6577
rezanamavar@aol.com

Softball Officials:

Raymond Shipps
918-808-3247
shippra@tulsaschools.org

Volleyball Officials:

Linda Drink
918-629-0547
Officialsofoklahoma@gmail.com

Wrestling:

John Villareal
918-289-9896
Jfv@catalanrecruiting.com

Concessions Vendors 2023-2024

Williams Stadium at Booker T Washington HS

BTW Football Booster Club

Thomas Williams

918-698-9459

potocjo@tulsaschools.org

East Side Sports Complex at East Central HS

East Side Booster Club

Sandy Whitham

918-770-1958

swhitman@cox.net

Driver Stadium at McLain HS

McLain Athletics

Jamar Louie

918-841-4788

louieja@tulsaschools.org

LaFortune Stadium at Memorial HS

Edison Track Booster Club

Merle Ashley

918-289-3546

ashleme@tulsaschools.org

Milton Stadium at Webster HS

Webster PTSA

Alyssa Scott

918-863-9956

alyrens@yahoo.com

Will Rogers Stadium at Will Rogers HS

Will Rogers All-Sports Boosters

Hannah Cosar

918-607-8249

Cosarclan4@yahoo.com

Carver Stadium at Carver MS

Men of Power

Elton Sykes

773-414-5471

sykesel@tulsaschools.org

2023-2024
Athletics Directors Meeting Schedule

Date	Meeting Group	Location	Time
Tuesday, August 1, 2023	HS and MS Athletics Director	ESC Conf. Rm 113	8:30 AM
Tuesday, September 5, 2023	HS and MS Athletics Director	ESC Conf. Rm 113	8:30 AM
Tuesday, October 3, 2023	HS and MS Athletics Director	ESC Conf. Rm 113	8:30 AM
Tuesday, November 7, 2023	HS and MS Athletics Director	ESC Conf. Rm 113	8:30 AM
Tuesday, December 5, 2023	HS and MS Athletics Director	ESC Conf. Rm 113	8:30 AM
Tuesday, January 9, 2024	HS and MS Athletics Director	ESC Conf. Rm 113	8:30 AM
Tuesday, February 6, 2024	HS and MS Athletics Director	ESC Conf. Rm 113	8:30 AM
Tuesday, March 5, 2024	HS and MS Athletics Director	ESC Conf. Rm 113	8:30 AM
Tuesday, April 2, 2024	HS and MS Athletics Director	ESC Conf. Rm 113	8:30 AM
Tuesday, May 7, 2024	HS and MS Athletics Director	ESC Conf. Rm 113	8:30 AM

Personnel & Program Administration

Expectations of Coaches and Athletics Administrators

Tulsa Public Schools are committed to an athletic program that is competitive, but also one that actively promotes good sportsmanship and fair play. Coaches and AD's bear the greatest burden of responsibility for sportsmanship. A coach's influence upon the attitudes and behaviors of the players, the student body and the fans is unequalled. It is essential that coaches subscribe to the values of sportsmanship and teach its principles through words and actions. The National Federation of High Schools (NFHS), the governing body of high school athletics places GOOD SPORTSMANSHIP as the number one priority for high school sports. Good sportsmanship is a number one priority for Tulsa Public Schools as well.

Responsibilities to Promote Sportsmanship:

- Always maintain self-control. Set a good example for participants and fans to follow, Exemplifies moral and ethical behavior.
- Teach good sportsmanship and establish high standards for athletes, parents, and fans.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.
- Always show respect for the opponent. Opponents should be treated as guests before, during and after the contest.
- It is expected that all players and coaches shake hands with the opposing team after each athletic contest.
- Know, understand, and appreciate the rules of the game.
- Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- Display modesty in victory and graciousness in defeat when dealing with the media and the public.
- Make sportsmanship a #1 priority in your program.

Job Descriptions for Athletic Director – High School

The Site Director of Athletics is responsible to the Building Principal and the Executive Director of Secondary Schools Athletics & Activities

The Director will:

- A. Supervise the organization and administration of the Athletics program.
- B. Advise the Principal and District Director, on a regular basis, of the fiscal operations and activities of the Athletics Department.
- C. Act as chief administrative officer of the Athletic Department. The Director may delegate specific responsibilities to ensure the efficient and productive operation of the department.
- D. Have direct working knowledge of the rules and regulations governing the operation of the Interscholastic Athletics Program and the rules and regulations of the OSSAA, the Conference, and the Tulsa Public Schools as applicable to the boy's and girl's programs.
- E. Supervise compliance of all staff members with the rules and regulations governing the operation of the Athletics Program.
- F. Plan, develop, and recommend to the Principal and District Director for consideration, those specific policies, procedures, programs, and methods designated to implement the general athletics philosophy and policies of the school.
- G. Communicate rules and regulations to the staff in a timely manner.
- H. Develop programs which will ensure meaningful, enriching and rewarding experiences for all who participate and/or are involved in the program.
- I. Plan and coordinate the fund-raising activities of the Athletics Department.
- J. Serve as well informed and aggressive representative to the District Council of Athletic Directors.
- K. Maintain open communicative channels with the schools, athletics directors of other schools, students, news media, and staff.
- L. Present a monthly report of the athletic activities to the principal and district Director of Athletics.
- M. Cultivate athletic boosters and potential donors.
- N. Supervise maintenance of accurate records of all donations to the athletic program and appropriate acknowledgment of gifts.
- O. Establish and administer benefits program for athletic boosters.
- P. Develop short and long-range plans for all athletic facilities.

ADDITIONAL AREAS OF RESPONSIBILITY - DIRECTOR OF ATHLETICS

Transportation

- 1. Review transportation needs for all personnel.
- 2. Responsible for athletic personnel adhering to transportation rules and regulations.
- 3. Work in conjunction with the Transportation Department in matters concerning school vehicles.

Schedules

1. Approve all sport schedules turned in by each coach for the coming school year. Approval shall be governed by the following criteria: each sports transportation allocation, availability of facilities, Athletics Department sport seasons, and availability of competition to meet the department standards, district and OSSAA rules and regulations.
2. Maintain a master calendar of all athletic sport schedules and other related events such as OSSAA events held in the athletic facilities.
3. Report sports schedules and receive date approval of all home events to the campus master schedule. Require Facility Use Forms are filled out for every activity in campus athletics facilities.
4. Present all sport schedules for the coming school year in a spring meeting scheduled with the principal for his approval.
5. Forward those schedules to the district athletics office before the fall semester.

Compliance

1. Adhere to OSSAA eligibility regulations. Be responsible for all necessary reports and forms required by OSSAA and the district office. Have a direct working knowledge of and implement OSSAA and TPS rules and regulations.
2. Organize and assume responsibility for the men's and women's athletic programs with communication with the principal and the district athletics office.
3. Make appropriate personnel recommendations to the Principal and the District Director of Athletics concerning coaches and programs.
4. Contract officials for games, contests, or meets through the Supervisor of Officials for each sport.
5. Produce contest and event contracts.
6. Review monthly financial reports.
7. Be responsible for budget recommendations.
8. Assist the Principal with boosters and program public relations.
9. Hire and supervise ticket takers and sellers. Fill out the appropriate payroll forms for all contests.
10. Responsible for camp contracts.

Budget Administration

1. Supervise all expenditures and income for the Athletic Department and keep up to date with accounts.
2. Responsible for the approval of all expenditures of the athletic personnel.
3. Supervise purchase all athletic equipment and supplies and recommend items to be bid to the district office.
4. Receive and account for shipments of new equipment and be responsible for insuring delivery of equipment to the proper person.
5. Process bills/invoices on all expenditures the same month the debt occurs.
6. Monitor out of district travel. Task performance includes sending processed absence reports to proper offices prior to trip and processing receipts and expenditures immediately after trip is completed. Check cost data on meals, lodging and transportation.
7. Encumber all approved expenditures immediately.
8. Govern purchase procedures set forth by the Athletic Department.
9. Work closely with the School Treasurer.
10. Assist the Treasurer in counting, depositing and recording receipts of all income.
11. Work with the District Athletics Office in promotion of athletics district wide.
12. Work as consultant on income and expenditures matters.
13. Assist Coaches with budget recommendations for the coming year(s).
14. Coordinate transportation, hotel/motel, and meal needs for all sports.

Job Description Athletic Director – Middle School

The Site Director of Athletics is responsible to the Building Principal and the Executive Director of Secondary Schools Athletics & Activities

1. Know and follow all school district policies and procedures as well as the Rules and By-Laws of the OSSAA.
2. Set the standard for acceptable behavior and sportsmanship for all student-athletes and coaches at the school.
3. Observe coaches sufficiently to make future recommendations of job expectations and assignments.
4. Resolves conflicts within the staff of the site athletics department.
5. Communicate information from the feeder high school(s) athletics to middle school coaches and staff.
6. Work with the Principal on all athletic activities, assemblies, etc.
7. Maintain a file of all physical examinations and other pertinent forms such as: insurance waiver forms, informed consent, emergency consent, concussion forms, etc.
8. Monitor the eligibility of all student athletes.
9. Provide a weekly report of ineligible students to the appropriate personnel.
10. Prepare eligibility sheets at the beginning of each team's sport season, with the help of the TPS Athletics Office- determining the eligibility status of new or overage students.
11. Maintain an inventory of all athletic equipment and provide for its storage.
12. Arrange for the appropriate event workers at all home contests where admission is charged.
13. Work with the Principal to have administrative coverage at all athletic contests.
14. Supervise the middle school athletic funds in Student Activity Fund accounts.
15. Supervise and seek approval of any fund-raising projects sponsored by middle school athletic teams.
16. Advise the Principal and District Athletic Director of middle school coaches' concerns about schedules and league matters.
17. Help to prepare contest sites for scheduled events.
18. Work closely with the Executive Athletic Director in coordinating middle school athletics facilities and programs.
19. Perform any other duty or duties as the principal and/or the Executive Director of Athletics and/or Superintendent of Schools may direct.

Athletics Administrators Evaluation Form

Name _____ Position _____ Date _____

The following areas will be rated on a scale of 1 to 5. A 5-rating given by the evaluator would signify observance of a commendable performance and/or conditions. A rating of 4 would indicate a good performance. A rating of 3 would denote an average performance. A rating of 2 would indicate that there are deficiencies which must be remedied. A rating of 1 would indicate that there are serious deficiencies which must be remedied within a given time as determined by the administrator.

1. Assessment and evaluation of the Athletics Administrator:

- ☐ Cooperates and communicates with the Executive Director of Athletics, other administrators.
- ☐ Follows policy in the athletics handbook and meets all criteria as outlined in his/her job description.
- ☐ Provides rules for student athletes and follows due process.
- ☐ Develops rapport with the coaches, faculty, and support staff.
- ☐ Is appropriately dressed at the office and in the community.
- ☐ Participates in professional development meetings for collaboration and growth.
- ☐ Develops a sound public relations strategy.
- ☐ Understands and follows rules and regulations set forth by the OSSAA.
- ☐ Maintains suitable conduct towards students, student athletes, faculty, and staff.
- ☐ Develops rapport with other schools and administrators.
- ☐ Works cooperatively with staff and community in scheduling, and community engagement programs.
- ☐ Promotes all activities in the athletics program to foster school spirit.
- ☐ Works cooperatively with the Director of Athletics and other administrators in maintaining and enhancing his/her program.

2. Assessment and evaluation of the day-to-day performance:

- ☐ Develops respect by example in appearance, manners, behavior, language and conduct during contests.
- ☐ Provides proper supervision and administration of assigned areas.
- ☐ Is well-versed and knowledgeable in matters pertaining to the assigned duties.
- ☐ Has discipline and control of assigned duties.
- ☐ Develops a well-organized schedule, which utilizes the staff to its maximum potential.
- ☐ Communicates with all constituents of the assigned area or areas.
- ☐ Schedules athletic team meetings and attends faculty staff meetings.
- ☐ Develops integrity with the school staff and works to make the program better.
- ☐ Deals with students and school staff in a fair, consistent, and equitable manner.
- ☐ Continues professional growth by researching techniques and ideas in addition to using sound methods.

- ___ Is prompt for meetings and work assignments.
- ___ Shows an interest in all students in their activities and academics.
- ___ Provides leadership and attitudes that produce positive efforts by program participants.
- ___ Knows the medical aspects of the position including first aid and injury reporting policies.
- ___ Responsibly delegates authority.
- ___ Provides an atmosphere of cooperation while being receptive to suggestions and giving credit when warranted.
- ___ Uses ethical motivation, while valuing competitive athletics, acceptable personal behavior, and decision-making.
- ___ Utilizes the newest techniques along with providing instruction on proper care and use of equipment.
- ___ Utilizes daily work time for individual student development.

3. Assessment and evaluation of related administrative responsibilities:

- ___ Is concerned about the care of equipment including issue, collection, storage, and inventory.
- ___ Is cooperative in sharing facilities.
- ___ Shows self-control and poise in areas related to administrative responsibilities.
- ___ Displays enthusiasm and exhibits interest in working in the athletics department.
- ___ Keeps the Executive Director of Athletics informed about potentially dangerous situations and unusual events.
- ___ Is cooperative and supportive in helping school clubs, booster clubs, and other organizations with their projects.
- ___ Encourages all student-athletes to participate in other school programs and activities.
- ___ Follows district procedure for purchasing.
- ___ Develops and operates within an annual budget approved by the Director of Athletics.

4. General conclusions and recommendations:

Athletics Administrator

Date

Executive Director of Athletics

Date

Job Description

Head Coach– High School or Middle School

1. Has a thorough knowledge of all athletic policies approved by OSSAA, the TPS Board of Education, and the TPS Office of Athletics; and is responsible for their implementation by their entire sport specific staff.
2. The Head Coach is responsible for the program that he or she is leading for the school year, subsequent summer workouts and off-season training as provided by OSSAA rule. Failure to perform those duties will result in a proration of the stipend for the specific sport.
3. Responsible for completing the OSSAA New Student Form on every student that is new to your program and/or school. These should then be returned to your site athletic administrator.
4. Responsible for monitoring the athletic eligibility status of every participant- whether academic or residential.
5. Must participate in OSSAA required sport specific rules meetings, either in-person or on-line.
6. Responsible for the conduct and behavior of all members of the team, including the coaching staff.
7. Understands the proper administrative line of command and refers all requests or grievances through proper channels.
8. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
9. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant. (Specifically for football- teaches and documents when taught- proper tackling technique, and not to lead with the head)
10. Must have taken Care and Prevention course at least 1 time- either in college or through a certified Athletic Trainer, or online First Aid and Safety Course from NFHSlearn.com at least 1 time.
11. Gives constant attention to a student athlete's grades and conduct.
12. By his/her presence at all practices, games and while travelling, provides assistance, guidance and safeguards for each participant.
13. Determines and enforces team discipline.
14. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and submits annual inventory and current records.
15. Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing.
16. Instills in each player a respect for equipment and school property, its care and proper use.
17. Performs other duties that are consistent with the nature of the position and that may be required by the Site Athletic Director, Principal, District Athletic Director and/or the Superintendent.



Head Coaches Evaluation Form

Name: _____ Sport: _____ Date: _____

This form will be used in the evaluation of each Head Coach assigned to his/her respective sport by the Site Director of Athletics. The District Director of Athletics will consult in the evaluation as well.

The following areas will be rated on a scale of 1 to 5. A 5-rating given by the evaluator would signify observance of a commendable performance and/or conditions. A rating of 4 would indicate a good performance. A rating of 3 would denote an average performance. A rating of 2 would indicate that there are deficiencies which must be remedied. A rating of 1 would indicate that there are serious deficiencies which must be remedied within a given time period as determined by the administrator.

Assessment and evaluation of the Head Coach:

- ☐ Cooperates with the Executive Director of Athletics regarding submitting squad lists, travel Itineraries, permission forms, insurance, physical cards, year-end reports, and program information relative to his/her sport prior to season.
- ☐ Follows policy in the athletic handbook and meets all criteria as outlined in his/her job description.
- ☐ Provides training rules for team members and follows due process.
- ☐ Is appropriately dressed at the office, practices, games, and in the community.
- ☐ Participates in professional development meetings and other activities to improve coaching performance.
- ☐ Develops sound public relations and cooperates with the newspapers, radio, television, booster clubs and supporters.
- ☐ Understands and follows rules and regulations set forth by the OSSAA, GCC and the Tulsa Public Schools.
- ☐ Sends letters and contacts colleges regarding prospective student athletes.
- ☐ Maintains suitable sideline conduct at games towards players, officials, and workers.
- ☐ Develops rapport with other instructors, coaches, and administrators.
- ☐ Works cooperatively with local high school coaches in recruitment and development of their sport.
- ☐ Promotes all sports in the athletic program to foster school spirit.
- ☐ Cooperates and communicates with parents.
- ☐ Works cooperatively with the Director of Athletics in enhancing his/her program.

Assessment and evaluation of coaching performance:

- ☐ Develops respect by example in appearance, manners, behavior, language and conduct during contests.
- ☐ Provides proper supervision and administration of locker and training rooms and during travel.
- ☐ Is knowledgeable in matters pertaining to the assigned sport.
- ☐ Has individual and team discipline and control.
- ☐ Develops an organized practice schedule which utilizes his/her staff and team to its maximum potential.
- ☐ Establishes the fundamental philosophy, skills, and teaches the techniques to staff.
- ☐ Holds periodic staff meetings.
- ☐ Develops integrity within the coaching staff and works to make his/her staff better coaches.
- ☐ Is fair, understanding, tolerant, sympathetic and patient with team members.
- ☐ Continues professional growth by researching new coaching techniques and ideas.

- ___ Is prompt in meeting team for practices and games.
- ___ Shows an interest in athletes in off season activities and classroom efforts.
- ___ Provides leadership and attitudes that produce positive efforts by participants.
- ___ Knows' the medical aspects of the position including first aid, injury policies, work with team.
- ___ Delegates authority with the responsibility while remaining accountable for such delegations.
- ___ Provides an atmosphere of cooperation in being receptive to suggestions and giving credit.
- ___ Uses all possible ethical means of motivation, emphasizes values of competitive athletics.
- ___ Utilizes video along with providing instruction on proper care and use of video equipment.
- ___ Utilizes practice time for both individual and team development.
- ___ Team performance is consistent with the quality of athletes available.
- ___ Monitors academic progress of the student athletes.

Assessment and evaluation of related coaching responsibilities:

- ___ Is concerned about the care of equipment including issue, collection, inventory, and storage.
- ___ Is cooperative in the preparation of non-district scheduling and evaluation of game officials.
- ___ Is cooperative in sharing facilities.
- ___ Shows self-control and poise in areas related to coaching responsibilities.
- ___ Displays enthusiasm and exhibits interest in coaching.
- ___ Keeps Director of Athletics informed about team discipline situations and unusual events.
- ___ Is cooperative in helping service clubs, booster clubs, recreation department and other organizations.
- ___ Was not involved in another sport at the same time during that season.
- ___ Follow's proper procedure for purchasing of equipment.
- ___ Develops and operates within an annual budget approved by the Director of Athletics.

General conclusions and recommendations:

Head Coach _____ Date _____

Site Athletic Director _____ Date _____

Executive Director of Athletics	Date
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Job Description

Assistant Coach – High School / Middle School

1. Has a thorough knowledge of all the athletic policies approved by the Board of Education and OSSAA and is responsible for implementation.
2. The Assistant Coach is responsible for the program that he or she has been assigned for the school year and subsequent summer workouts and off-season training as provided by OSSAA rule. Failure to perform those duties will result in an alteration of the stipend for the specific sport.
3. Has knowledge of the existing school district, state, and league regulations; implements same consistently.
4. Understands the proper administrative line of command and refers to all student and parent requests or grievances through proper channels.
5. Must have taken Care and Prevention course at least 1 time- either in college or through a certified Athletic Trainer, or online First Aid and Safety Course from NFHSlearn.com at least 1 time.
6. Supervises practices, games, and team trips. Take all necessary measures to safeguard each participant.
7. Gives constant attention to a student athlete's grades and conduct.
8. Instills in each player a respect for equipment and school property, its care and proper use.
9. Assists the head coach in carrying out their responsibilities.
10. Assists the head coach in any area deemed necessary.
11. Performs the duties as an assistant coach throughout the school year as assigned by the Head Coach of Site Athletics Director. Failure to perform those duties will result in a proration of the stipend for the specific sport.
12. Performs other duties that are consistent with the nature of the position and that may be required by the head coach, Site Athletic Director, Principal, and or the District Athletics Director.



Assistant Coaches Evaluation Form

Name: _____ Sport: _____ Date: _____

This form will be used by the Head Coach in evaluation of his/her assistant coach (as). It will be submitted to the Site Director of Athletics for his review at the end of each season.

The following areas will be rated on a scale of 1 to 5. A 5-rating given by the evaluator would signify observance of a commendable performance and/or conditions. A rating of 4 would indicate a good performance. A rating of 3 would denote an average performance. A rating of 2 would indicate that there are deficiencies which must be remedied. A rating of 1 would indicate that there are serious deficiencies which must be remedied within a given time as determined by the administrator.

1. Assessment and evaluation of professional and personal performance:

- ☐ Shows loyalty to Head Coach and to the school system.
- ☐ Displays care for equipment and facilities.
- ☐ Exhibits knowledge of his/her respective sport.
- ☐ Demonstrate the ability to motivate student athletes.
- ☐ Develops rapport with coaches and players.
- ☐ Shows intensity of interest in coaching his/her sport.
- ☐ Provides supervision of players in the locker room and other areas.
- ☐ Establishes rapport with the coaching staff.
- ☐ Accepts duties assigned by the Head Coach and the Director of Athletics.
- ☐ Has knowledge of the rules and regulations of the OSSAA, GCC and TPS.
- ☐ Establishes rapport with other high school coaches and has established relationships with parents and friends of the school district.

2. General conclusions and recommendations

Coach Date

Head Coach Date

Site Athletic Director Date

Executive Director of Athletics Date

OFFICE OF CIVIL RIGHTS (OCR) DOCUMENTATION

Tulsa Public Schools combined notice of non-discrimination in accordance with section 504 of the Rehabilitation Act of 1973, 29 USC § 794, Title II of the Americans with Disabilities Act of 1990, 42 USC § 12131, Title IX of the Education Amendment of 1972, 20 USC § 1681 (Title IX), the Age Discrimination Act of 1975, 42 USC § 6101, and Title IV, and the implementing regulations of these federal laws, will be as follows:

Tulsa Public Schools does not discriminate based on race, religion, color, national origin, sex, disability, genetic information, veteran status, marital status or age in its programs and activities. The following person has been designated to handle inquiries regarding the district's non-discrimination policies:

Michelle Siegfried, Human Rights Coordinator
Tulsa Public Schools Talent Management Department
3027 South New Haven Avenue Tulsa, Oklahoma 74114-6131
918-746-6517

Directive for Reporting Racial Incidents

Any coach who observes, or becomes aware of, any incident of taunting, fighting or unsportsmanlike conduct involving racial epithets or similar inappropriate behavior, at any interscholastic athletic event, is hereby directed to immediately report such incident to a game official.

Any coach who observes, or becomes aware of, any incident of taunting, fighting or unsportsmanlike conduct involving racial epithets or similar inappropriate behavior, at any interscholastic athletic event, is hereby directed to submit to the Tulsa Public Schools' Athletic Director a written report on the incident the next school day following the incident. The written report must include all the facts and circumstances of the incident then known to the coach.

Upon receipt of the written incident report, the Tulsa Public Schools' Athletic Director will conduct a good faith investigation of the incident and will subsequently submit a written report on the investigation to the Superintendent of the Tulsa Public Schools for his action as he deems appropriate.

Tulsa Public Schools

Football Game Night Information

(Sample)

The following templet is intended to help in your pre-game planning and make your trip to our stadium more enjoyable. Copy and fill in the proper information and send it to each opponent coming to your facility.

School Contacts: Athletics Department	918-
Principal -	918-
Director of Athletics:	918-
Assistant Principal:	918-
Head Football Coach:	918-
Sport Medicine Director: Steve Friebus	918-746-6452 / 918-521-6339
TPS Information Office	918-746-6898
Tulsa District Director of Athletics: Mick Wilson	918 746-6468
Campus Police Chief: Matthias Wicks	918-749-9966
Stadium Address:	
Stadium Phone:	
Visiting Dressing Room:	
Visiting Bus Parking:	
Game Time:	7:00 PM Central Time (unless otherwise agreed upon)
Pre-game and half-time Schedule:	When field is to be cleared and length of halftime.
Game Admission:	General Admission: \$7.00 Student
Admission: \$4.00 w/ID Under age 6: Free	Senior Citizens: \$4.00 w/ID
Passes	OSSAA, OCA or TPS ID – card holder only.
Bands and Spirits Groups:	Free in Uniform, all together
Press Box and Film Crew	Contact Home Athletics Director
Sports Medicine	Contact – Steve Friebus 918-521-6339
Officials Assigned by:	Harold Alspaugh 918-224-4495
Visitor Bench and Seating:	
Visitor Spectator Entry:	
Home Bench and Seating:	
Pre-Game warm up areas:	South end and long side on West side bench area

Tulsa Public Schools
7:00 PM Football Pre-Game Schedule

<u>Time</u>	<u>Time on Game Clock</u>	<u>Field</u>
5:30 PM	00:00	Ready for Pre-Game
6:30 PM	60:00	Start Clock Countdown
6:41 PM	15:00	Starting Line-UP Intro
6:45 PM	15:00	Clear Field for Pre-Game
6:50 PM	10:00	National Anthem
6:55 PM	5:00	Teams will enter the field
6:57 PM	3:00	Coin Flip
7:00 PM	0:00	Kick-Off

Half-Time Schedule

<u>Time on Game Clock</u>	<u>Field</u>
15:00	Field Clear
3:00	Field Clear for Warm-Up
0:00	Second half kick-off

RELEASE TIME BEFORE COMPETITION

- A. Students who leave or play at a time that would negate practice but require a meal may be released at the Athletic Director's approval to allow time to eat, etc.
- B. A parental permission form must be signed and on file.
- C. Students who may not leave will be supervised in an area specified. Students may not roam the campus.

TRAVEL

- A. When school transportation is provided, students are required to travel to the events on that transportation.
- B. After the event, students may be released to their parent(s)/ guardian(s) only with a written letter signed by the parents or guardian.
- C. The only exception must be approved by the grade level principal/director of athletics 48 hours in advance.

TPS Athletics Security Guidelines

The Security Guidelines have been developed through collaboration of the Office of Campus Security and the Office of Athletics. Further input from school site personnel has been included to ensure that our athletics facilities and schools are safe and secure. A successful game day experience is the responsibility of the Game Manager (GM) and the Officer in Charge (OIC).

General Guidelines

- The primary function of the game security staff is to monitor crowd control and work with the game manager to ensure a safe environment for students, parents, patrons, and fans who attend the various venues and school campuses.
- The security staff shall maintain an obvious presence in the venue at assigned locations.
- The Game Manager shall meet with the Officer in Charge one hour before game time for Varsity contest and thirty minutes for middle school/junior high contests.
- The security staff shall be assigned to specific locations in the venue so that the GM and OIC know the locations of each of the officers.
- The GM and the OIC shall be in constant communication throughout the entire contest.
- The security staff will respond to the GM, OIC or school administrator when asked to assist with crowd control or any other security of emergency situations.
- GM=Game Manager
- OIC=Officer In Charge

Security Allocations for Athletic Events:

HIGH SCHOOL MINIMUM SECURITY ALLOCATIONS

Sport

Varsity Football

Varsity Basketball

Freshmen Basketball

JV Football

Volleyball

Soccer

Wrestling

Officers

6 – Provided by Campus Police

Additional Officers Provided by District Athletics

4 – Provided by Campus Police

Additional Officers Provided by District Athletics

2 – Provided by District Athletics

2 – Provided by District Athletics

1- Provided by District Athletics

2 – Provided by District Athletics

1 – Provided by District Athletics

MIDDLE SCHOOL SECURITY ALLOCATIONS

Sport

Football

Basketball

Volleyball

Soccer

Wrestling

Officers

2 – Provided by District Athletics

2 – Provided by District Athletics

1 – Provided by District Athletics

2 – Provided by District Athletics

1 – Provided by District Athletics

If the Building Principal and Site Athletics Director determine there is need for additional security for any event, please contact the Director of Secondary Schools Student Activities and Athletics.

The OFFICE of ATHLETICS will pay for all additional requests from the “security surcharge” on football, basketball, volleyball, and soccer tickets sales. If the fund is depleted, the site may be required to cover the costs.

TPS Athletics Admission Guidelines

The following guidelines apply to all Football, Basketball, Soccer, Wrestling and Volleyball games.

Please use common sense when enforcing these guidelines.

- Effective as of August 1, 2023, all TPS Athletics Events will follow clear bag guidelines. See “Clear Bag Guidelines” and FAQs in appendix.
- Backpacks are not allowed, and bags are subject to search.
- Students and fans may be subject to wandings at all games.
- Weapon Detection Systems may be in use at all games.
- Tickets sales will end immediately after halftime.
- The GM will determine when ticket sales cease and inform the OIC. The OIC shall insure that all entrances to the
- venues are monitored for violation of the re-entry procedure.
- NO RE-ENTRY.
- No reentry will be allowed unless otherwise determined by the GM and the OIC (for emergency situations).
- **Use good common sense in all situations.**
- TPS high school students must have their student ID to attend TPS athletics contests that their school is participating in. If the non-TPS schools do not have student ID’s, the Site Athletics Director should ask the School Administrator from the visiting school to help screen their students at the admission gates.
- **Please use common sense!** Depending on the opponent, you may have many spectators travelling from out of town that will show up without an ID. These are the spectators that we should not turn away.
- When two TPS schools are playing, if students do not present a current valid ID, they are not to be admitted unless they pay adult prices.
- TPS coaches may bring their teams to watch other TPS teams play for scouting purposes and must accompany them upon entrance and during that contest. Team must sit together with their coach.
- Adults should not have to show ID unless the game workers or the security staff deem it necessary.
- High school students or student athletes are not to be admitted to junior high games free of charge.
- Middle school students must be accompanied by a parent or guardian when attending high school games.
- Please inform the adults they are responsible for supervision of the students throughout the game.
- Middle School and below students may not be dropped off at the gate without parental supervision. These events are not to be considered after hours childcare.
- Schools may enforce the 15-minute clock at the end of the game. Students not picked up after 15 minutes may be prohibited from attending further games or events.
- Coaches and teams should enter and exit the gymnasiums together at away games.
- All contests are played under the rules and regulations of the NFHS and OSSAA

Facilities Regulations

Dressing Rooms

- Dressing rooms will open ninety minutes prior to game time.
- TPS is not responsible for any articles left in the dressing room before, during or after the game.
- Each visiting team will be given a key to their dressing area and will be responsible for securing the door or doors.

Ticket Gates

- Ticket gates will open 1 hour prior to game time.
- There are no in-and-out privileges. Re-entry requires the purchase of a new ticket. Use
 - common sense on re-entry.
- The 3rd quarter is **"EXIT ONLY"**. Tickets will not be sold after the third quarter begins! NO RE-ENTRY! The OIC shall insure that all entrances to the venues are monitored for violation of the re-entry procedure.
- OIC will delegate an officer to accompany the game manager to secure the gate receipts at the conclusion of the half time close.
- All TPS Stadiums and Gymnasiums are 100% tobacco free facilities, and its use is prohibited, including the vapor variety instruments.
- Backpacks are not allowed, and bags are subject to search.
- Students and fans may be subject to wandering at all games.

Press Box or Table (Varsity Games Only)

- Press boxes or press tables will open 1.5 hours prior to game time.
- Admittance to the press area is by PRESS PASS ONLY. All passes are acquired from TPS athletics office in advance.
- Radio/Press must call in advance to have passes.

Playing Field

- Use of tobacco, sunflower seeds and gum are prohibited.
- Absolutely, no glass bottles, cans or food allowed on the field.
- All equipment, such as training tables, fans and heaters must have a protective base.
- No live mascots are allowed.
- All signs must be vinyl. The use of painted or paper signs is prohibited.
- Only personnel with sideline passes can be on the field. These are obtained in advance through the athletic office.
- Spectators are not allowed on the field before or after the game unless prior approval by the game manager and the OIC.
- No noise makers of any kind may be used on the field.

Stadium Bleachers

- Climbing over the rails from the bleachers to the field is not permitted.
- Spirit signs must be approved by the Game Manager.
- Taping of signs to any stadium structure will not be permitted.
- There is absolutely no crossover by spectators from home to visitor or vice versa.

Stadium Rules

- No loitering in the stadium or gym. This policy is designed to enhance crowd control and safety. All spectators will need to be seated in the stadium or gymnasium during any event.
- Alcohol, tobacco, and firearms are prohibited, by law, on school property.
- Glass containers and bottles are not allowed in the stadium or gymnasium.
- Coolers, ice chests, food or beverage containers are not allowed in the stadium or gym. Absolutely NO open fires or grills!
- Backpacks are not allowed, and bags are subject to search.
- Students and fans may be subject to wandering at all games.
- Weapon Detection Systems may be in use at all games/events.
- Patrons who leave the stadium or gym will not be allowed to re-enter without the purchase of another ticket. This includes patrons with passes. Should an emergency arise please try to accommodate the patron.
- Animals, bicycles, skateboards, Frisbees, roller blades, and balls of any type are not allowed in the stadium or gym.
- Only authorized personnel will be admitted onto the field or court before, during, or after the game.
- Only authorized personnel will be allowed to cross over to the opposing side.
- A pass list will be provided by the game manager.

Please make sure all the following items are announced during events:

- Sportsmanship messages approved by the Oklahoma Secondary Schools Activities Association
- The admission gates will be closed at the beginning of the 3rd quarter of the final game of the night and become "EXIT" only!
- Announcements for students needing rides (call parent/guardian) should be made at the beginning of the 4th quarter and again with 4 minutes remaining in the game.
- After the game has ended, remind spectators to exit immediately.

The following guidelines apply to all High School Varsity Football, Basketball, Wrestling and Soccer games. Please use common sense when enforcing these guidelines.

- A \$2 surcharge has been added to cover additional security costs to high school Varsity football and basketball tickets, making all adult tickets \$7.00.
- Student and senior citizen tickets will remain \$4.00.
- If the opposing school doesn't have student ID's, ask that School Administrator to help screen their kids at the gates.
- Please use common sense ~ Depending on the opponent, you may have many spectators traveling from out of town, who show up without an ID. These are not the kids we need to turn away.
- When two TPS schools are playing, if students do not present a current valid ID, they will not be admitted.
- Adults do not have to show ID. However, if you are unsure if they are a student or adult, you may ask to see ID.
- High school students or student athletes are not to be admitted to middle school games free of charge.

- Middle School Students must be accompanied by parent/guardian and may not be dropped off at the gate. These events are not to be considered after hours childcare.
- The 3rd quarter is “EXIT ONLY”. Tickets will not be sold after the third quarter begins!

OSSAA RULES

Page 26 from the OSSAA handbook:

RULE 13 Section 2.

The principal shall be responsible for the instruction of the student body in the rules and ethics of activities as sponsored by the Association. The principal or his/her representative shall be manager of the team representing his/her school, shall be manager of home games or contests, and shall be responsible for the courteous treatment of visiting teams and their supporters. The principal shall have general supervision over the conduct of members of teams, students, and supporters when away from home.

Pages 52-53 from the OSSAA handbook:

XVI. ADMINISTRATOR’S ROLE WITH CONTEST OFFICIALS AND SUPERVISION OF CONTESTS

A. GUIDELINES FOR GAME OFFICIALS

Administrators or his or her designee of all athletic contests shall meet the game officials prior to the contest advising them of the game time, dressing facilities, pre-game, and half-time activities, etc. The game administrator should also record officials' I.D. numbers. After the officials enter the field or court, the administrator in charge shall advise the head official as to the location where the game manager will be during the contest(s) should a problem arise. 2022-2023 Policies OSSAA BOARD POLICIES 53

B. GAME ADMINISTRATION OR THE ADMINISTRATION’S DESIGNEE SHOULD BE DESIGNATED TO MEET THE OFFICIALS TO ASSURE THEIR SAFE RETURN TO THE DRESSING GUIDELINES AND POLICIES FOR SUPERVISION OF CONTESTS

1. BEFORE THE CONTEST

- Make sure that all facilities are appropriately prepared for the contest.
- Post the Emergency Action Plan for the facility in a prominent place.
- The administrators of both schools are responsible for the general organization, management, and supervision of student bodies and crowds before, during and following each event, with the home school assuming the major role.
- Provide adequate supervision prior to and during each contest, to continue until at least one-half hour after the game or until all groups have dispersed.
- It is recommended the people representing the participating schools for the purpose of game administration and/or supervision (principals, superintendents, etc.) meet prior to the contest. They should introduce themselves to the officials and the tournament manager prior to the contest and let them know where they will be located during the game. The manager and officials

should know whom to contact, should a problem arise.

- f. Both schools must approve the officials for each regular-season contest prior to the completion of the officials' contracts.
- g. Staff adequate concession stands; if necessary, provide one for home and one for visitors.
- h. Provide ticket booths with admission prices plainly posted.
- i. Make available to visiting schools necessary game information: including directions for game parking, location of ticket booths, seating arrangement chart, ticket prices, game time, directions for reaching the site.
- j. Designate specific seating areas for students, bands, and spectators.

2. DURING THE CONTEST

- a. Provide adequate security.
- b. Announce the location of restrooms and concession stands.
- c. Alcohol, tobacco, smokeless tobacco, and vaping are not permitted.

3. AFTER THE CONTEST

- a) Provide a safe departure for participants, coaches, and spectators.

Page 59 from the OSSAA handbook:

XXX. CROWD ACCOMMODATION AND MAINTAINING GOOD SPORTSMANSHIP

Prior to the start of the school year, any secondary school providing interscholastic athletic programs should have a well-planned crowd control program. Administrators, athletic directors, coaches, sponsors, band directors, security personnel and the game announcer should be included in developing and administering the plan.

Student-Athlete Suspension/Disqualification Policy

Student Athlete Suspension/Disqualification

All members representing any team within the district will abide by a code of ethics that will earn them the honor and respect that participation and competition afford. Any conduct bringing dishonor to the student, the team, the school, or the district will not be tolerated. Athletic participation in Tulsa Public Schools is a privilege, not a right. Grievous misconduct by an athlete may result in permanent disqualification from participation in all athletic activities while enrolled in Tulsa Public Schools.

Player Ejections

A contestant who is ejected by a game official because of an unsportsmanlike foul or who commits unsportsmanlike conduct in connection with an interschool contest will be suspended from participation with any team in that sport for a minimum of the next two contests of the scheduled season. (Exception: soccer - minimum of three games). If the suspension cannot be fully administered during the current sport season, the remainder of the suspension will be applied to the next sport season in which the athlete participates. Unsportsmanlike conduct may consist of, but is not limited to: cursing, disrespectfully addressing an official, improperly attempting to influence an official's decision,

disrespectfully addressing or baiting an opponent, inciting undesirable crowd reactions or making obscene gestures.

Should a second ejection occur during the same sport season, the contestant will be suspended for the remainder of the scheduled sports season. If the suspension does not include at least five contests of the scheduled season, the remainder will be applied to the next sport season in which the athlete participates.

Involvement in Altercations

All contestants involved in an altercation during an interschool contest will be suspended from participation pending an investigation by the Superintendent or designee. Suspension for such misconduct will range from the next two contests of the season to the remainder of the current semester, plus the succeeding semester, through disqualification (see below) for the balance of the athlete's enrollment in Tulsa Public Schools. Suspension will include participation with any team in any sport. When a suspension cannot be fully administered during one sport season, the remainder will be applied to the next sport season in which the athlete participates. The Director of Athletics will work with the appropriate administrators to prepare recommendations to suspend an athlete or athletes from participation.

Disqualifications

Grievous Misconduct

Athletes are advised and informed, in writing, that participation in athletics within Tulsa Public Schools is a privilege and not a right. All athletes' conduct is expected to bring both honor and respect to themselves and their teams and schools as well as to Tulsa Public Schools. Any behavior bringing dishonor to the student, the team, the school, or the district will not be tolerated. Grievous misconduct, as determined by the superintendent or designee, may therefore result in permanent disqualification from participation in all athletic activities for the remainder of a student's enrollment in Tulsa Public Schools. Grievous misconduct may include, but is not limited to, bullying, hazing, brutality in any form, physical attack upon an official or coach, violence of any nature, and/or any criminal act.

Disciplinary Action

Any student athlete whose privilege to participate in sports is revoked shall be provided with written notice of this circumstance simultaneous with notice to his/her parents/guardians by the principal of the school upon direction by the superintendent or designee. The appropriate district administrator and the executive director of OSSAA shall be copied.

Policy for Student Grade-Level Participation

Duplication of participation on the various levels of athletic teams defeats the purpose and intent of structuring and scheduling teams of various levels of competition.

HIGH SCHOOL - ALL SPORTS

- A. Varsity teams provide student athletes, without regard to grade level (9-12) and who excel in athletic ability, to represent their school on varsity teams in all sports.
- B. Junior Varsity teams are intended to provide freshman, sophomore and junior players, who coaches feel are qualified, the opportunity to participate, to gain experience and to develop their potential.
Seniors **CANNOT** participate on Junior Varsity Teams unless approved by the Executive Director of Athletics. Sophomores and Junior student athletes who are Varsity starters **should not** participate on junior varsity teams.
- C. Scheduling and structuring of freshman teams are intended to give freshman the opportunity to participate, to gain experience and develop their potential.

Freshman teams shall not include any sophomore, junior or senior players. Freshmen who start on Varsity or Junior Varsity teams should not participate on a freshman team.

In the event a school does not have enough freshmen or Junior Varsity teams to play an event, the Site Athletic Directors and Head Coaches will agree to the participants being involved.

Football will be combined with 9th grade and JV teams participating in a JV football schedule.

Any exceptions to these guidelines must be approved by the Athletic Directors of the participating schools and the district athletic office.

MIDDLE SCHOOL FOOTBALL, BASKETBALL, SOCCER, AND VOLLEYBALL

- A. Each school will have the opportunity to field one team for each grade (7th and 8th grade) or one combined for boys and one combined team girls (7th and 8th Grade) in each sport that is sponsored.
- B. Any deviation from this from format requires approval from the Executive Director of Athletics.
- C. With prior approval, 6th grade student athletes may play with 7th graders on the Middle School
- D. Team if the school does not have enough students to participate at the 7th and 8th grade level.

Process for requesting 6th grade participation in Middle School Athletics:

- 1. Site Athletic Directors request in writing to the District Athletic Office. The request must state that the number for the combined team is so low that the season could be in jeopardy to continue without additional participants.
- 2. The site AD and Principal must conduct a meeting with the parents of the prospective 6th grade student(s) so that they understand the differences in age groups their son or daughter will be associating with during the sports season.
- 3. 6th grade students may not take squad positions from a 7th or 8th grade student.

This is Middle School athletics; winning games should NOT be the top priority at this level. Focus on teaching skills, fundamentals, discipline and having fun.

Tryout Procedures for Middle School Athletics Teams

Tryouts are permitted once it is determined by the Head Coach, with the approval of the site Athletics Director, that the numbers of students wanting to participate warrant the tryout procedure. The district policy is to include as many students as possible in all athletics programs.

The number of students wanting to participate in any given sport that would necessitate a tryout procedure is as follows:

Volleyball	Greater than 20
Boys and Girls Basketball	Greater than 16
Boys and Girls Soccer	Greater than 25

If the numbers of participants fall under these recommended numbers no tryout procedure will take place.

Eligibility

All eligibility rules of the Oklahoma Secondary Schools Activities Association and the Tulsa Public Schools will be followed when administering the Middle Schools athletics programs.

- Any student wanting to try out for a middle school athletics team must be academically eligible and in good standing at the school.
- Students not enrolled in the school conducting the tryout are not eligible to try out until they have enrolled in that school.
- Any student who is repeating the same grade as the year is prior is **INELIGIBLE all year**, per OSSAA rule (Rule 7, Section 4)
- Students, once they make the team, who become on probation may practice and play at the discretion of the Principal and Site Athletics Director. Ineligible students may practice at the discretion of the Coach and Site Athletics Director. Ineligible students **CANNOT** suit up. They need to be in street clothes if they are on the sidelines.
- It is the responsibility of the head coach, in conjunction with their site AD, to verify that their student athletes are eligible and in good standing.
- Eligibility violations may result in games being forfeited. Ineligible participation will cost the student athlete the same number of forfeited contests the next season.

Selection of Coaches

- All coaches in the district are selected by the site Athletics Director and Principal. The District Director of Athletics will approve the stipend or the service of an adjunct coach, prior to recommending those coaches who are recommended to the Board of Education.
- The Head and Assistant coaches are responsible to the site Athletics Director and the Building Principal.
- The Head Coach, with the approval of the Site AD, may use qualified persons to assist in coaching and tryouts if those persons are qualified by the standards established by TPS, the OSSAA and the State Department of Education.
- Annually the Site Athletics Director and the Principal will assess the performance of the coach or coaches and recommend to the District Director of Athletics to either re-employment or termination of employment for each coach.

Coaches Expectation for the Tryout

- Expect to work hard. Prospective student athletes will be asked to perform all physical testing and drills at full speed. Prospective student athletes should hustle when moving from drill to drill and when going to and from water breaks.
- Expect to improve your sports specific skills. At tryouts, coaches will both teach and evaluate.

Selection

During the tryout period, each coach will provide an explanation of his/her expectations. It is the duty of the student to demonstrate to the coach that they can fulfil these expectations. If a student is not selected for a team, he/she may contact the coach personally for an explanation.

Students who are not selected are encouraged to explore other athletic opportunities on teams that have not finalized their rosters. Please note OSSAA rules which state that a student athlete participating in any sport must have a minimum training period before competing in an official game.

Criteria

The coaching staff of each sport has the sole responsibility for selecting members of the team, determining the level of play, and determining the amount of playing time for each student athlete. Tryouts should be open to all eligible students enrolled in the school.

The coaching staff will be looking for coachable athletes who have a great work ethic, love to compete, and want to learn to become better players and teammates. Prior sports specific experience or skill helps but is not required. Prospective student-athletes will be tested and evaluated for their overall athletic ability and level of skill. Coaches shall apply the following criteria:

General Evaluation Tools

1. Eligible to participate-OSSAA and TPS eligibility regulations must be met.
2. Attitude- Players who are positive, competitive, and eager to learn. More consideration will be given to those who demonstrate strong leadership skills, ability work/communicate as a team and to those who are willing to take risks and are unafraid to learn from mistakes. Agility
3. Agility-Evaluated by the coach using agility drills which reflect the sport.
4. Athletic ability- Players with the ability to learn and perform complex skills.
5. Position-Players must have skills that fill a specific need for the team.
6. Knowledge of the game-Players should have or be able to comprehend the basic sport knowledge for the sport they are trying out for.

Team Selection Process

Individuals shall be evaluated in the following areas:

- Acceptance of coaching philosophy: coachable
- Game skills and game knowledge.
- Athletic ability: quickness, endurance, strength.
- Attitude: reliable, energetic, never gives up, and a team player.

The coaches may meet to discuss each player individually and complete subjective assessments. Athletes will know if they have earned a position on the team by being notified by their coach. Parents should refrain from being at tryouts, as we do not want your son or daughter looking over her shoulder while they are working hard to demonstrate their skills.

Middle School Basketball

League Rules

Unrestricted practice can start October 1.

GAMES

Game times: 7th Girls @ 5:15 pm 7th Boys @ 6:15 pm 8th Girls @ 7:15 pm 8th Boys @ 8:15pm

Game times may not change or begin early unless approved by the district athletic office. If a game time has been changed, please notify Linda Drink immediately. Games may only be cancelled by the athletic director or principal.

Time between games will be 10 minutes and halftime is 5 minutes.

The schedule may not be altered without the consent of both schools and approval by the district office.

Each half is 22 minutes (running clock). The clock will only stop during timeouts and the last 2 minutes of the second half.

Each team is allowed 3 timeouts per game.

Overtime periods will be 1 minute, with 1 minute break between regulation and OT. No additional timeouts.

All players must play at the current grade level and players may not play in more than one game per night. Any deviation from this format must be approved by the district athletic office.

6th graders may not participate unless approved by the district athletic office.

MERCY RULES

If a team has a 20-point lead during the second half, the winning team should no longer press. Full-court or half-court presses when up by 20 or more points are not allowed at the JH level. The team winning by 20 or more should go to a zone defense and no longer play man-to-man. Substitute your starters, when applicable.

GAME RESULTS

The home team is responsible for reporting the scores after all home games.

REMINDERS

Coaches may not remove their team from the floor during a game. Failure to finish a game will result in suspension or termination of the coach and possible school sanctions by the OSSAA.

If an adjunct coach is ejected by a game official, the adjunct coach will not be permitted to be with the team for the remainder of the school year. The coach's stipend(s) will be forfeited and prorated to the time of removal from the coaching assignment. The coach may only be reinstated by the OSSAA.

Middle School Football

League Rules

- Game times are 6:00 & 7:30
- All games will consist of 4 eight-minute quarters, unless **both** head coaches agree to shorten them prior to the kickoff.
- Half-time will be no longer than 8 minutes. A longer half-time for a special event needs prior approval from the District Athletic office.
- Per OSSAA Rule middle schools are limited to a maximum of 8 regular season games. You can have 2 preseason scrimmages.
- If a team is leading by 28 points in the 2nd half, the clock will run continuously and not stop until the game is over. If a 28-point lead occurs in the first half, the losing team may request a running clock to get to half time. Once a “running clock” situation is started, it will continue to run to the end of the game, without regard to the score.
- When you are in a “running clock” situation, teams will make every attempt to sub players from the bench. The leading team may no longer have an on-side kick during a game with a running clock.
- Overtime will consist of alternating possessions starting on the 10-yard line. If **no team** scores in **2 CONSECUTIVE OVERTIMES**, the ball will be moved to the 5 yard-line for the remaining OT's.
- Only players, coaches, school administrators and other game personnel should be on the sidelines. Everyone else will be asked to leave the sidelines.
- Point-After-Attempts will count in the traditional ways (1 point kick, 2 points run/pass)
- Any student who is repeating the same grade as last year is **INELIGIBLE** all year, per OSSAA rule (Rule 7, Section 4)
- Students on probation may practice and play. Ineligible students may practice. Ineligible students CANNOT suit up. They need to be in street clothes if they are on the sidelines.
- It is the responsibility of the head coach, in conjunction with their site AD, to verify that their student athletes are eligible.
- Eligibility violations may result in games being forfeited.
- Head coaches are responsible for their sidelines and their program. Control your assistants, control your sidelines.

Board Policies, Procedures & Regulations

TPS School Board Policies for Athletics

Policy 5702

CASH IN SCHOOL BUILDINGS

PURPOSE: To define the amount of cash that can be maintained in District facilities.

No substantial amounts of money will be kept in the buildings overnight, except for petty cash funds, elementary cafeteria change, certain special events, and funds in the District Treasurer's Office.

When special events are scheduled that will generate cash after normal banking hours, arrangements should be made to take the money to a night depository at a District bank that same day. If depositing in a night depository is impractical or imprudent for safety or other reasons, the money may be held in a school vault, safe, or other suitably locked container overnight. The person responsible for the event is also responsible for setting up procedures to transport the money to the depository. Security officers may be used if needed. The cost must be paid from the event's budget.

Adopted: November 1982; Revised: November 2004

Policy 5703

SCHOOL ACTIVITIES FUNDS MANAGEMENT

PURPOSE: To establish guidelines for School Activities Funds and the authority for management and control of those funds.

Oklahoma law requires the Board to exercise control over School Activity Funds. School Activity Funds consist of proceeds from fundraisers such as admissions to student events or programs, the sale of school activity tickets, concession sales, dues, fees, and donations to student clubs or other organizations. See 5703-R, "School Activities Funds Management," for school fundraiser guidelines. The operation of student organizations or club projects and proceeds from the sale of student publications, pictures, and yearbooks are required to be accounted for by School Activity Funds.

The discharge of this legal responsibility is accomplished by the delegation of authority to a duly approved Board of Control consisting of at least three voting members including a parent/guardian of a child currently enrolled at that school or two persons from the community (one which will be the member and the other which will be the alternate), and the principal who will act as chairperson, and by establishing guidelines within which all Boards of Control must function. These guidelines are published in the Administrative Handbook for School Activity Funds and are intended to assure strict compliance with state law and established policy consistent with administrative philosophy. Board of Control members are expected to regulate and control the fiscal affairs of the school with the same diligence as is exercised by the Board in its control of the school system as a whole.

Funds collected by PTA, Junior Achievement, and booster organizations that are sanctioned by the District are exempt from the provisions of this policy. Fundraising activities and budgets for these types of organizations are independent of the District. Gifts from these organizations must be accepted and approved through established Board policy.

Adopted: November 1982; Revised: February 2005 Legal Reference: Title 70 O.S., 131.1

Regulation 5703-R

SCHOOL ACTIVITIES FUNDS MANAGEMENT

Financial Considerations

Fundraising activities are limited to projects contributing to the benefit or well-being of students, whether through the act of participation or by providing funds for other approved extra-curricular projects. Funds generated by student projects or activities must be deposited into the School Activity Fund to the credit of an account maintained for that purpose and cannot be used for any purpose other than that for which the account was originally created.

Sales Tax Exemption

Schools shall not allow students to engage in fundraising projects which will necessitate the collection of sales tax by the students. It is important that vendors supplying material for such projects understand no sales tax will be paid to the company. All sales made to schools are tax exempt, regardless of purpose or use of merchandise. This procedure also applies to vendors outside the state of Oklahoma, even though they may have an Oklahoma Tax Commission number and file monthly tax reports with the Commission.

Restrictions

Only after administrative approval is received may arrangements be made for the activity to be conducted. Bingo and other games of chance are not allowable fundraisers. Raffles are only permitted when the contributions are voluntary. All elementary schools will be limited to three community fundraising activities annually. (School pictures and book fairs are not considered community fundraisers.)

Support Group Fundraising Activities

Fundraising activities for athletic booster clubs, instrumental and/or vocal music parent clubs and other parent groups do not require approval unless students become involved in the fundraising activities. According to the Attorney General, when students conduct fundraising projects under the direction of adults, all funds from such projects must be deposited in the school's School Activity Fund. However, PTAs chartered by the Oklahoma Congress of Parents and Teachers have been specifically excluded by law from this rule.

Issued: November 1982; Revised: July 1994

Policy 5704

RECEIPTS FROM SCHOOL CLASS SALES

SERVICES PURPOSE: To recover costs of materials, services, and equipment depreciation. The Board recognizes in the course of ordinary procedures, it is sometimes desirable for students to provide services or products to outside consumers. These include, but are not limited to, auto mechanics and printing services. Charges for such services, while not intended as revenue-producing functions, must be adequate to cover the cost of materials and equipment used. This cost will be determined by the individual class instructor. Payments received from customers will be handled in the same manner as funds collected from the student for class services and resale materials used. This requires the issuance of a receipt to each customer or student and a daily deposit of funds with the school treasurer.

Adopted: November 1982; Revised: August 2004

Regulation 5704-R

RECEIPTS FROM SCHOOL CLASS SALES AND SERVICES

The collection of funds in all classrooms requires the issuance of a receipt for monies received from various customers. Special three-part receipt books will be used for this purpose. The receipts will be totaled, balanced to the funds on hand, documented on a Sponsor Cash sheet, and then submitted to the school treasurer before the close of each school day. A school activity fund receipt will be issued by the school treasurer to the teacher or sponsor for the total amount deposited.

Issued: November 1982 Revised: October 2005

Policy 5705

GATE RECEIPTS AND ADMISSIONS

PURPOSE: To require gate receipts and admissions to comply with established accounting controls.

Funds generated from school activities will be controlled in accordance with established school activity funds management. The principal or designee will be responsible for the collection and deposit of funds. Such funds must be deposited intact. No expenditure can be made from cash. Proper payroll procedures must be followed to compensate all workers at every event.

Adopted: November 1982

Revised: August 2004

Cross Reference: 5703, School Activities Funds Management

Policy 5706

STUDENT DONATIONS, GIFTS, AND SOLICITATIONS

PURPOSE: To define the limits of solicitation of charitable donations and gifts by students. The solicitation of charitable donations by students will be restricted to drives approved by the Superintendent or designee. If approved, students can raise private funds, but teachers cannot be involved during contract time. "Public assets" cannot be used to raise "private funds." Students will not

give gifts of significant value to school personnel. Neither will school personnel give gifts of significant value to students. This procedure will be observed at all times.

Issued (as regulation): November 1982

Adopted (as policy): June 2005

Cross Reference: 4408, Employee Ethics

GIFTS, GRANTS, OR ENDOWMENTS FROM PRIVATE SOURCES

PURPOSE: To define guidelines for accepting and managing gifts to the District. The District is committed to encouraging appropriate gifts to the District from patrons.

Gifts, grants or endowments from private sources are usually given for certain schools or particular projects of the District. These gifts shall be reviewed by an appropriate administrative official for the purpose of accepting or rejecting such an offer. As a rule, a gift of funds to the District carries with it a responsibility for the District to impose the same standards of care when spending those funds as when spending funds received from other sources. Additionally, a gift of funds to the District imposes an obligation on the District to honor the wishes of the donor of the gift when spending the funds. Donor instructions setting out how the funds are to be spent automatically make the gift a "Conditional Gift" and therefore, "Restricted." In every instance of a gift of funds to the District, the District employee or patron obtaining the gift must obtain the intentions of the donor (in writing, if possible), so our compliance with those intentions may be documented.

Solicitation of Grants from Private Sources:

Private source donors are extremely important sources of funding for the District and development of these relationships is encouraged by the District. Solicitations for grants from foundations, corporations, and other private sources to finance particular programs and projects of the District should be pre-approved by an appropriate administrative official. Care should be exercised to solicit only those donors who can reasonably be expected to welcome the receipt of the grant request. Grant requests should be appropriate for the solicited donor. All donors must be thanked by the requestor and in most cases also by the principal or Superintendent. Requestors of grants should, upon receipt of the grant, prepare a "thank you" letter for the signature of the principal or the Superintendent in addition to a separate thank you letter of their own. Cash gifts or grants can be receipted as to the amount received and deposited.

Allowable Expenditures from Gifts, Grants or Endowments made from the Gifts and Endowments Funds:

For an expenditure to be made from a Gifts and Endowments fund, it must qualify as either a valid General Fund expense or an expenditure for the purpose authorized by the donor of the gift. If the item is not a valid General Fund expenditure, but it is specifically authorized by the donor, documentation providing proof of the donor's intent must be submitted with the requisition.

Examples of expenditures not valid from the General Fund are:

- Meals for employees who are not on an out-of-town trip.
- Employee refreshments.
- Purchase of flowers and plants.
- Donations to the PTA.
- Personal dues and memberships.
- Tuition reimbursement.
- Purchase of gifts, awards, and plaques

Exemption from Purchasing Policies for Restricted Gift

In some instances, the intentions of the donor of the gift may be in conflict with the established purchasing policies of the District. For example, a donor may require his money be used to buy a specific brand of product from a specific vendor that may violate the District policy of bidding items before buying. It may not be acceptable to the donor to make an "in-kind" gift to the schools to avoid violating District policy, because they then must pay sales tax on the goods, whereas the school does not.

The District hereby exempts the spending of restricted, donated funds from the bidding and Board approval requirements of purchasing policy provided:

- The gift is desired by the District as evidenced by the approval and acceptance of the gift by an appropriate principal, director, or higher administration official.
- The instructions are not in violation of statutory law. It is the responsibility of the approving party to assure this requirement is met.
- The donor has given the District specific spending instructions in writing on the donor's letterhead. If the donor will not provide the written instructions, the approving party must write his or her understanding of the instructions and certify the information provided represents the donor's instructions. (See exemption form)
- A copy of the exemption form is provided to the Purchasing Office.
- A District purchase order is delivered to the vendor at the time of the purchase.

In-Kind (non-cash) Gifts

- It is recognized that the acceptance of some in-kind gifts to schools can enhance the educational process for students. In-kind gifts will be accepted on occasion from individuals or organizations in the community; however, such gifts shall include the cost of installation and maintenance, if any. All gifts of any kind given to the school become District property.
- In-Kind Gifts to Schools Once an appropriate administrative official has determined and approved the condition of the property, compatibility with other District property, maintainability licensing requirements, availability of current and future budgets to maintain the property and the usefulness of the property, the gift may be accepted.

Donated Computer Equipment

- To ensure that all hardware can be adequately supported and integrated into the District's current environment, the Systems Architecture Office will establish and maintain minimum standards that all computer hardware shall meet in order to be accepted by the District. The chief officer of the receiving division, department or office is responsible for making the appropriate investigation and approving or declining the gift. If approval is granted, the officer is responsible for issuing a "thank you" letter to the organization or individual who donated the gift.

Issued (as regulation): November 1982

Adopted (as policy): October 2004

Cross Reference: 5202, Solicitation Requirements

Policy 5804
PUBLIC GIFTS/DONATIONS TO THE DISTRICT

PURPOSE: To establish guidelines for the acceptance of public gifts and donations. The acceptance of some gifts to schools can enhance the educational process for students. Gifts will be accepted on occasion from individuals or organizations in the community; however, such gifts must include all associated costs including installation. All gifts given to the school become District property.

Issued (as regulation): November 1982 Adopted (as policy):

May 2005 Revised: November 2005

Cross Reference: 5803, Gifts, Grants, or Endowments from Private Sources

Policy 5805
RENTAL AND SERVICE CHARGES

PURPOSE: To define revenue distribution derived from the rental of District facilities.

Definitions

Long-term is defined as a term of more than one year and short-term is one year or less. Net rental is defined as that portion of the rental not designated as reimbursement for custodial or utilities expenses.

When District property is not in use for school purposes, it may be rented or leased to organizations with missions not in conflict with the educational objectives of the District.

When entering into rental or leasing transactions, the Board seeks revenue for the purpose of advancing the educational opportunity of students. All such transactions will be carried out according to state law.

The revenue from long-term real estate leases and cellular tower leases will be deposited in the Building Fund, unless otherwise directed by the Board. Revenue from short-term rental or lease of real estate will be deposited in the General Fund. Proceeds from the sale, lease, or rental of surplus equipment will be deposited into the General Fund. An exception is the Child Nutrition Services' equipment sales and service revenue that is deposited in the Child Nutrition Fund.

For school sites only, in the year following the year of the receipt of the revenue, an amount equal to 60 percent of the net rental revenue will be budgeted for spending by the site responsible for obtaining the revenue and rental revenue shall be used to directly benefit the students of that school. Forty percent of the net rental will be retained in the District's budget as an offset to repairs and other building maintenance expenses.

Adopted: November 1982

Revised: October 2006

Legal Reference: Title 62 O.S., 335

Cross Reference: 8401, Community Use of School Facilities

ADVERTISING IN DISTRICT PUBLICATIONS AND AT DISTRICT FACILITIES

PURPOSE: To align advertising in school-sponsored or District-sponsored publications, or school or District facilities with the District's educational mission.

Tulsa Public Schools encourages the use of advertising revenue from businesses or individuals to advance or enhance the educational mission of the District. The District reserves the right to deny advertising space to any business and/or individual that seeks to promote activities or products contrary to the District's mission. Advertising is prohibited in classrooms and on buses.

Publications

School-sponsored publications include, but are not limited to, school newspapers, newsmagazines, and yearbooks. The purpose for accepting commercial advertising in schools sponsored publications is to raise revenue in order to finance the publications, and to impart journalistic management skills to the District's students.

District-sponsored publications include, but are not limited to, the Superintendent's Bulletin and athletic event programs, which are distributed as a service to inform school employees and/or patrons of the District's educational mission and school-related sporting events. The purpose for accepting advertising in District-sponsored publications is to raise revenue to defray the costs in publishing these school-related publications.

School-sponsored or District-sponsored publications do not create a public forum or a designated public forum available to anyone as an advertising or speech forum. It is the intention of the District to maintain advertising space in school-sponsored or District sponsored publications as nonpublic forums.

Adopted: November 1982

Revised: February 2000 TULSA PUBLIC SCHOOLS

Regulation 5806-R

ADVERTISING IN DISTRICT PUBLICATIONS AND AT DISTRICT FACILITIES

All advertising must be approved prior to the publication's printing. Advertising submitted for District-sponsored publications must be approved by the supervising District administrator. Advertising submitted for school-sponsored publications must be approved by the supervising school administrator.

The following advertisements will NOT be accepted for District-sponsored or school sponsored publications:

- Advertisements which can reasonably be construed as pornographic, as defined by local community standards, or which are obscene, vulgar, or lewd.
- Advertisements which are libelous, racially offensive, religiously offensive, or discriminatory, demeaning or harassing on the basis of gender, or any protected category.
- Advertisements that promote hostility, disorder, or violence.
- Advertisements that are contrary to the educational mission of the District.
- In an effort to maintain neutrality on controversial issues, advertisements that promote, favor, or oppose controversial political or societal issues.

- Advertisements that promote a partisan position on a candidate for public office or promote a partisan position on a bond or budget issue or any public question to be submitted at any election.
- Advertisements which promote any religious or political organization.
- Advertisements which use any District or school logo without prior approval.
- Advertisements which interfere with existing District marketing programs or any existing contracts. Advertisements for any of the following products will not be accepted:
 - X-or R-rated movies
 - Tobacco products
 - Alcohol beverage products, including low point beer.
 - Drugs and drug paraphernalia
 - Firearms or other dangerous weapons
 - Birth control products or information
 - Gambling aids

Fees to be charged for commercial advertising in school-sponsored and District-sponsored publications are within the discretion of the supervising school administrators and the supervising District administrators, respectively. Similarly, advertising copy deadlines, restrictions on advertisement size, total advertising space, etc., are within the discretion of the supervising administrators.

Individual schools (in consultation with the Executive Director of Athletics/Activities) may allow advertising on signs on available space at District athletic facilities. All signs at a particular location will be of uniform size, and uniform rates will be charged according to the size of the sign. If the school provides the materials for the sign, the painting of the advertisement language and designs, the sign installation, and sign maintenance, the sign revenue shall be used to defray the operational expense of the school Athletic Department. If the sign materials, painting, installation, and sign maintenance is provided by a booster club, the sign revenue shall be used by the booster club for its school support activities.

The school will determine the locations at a facility where signs will be displayed. The school will establish a maximum number of signs at each location.

Each proposed advertiser will submit a sign design, color, and the language of the advertisement. No sign will be prepared until it is approved by the advertiser and the school.

The posting of signs does not create an advertising or speech forum available to anyone.

Because spectators may perceive a sign on school property to bear the school's or the District's approval of the advertised product or service and associate the school or the District with a particular advertisement and because children of young age attend school athletic events, signs must conform to the requirements and restrictions for advertising in District-sponsored or school-sponsored publications, as stated in the publications section of this policy.

Advertising on other facilities or property not specified in this regulation shall be subject to approval by the Superintendent.

Adopted: November 1982 Revised: April 2005

Policy 5807
TRADEMARK AND LICENSING

PURPOSE: To ensure the name of Tulsa Public Schools is used in an appropriate and authorized manner.

All the trademarks, service marks, logos and/or symbols of Tulsa Public Schools and its sites are entitled to protection under the common law. It is the policy of the Board to defend the trademark status. Any use of a Tulsa Public Schools trademark must have prior written approval from Tulsa Public Schools and be produced, manufactured, or sold under license by Tulsa Public Schools.

The trademark licensing program shall be developed and implemented by the Superintendent or designee. The program shall include licensing merchandise bearing school trademarks, an approved form of license agreement and terms of payment of royalties. The Board retains the exclusive authority to enter into contracts for licensing of trademarks and logos. Funds generated through royalties on the sale of licensed merchandise shall be distributed as may be determined by the Board.

Adopted: May 2005

Varsity Athletics

The interschool competitive sports program contributes to the aims and objectives of the educational program. Students are given an opportunity and are encouraged to compete in those varsity programs offered in their schools. Interested students should contact the Director of Athletics for information regarding programs offered and eligibility. PARTICIPATION IN THE INTERSCHOOL COMPETITIVE SPORTS PROGRAM IS A PRIVILEGE AND NOT A RIGHT.

All Students

Local Rules

Each high school attendance area, as officially designated by the Board, will be considered a district when applying these local rules and the Oklahoma Secondary School Activities Association (OSSAA) rules and regulations. All rules adopted as local rules by the senior high schools of Tulsa will be administered by the Director of Athletics as prescribed in the established procedures.

Recruiting

There will be no recruiting of athletes. Recruiting includes influencing a pupil or parents/ guardian to move from one school to another in order for the pupil to engage in athletics. Rules regarding individuals who engage in recruiting shall not be restricted specifically to District personnel. (OSSAA Administrators' Handbook, Rule 9)

Student Transfers

Eighth-grade students who wish to transfer to any District high school shall complete the transfer request prior to the transfer application deadline of that year. This request may be obtained from the Office of Pupil Accounting.

Exceptions Permitting Non-Varsity Participation

A student in grades 9 through 11, who transfers to another District high school after establishing eligibility, will be eligible for JV participation and below, if both schools agree that the transfer was not for athletic purposes. Approval of non-varsity participation is not effective until the signed documentation has been sent to and received by the Director of Athletics. If any issue is raised about the student having been influenced to transfer for athletic purposes in violation of OSSAA Rule 9, then written approval should not be given. The student's former school or the new school must investigate the issue and the student should not be permitted to participate in non-varsity competition. Any evidence gathered in the investigation by the schools must be submitted to the Director of Athletics, and if immediate eligibility for non-varsity competition is still sought, a written request for exception must be submitted on behalf of the student.

The student will not be eligible for varsity participation until completing two semesters and meeting all other rules for eligibility. Eligibility is established by participation. (OSSAA Administrators' Handbook)

Eligibility After Transfer During the Seventh or Eighth Grade

Seventh and eighth grade students, who transfer to another school after establishing eligibility, will be eligible for athletic participation at the new school, provided both schools agree the transfer was not for athletic purposes. If any issue is raised about the student having been influenced to transfer for athletic purposes in violation of OSSAA Rule 9, then the student should not be permitted to participate. The student's former school or the new school must investigate the issue and any evidence gathered in the investigation by the schools must be submitted to the Director of Athletics. If immediate eligibility is still sought, a written request for an exception must be submitted on behalf of the student.

Eligibility is established by participation. (OSSAA Administrators' Handbook)

Transfer Students who Return to Their "Home" High School or any Other High School

Students in grades 9 through 12 who have transferred to another high school district shall not be eligible for varsity competition at their home high school or any other high school until they have completed two semesters and have met all other requirements for eligibility.

Transfer Students who Return to Their "Home" Middle/Junior High School or any Other Middle/Junior High School

Students who have transferred to another school district shall be eligible at their home school or any other school provided the transfer/move was not for athletic purposes.

Students Changing Schools After the First Day of School

If a student in grades 7-12 changes school after the first day of class, regardless of whether it is a transfer or a bona-fide move into the school district, that student will not be eligible for 15 calendar days from the date the student enrolled. On the 16th calendar day after the date of enrollment, if the student meets all criteria required by the OSSAA, then the student may begin participating on the appropriate level of competition. If the student enrolls within 15 calendar days of or after the commencement of a tournament, meet, or playoff contest leading to a state championship in a particular sport, the student shall not be permitted to participate in the tournament, meet, or playoffs in that sport.

Two Semesters or One Calendar Year

If a student enrolls on the first day of school, the student would not be eligible until the first day of school the following year. If a student enrolls after the first day of school, the student would be ineligible for one calendar year from the date of enrollment.

Students with Affidavits

A student living in a school attendance area other than where the student's parents/guardian are bona fide residents, and attending school on an Affidavit of Self Support, an Affidavit of Self Responsibility, or Affidavit of Custodianship, must attend two semesters to be eligible to participate in athletics.

Students Attending OSSAA Member Private Schools Within District Attendance Boundaries

All athletic eligibility requests between OSSAA member private schools and District high schools shall be determined by the OSSAA.

Interpreting Transfer Policies and Relationship to Eligibility of Middle/Junior High School Students

- A student will establish high school eligibility in the 9th grade.
- A student will establish middle/junior high school eligibility in the 7th grade.

Hardship

The Director of Athletics is authorized to grant exceptions to provisions of the local rules of the District and reinstate a student to eligibility when it is determined that local rules fail to accomplish the purpose for which they were intended, or when the rule works an undue hardship on the student. Any student who feels aggrieved by the athletic eligibility decisions of the Director of Athletics may appeal the decision to the OSSAA.

All athletic eligibility requests between non-District OSSAA member schools and District schools shall be determined by the OSSAA.

Section 1. **Eligibility Review Committee**

- a. The Eligibility Review Committee will be established by the Executive Director of Secondary Schools Student Activities and Athletics to review OSSAA eligibility, rules, violations and appeals that may occur within the TPS district.
- b. The committee membership will include the following (3-year term): Stacey Vinson, ESC, Oliver Wallace, ESC, Linda Drink, ESC, Jen Sanders, ESC, Shelia Riley, Hale, Jamar Louie, McLain, Gina Wilson, East Central, Becca Grooms, Memorial, Raymond Shipp, Edison, Mick Wilson, ESC
- c. The committee will meet once a month to consider any appeals against rulings made by the Deputy Director of Athletics for Compliance. Should emergencies arise the Executive Director can call a meeting to address the emergency appeal. If no appeals have been made, the committee will not meet.

Section 2. **The Appeal Process**

- a. Anytime an eligibility rule or an OSSAA rule comes into question the Deputy Director of Athletics for Compliance shall consider the information provided by the TPS School and other sources and rule on the eligibility of the student or respond on the ruling for the violation.
- b. All appeals of the initial ruling requested for waiver or exception to OSSAA athletic eligibility rules and/or policies will be presented to an Eligibility Review Committee for hearing and review.
- c. If the student, the parents and or the school feels that an appeal is necessary, a written request must be sent to the Executive Director of Secondary Schools Student Activities and Athletics within ten days of the notice of ruling from the Deputy Director of Athletics for Compliance.
- d. The TPS School may submit an appeal on behalf of a student or an individual school representative who is impacted directly by the determination. The school is not required to join in or endorse the appeal, but the TPS School remains responsible for informing the affected student, and the parent(s) or legal guardian of that student, or the affected individual school representative, about the appeal process, and for providing notice of the date and time for any appeal hearings.
- e. Notice of the date and time for all appeal hearings will be posted on the District Athletics website. All appeal hearings will be open to the public, however, if private, confidential information must be discussed in the hearing, then an executive session may be held for the purpose of hearing and considering such information.
- f. A representative of the TPS School who will be able to answer questions and provide supplementary information that is relevant to the appeal is required to be present at any appeal hearing. The school is required to send an appropriate representative even if the appeal is being submitted on behalf of a student or individual school representative, and the school does not join in or endorse the appeal. If an appropriate representative of the school fails to attend, the appeal hearing may be postponed, or the appeal may be denied.
- g. In any appeal, all documentation previously submitted or obtained will be made available to the individuals determining the appeal, for review prior to the appeal hearing. The school may submit additional evidence or summaries in advance of or at an appeal hearing, and copies will be provided to each committee member responsible for determining the appeal. If new information is submitted, however, that was not provided previously, then the appeal may be postponed, and the determination may be sent back with instructions to reconsider the determination in view of the new information, before the matter is rescheduled for appeal.

- h. At any appeal hearing, the school will be afforded the opportunity to be heard, and to present any new or additional information in support of the appeal before any determination is made. If the school submitted the appeal on behalf of a student, the student and the student's parent(s) or legal guardian should be present at any appeal hearing and will also be provided with an opportunity to be heard prior to any determination. If the school is making the appeal on behalf of an individual school representative, that individual should be present at any appeal hearing, and shall also be provided with an opportunity to be heard prior to any determination. The school and any such student or individual school representative may also be represented at the appeal hearing by an attorney if desired.
- i. In an appeal, all aspects of the prior determinations at issue may be subject to review, and any part of the prior determinations that is found to have been erroneous or inappropriate may be corrected or revised, even if that part of the prior determinations was not appealed.
- j. Any votes on appeals will be taken and a record of such votes will be kept and be available to the public. An electronic record of each appeal hearing, including any proceedings held in executive session, will be kept, although the record of proceedings held in executive session will not be available to the public.
- k. The member school is responsible for ensuring that a copy of the written statement or written notice of the determination on appeal is provided to any individual school representative, or to a student and the parent(s) or legal guardian of the student, who is directly affected by the determination.
- l. The ruling by the Eligibility Review Committee shall be final as the OSSAA Staff and Board of Directors do not rule on intra-multi school district eligibility.

Alternative Schools

Any student placed in an alternative setting or any student serving an out-of-school suspension is not eligible to participate in any school-sponsored activities. Students who voluntarily attend an alternative school may participate in extracurricular activities including athletics at their home school or the school where athletic eligibility was established, provided they meet all other eligibility requirements as established by the OSSAA.

Students returning to their home high school from an alternative education placement may be granted athletic eligibility at the home school. These students must meet the scholastic eligibility requirements as established by the OSSAA and meet all other requirements of the alternative education placement.

Education Open Transfer Act

The eligibility of a student who transfers to an OSSAA member school under the Education Open Transfer Act shall be determined by the OSSAA.

Washington High School

Students may be selected to attend Washington High School under the provisions, policies, rules, and regulations established by Tulsa Public Schools. Students attending Washington, but whose parents/guardians are bona fide residents of a school district other than Tulsa Public Schools, must

meet eligibility requirements established by the OSSAA. All appeals for eligibility of students in this category will be directed to the OSSAA.

Eighth-grade students transferring from one Tulsa high school to Washington High School are eligible under the previously established local eligibility rules stated in this policy.

Students attending Carver Middle School may be visited by members of the Washington High School athletic staff for the purpose of participating in athletics. Students from other middle schools visited by members of the Washington High School athletic staff for the purpose of participating in athletics shall be considered as having been recruited.

Penalties

When rules established for eligibility and participation in athletics are not adhered to by employees of Tulsa Public Schools, the incident shall be referred to the Director of Athletics.

Student Athlete Suspension

All members representing any team within the District will abide by a code of ethics that will earn them the honor and respect that participation and competition afford. Any conduct bringing dishonor to the student, the team, the school, or the District will not be tolerated.

Athletic participation in Tulsa Public Schools is a privilege, not a right. Grievous misconduct by an athlete may result in permanent disqualification from participation in all athletic activities while enrolled in Tulsa Public Schools.

Suspension -- Player Ejections

A contestant who is ejected by a game official because of an unsportsmanlike foul or who commits unsportsmanlike conduct in connection with an interschool contest will be suspended from participation with any team in that sport for a minimum of the next two contests of the scheduled season. (Exception: soccer – minimum of three games). If the suspension cannot be fully administered during the current sport season, the remainder of the suspension will be applied to the next sport season in which the athlete participates. Unsportsmanlike conduct may consist of, but is not limited to: cursing, disrespectfully addressing an official, improperly attempting to influence an official's decision, disrespectfully addressing or baiting an opponent, inciting undesirable crowd reactions or making obscene gestures.

Should a second ejection occur during the same sport season, the contestant will be suspended for the remainder of the scheduled season. If the suspension does not include at least five contests of the scheduled season, the remainder will be applied to the next sport season in which the athlete participates.

Involvement in Altercations

All contestants involved in an altercation during an interschool contest will be suspended from participation pending an investigation by the Superintendent or designee. Suspension for such misconduct will range from the next two contests of the season to the remainder of the current semester, plus the succeeding semester, through disqualification (see below) for the balance of the athlete's enrollment in Tulsa Public Schools. Suspension will include participation with any team in any sport.

When a suspension cannot be fully administered during one sport season, the remainder will be applied to the next sport season in which the athlete participates. The Director of Athletics will work with the appropriate administrators to prepare recommendations to suspend an athlete or athletes from participation.

Team Misconduct

Should a team's conduct warrant disciplinary action, the team will forfeit a minimum of the next contest of the scheduled season, or the remainder of the scheduled season. The appropriate school administrators will work with the Director of Athletics to prepare recommendations for the OSSAA, to forfeit any part of a District team's schedule.

Leaving the Bench During Altercation

Any substitute or team member who leaves the team bench (football player leaving the team box; baseball or softball player leaving the dugout; basketball player or wrestler leaving the team bench, etc.) and enters the playing area during a fight or any other serious unsportsmanlike act will be dealt with in accordance with OSSAA rules.

Repeated Misconduct

Any contestant involved, directly or indirectly, in fighting or any other serious unsportsmanlike act a second time during the season shall be suspended for the remainder of the season. If the suspension does not include at least five contests of the scheduled season, the remainder of the suspension will be applied to the next sport season in which the athlete participates.

Notice

When disciplinary action is taken against a contestant or a team in connection with an interschool contest, the school principal or the Director of Athletics will provide a written notice to the parents/guardians and to the Executive Director of the OSSAA.

Suspension from School

Any contestant who violates the Behavior Response Plan in connection with an interschool contest will be disciplined according to existing policies, rules, and regulations of the District. Suspension from school will be in addition to suspension from participation in athletics.

Reinstatement

Reinstatement after suspension is granted only when the Superintendent or designee is convinced that the contestant's conduct will be consistent with that expected of good school citizens. Reinstatement will occur only after a parent conference with school personnel. Continuation of acts, which caused the suspension, may result in an additional suspension for the rest of the semester and the succeeding semester.

Disqualification -- Grievous Misconduct

Athletes are advised and informed in writing that participation in athletics within Tulsa Public Schools is a privilege and not a right. All athletes' conduct is expected to bring both honor and respect to themselves and their teams and schools as well as to Tulsa Public Schools. Any behavior bringing dishonor to the student, the team, the school, or the District will not be tolerated. Grievous misconduct, as determined by the Superintendent or designee, may therefore result in permanent disqualification from participation in all athletic activities for the remainder of a student's enrollment in Tulsa Public Schools. Grievous misconduct may include, but is not limited to, bullying, hazing, brutality in any form, physical attack upon an official or coach, violence of any nature, and/or any criminal act.

Notice

Any student athlete whose privilege to participate in sports is revoked shall be provided with written notice of this circumstance simultaneous with notice to the student's parents/guardians by the principal of the school upon direction by the Superintendent or designee. The appropriate District administrators Area Superintendent, the Director of Athletics, and the Executive Director of OSSAA shall be copied.

Athletic Coach Suspension

Coach Ejections

If a coach is ejected from a contest, the coach will not be allowed to occupy the coaching place with any team in that sport during the next two contests of the scheduled season. If the suspension cannot be fully administered during that sport season, the remainder will be applied to the next sport season to which the coach is assigned.

Removal from Coaching Assignment for Misconduct

Any coach employed by the District whose team engages in altercations will be temporarily suspended from game participation in all competitive sports pending a complete investigation by the Superintendent or designee. Should a coach's unethical and/or unprofessional conduct warrant disciplinary action, the coach may be removed from all coaching assignments for the remainder of the school year. The coach's stipend(s) will be forfeited and prorated to the time of removal from the assignment(s). The Superintendent or designee will work with the appropriate District administrators and the Director of Athletics in preparing recommendations to remove a coach from the coaching assignment(s).

Should a second ejection occur, the coach will be removed from all coaching assignments for the remainder of the school year. The coach's stipend(s) will be forfeited and prorated to the time of removal from the coaching assignments.

Notice

Anytime disciplinary action is taken against a coach in connection with an interschool contest, the Superintendent or designee will work with the appropriate District administrators and the Director of Athletics to prepare recommendations of disciplinary action. After confirmation of the disciplinary action, the principal will provide written notice to the coach and to the Executive Director of the OSSAA, with copies to the appropriate administrators.

Adjunct Coaches/Teachers

Schools may use adjunct coaches in their athletic program. Adjunct coaches will be held to the same level of accountability as certified coaches. Adjunct coaches or "Adjunct Teachers" are subject to rules and regulations as set forth by the Oklahoma State Department of Education. All adjunct coaches must have taken the course "Care & Prevention of Athletic Injuries" in order to be compensated as a coach.

If an adjunct coach is ejected by a game official, the adjunct coach will not be permitted to be with the team for the remainder of the school year. The coach's stipend(s) will be forfeited and prorated to the time of removal from the coaching assignment. The adjunct coach will have the opportunity to appeal the suspension to the Director of Secondary Athletics and Activities. The decision of the Director of Secondary Athletics and Activities is final and non-appealable. In compliance with OSSAA rules, the suspension for ejection remains a minimum of two contests and the coach must provide evidence of successful completion of the NFHSA coaches Behavior Modeling Course prior to returning to the coaching position.

Student teachers may be used in the capacity of coaches provided they have been assigned to that school and a certificated teacher is present at each athletic contest. They may assume coaching responsibilities as designated by the regular coach or designated associate coach for that school. Student teachers used as coaches are held to the same accountability standards as adjunct coaches.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

PURPOSE: To establish procedures for reporting and tracking student athletes who have been determined to suffer a concussion or head injury.

The Tulsa Public Schools Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports.

On an annual basis and prior to participation in practice or athletic competition, each student athlete and the student athlete's parent or legal guardian must complete a concussion and head injury information sheet to the Tulsa Public Schools Coordinator of Sports Medicine. The student-athlete MAY NOT participate in athletics until this information is on file.

A student athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any student athlete removed from participation shall not be allowed to participate until the athlete is evaluated in a follow-up examination by a licensed healthcare provider who is trained in the evaluation and management of concussions. The student athlete must present written clearance from the licensed healthcare provider to return to participation in athletics.

(Oklahoma Statute 24-155 of Title 70)

The Tulsa Public Schools Board of Education has defined a licensed health care provider as follows: M.D. - Medical Doctor, D.O. - Doctor of Osteopathy

COACHES AND SPORTSMANSHIP

Athletic Coach Suspension & Inappropriate Conduct of Coaches

Coach Ejections

If a coach is ejected from a contest, the coach will not be allowed to occupy his/her coaching role with any team in that sport during the next two (2) contests of the scheduled season. If the suspension cannot be fully administered during that sport season, the remainder will be applied to the next sport season to which the coach is assigned. Additionally, the OSSAA requires that any coach who is ejected during an athletic contest must complete the NFHS course "Teaching and Modeling Behavior." Completion of this course, as well as the mandatory game suspensions per TPS and OSSAA Rules, will be required before a coach may return to his coaching assignment.

Removal from Coaching Assignment for Misconduct

Any coach employed by the District whose team engages in altercations will be temporarily suspended from game participation in all competitive sports pending a complete investigation by the Superintendent or designee. Should a coach's unethical and/or unprofessional conduct warrant disciplinary action, the coach may be removed from all coaching assignments for the remainder of the school year.

The coach's stipend(s) will be forfeited and prorated to the time of removal from his/her assignment(s). The Superintendent or designee will work with the appropriate district administrators and the Director of Athletics in preparing recommendations to remove a coach from his/her coaching assignment(s).

Should a second ejection occur, the coach will be removed from all coaching assignments for the remainder of the school year. The coach's stipend(s) will be forfeited and prorated to the time of removal from his/her coaching assignments. The Athletic Director will provide written notice to the coach and to the Executive Director of the OSSAA, with copies to the appropriate administrators.

Disciplinary Action

Any time disciplinary action is taken against a coach in connection with an interschool contest, the Superintendent or designee will work with the appropriate district administrators and the Executive Director of Athletics to prepare recommendations of disciplinary action. After confirmation of the disciplinary action, the principal will provide written notice to the coach and to the Executive Director of the OSSAA, with copies to the appropriate administrators.

Volunteer Coaches/Adjunct Coaches

Schools may use adjunct coaches to assist in their athletic program. Adjunct coaches will be held to the same level of accountability as certified coaches. "Adjunct Coaches" are subject to rules and regulations as set forth by the Oklahoma State Department of Education. All adjunct coaches must have completed the courses "Care and Prevention of Athletic Injuries" and "Fundamentals of Coaching" to be compensated as a coach. In addition, adjunct coaches are required to complete a background check, drug test, TPS Compliance Exam and attend the annual TPS Coaches In-service Training.

No adjunct / volunteer coach may assume or begin any coaching duties until all requirements are met. Failure to do so may result in suspension or termination.

If a volunteer or adjunct coach is ejected by a game official, he/she may not be permitted to be with the team for the remainder of the school year. The coach's stipend(s) may be forfeited and prorated to the time of removal from his/her coaching assignment. The volunteer or adjunct coach must be reinstated by the OSSAA.

Student teachers may be used in the capacity of coaches provided they have been assigned to that school and a certificated teacher is present at each athletic contest. They may assume coaching responsibilities as designated by the regular coach or designated associate coach for that school. Student teachers used as coaches are held to the same accountability standards as adjunct coaches.

Legal Reference: Oklahoma Secondary School Activities Association Procedures and Administrators' Handbook

NFHS Coaching Courses

The OSSAA requires all 1st year teacher-coaches and all Adjunct Coaches (regardless of how many previous years you have coached) to pay for and take the NFHS Fundamentals of Coaching course. The cost is \$40.00 and must be paid by credit card when you enroll in the on-line course. A copy of the certificate of completion must be submitted to the TPS Athletics Office.

Additionally, the OSSAA is also requiring that any coach who is ejected during an athletic contest must also take the NFHS course "Teaching and Modeling Behavior." There is a fee and must be paid by credit card when you enroll in the on-line course. Completion of this course, as well as the mandatory game suspensions per TPS and OSSAA Rules, will be required before you may coach.

A credit card must be used at the time of registration for either of the courses. Schools may choose to reimburse coaches who take the courses- but that is at the discretion of the site Athletic Director and Principal.

Enrolling and taking the "Fundamentals of Coaching" Course

1. Go to <http://www.nfhslearn.com/>
2. Create an account by clicking "Register" or login if you have already have an account
3. Once registered, you may select the "Fundamentals of Coaching" course.
4. Once on the "Fundamentals of Coaching" page, click the orange "Purchase Now" button.
5. Select and save "Oklahoma" as the state then click the Red "Checkout" button.
6. Enter your valid credit card information to cover the course fee.
7. You are now enrolled in the course. You have access for up to 1 year to all the materials provided to you in the course.
8. You may start the course and finish later.
9. Upon completion, you will need to print or save a copy of your certificate of completion. Keep your records.
10. A copy of your certificate must be mailed, faxed, or e-mailed to the TPS Office of Athletics

Enrolling and taking the "Teaching and Modeling Behavior" Course

1. Go to <http://www.nfhslearn.com/>
2. Create an account by clicking "Register" or login if you have already registered.
3. Once registered- select "Courses" from the red bar across the top and choose "Elective Courses."
4. Under "Elective Courses" choose the course "Teaching and Modeling Behavior."
5. Once on the "Teaching and Modeling Behavior" page, click the orange "Purchase Now" button.
6. Select and save "Oklahoma" as the state then click the Red "Checkout" button.
7. Enter your valid credit card to cover the course fee.
8. You are now enrolled in the course. You have access for up to 1 year to all the materials provided to you in the course.
9. You may start the course and finish later. Your progress will be saved.

10. Upon completion, you will need to print a copy of the certificate of completion.
11. A copy of the certificate must be mailed, faxed, e-mailed, or delivered to the TPS Office of Athletics. Keep a copy of your records.
12. You will not be reinstated to coach until a copy of the certificate is on file.

NFHS COACHES CODE OF ETHICS

The function of a coach is to educate students through participation in interscholastic competitions. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she are the coaches' own, and his or her welfare should be always uppermost.

Accordingly, the following guidelines for coaches have been adopted by the NFCA (National Federation Coaches Association) Board of Directors.

The coach shall be aware that he or she has a tremendous influence, either good or ill, on the education of the student-athlete and shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct. The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members.

The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student-athletes special consideration.

A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

TITLE IX INFORMATION

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance.

-From the preamble to Title IX of the Education Amendments of 1972.

Title IX prohibits institutions that receive federal funding from practicing gender discrimination in educational programs or activities. Because almost all schools receive federal funds, Title IX applies to nearly everyone. The Office for Civil Rights in the U.S. Department of Education is charged with enforcing the civil rights and regulations in education.

Tulsa Public Schools is committed to operating an athletic program that is in compliance with Title IX. If a coach has any concerns regarding gender equity in the TPS athletic program, please contact:

Michelle Siegfried, Human Rights Coordinator

Tulsa Public Schools Talent Management

3027 South New Haven Avenue

Tulsa, Oklahoma 74114-6131

918-746-6517

SANCTIONING STUDENT ACHIEVEMENT PROGRAMS, PARENT-TEACHER ASSOCIATIONS, AND BOOSTER CLUB ORGANIZATIONS

PURPOSE: To establish guidelines for District sanctioned programs and organizations.

Definitions as used in this policy:

Student Achievement Programs - Programs intended to operate and do operate to enhance student achievement.

Parent-Teacher Associations - Associations of parents and teachers operating to provide a basis for communication and interaction among parents and staff members.

Booster Club Organizations - Organizations composed of parents and interested persons, associating together to assist a student activity.

Oklahoma law authorizes the Board to adopt a policy to exempt student achievement programs, parent-teacher associations and booster club organizations from the statutory provisions relating to student activity funds. District sanctioned programs, associations and booster clubs may use students in fundraising as long as the fundraiser is not on school property or during school hours.

The Board may sanction programs, associations and clubs, in the judgment of the Board, that advance the educational objectives of the District and are beneficial to students. The Board delegates the initial authority to sanction a program, association or club to the Superintendent or designee. In determining whether a program, association or club should be sanctioned, the Superintendent or designee shall consider:

If the program, association or club promotes activities representing an extension, expansion application of the District's curriculum.

If the program, association or club assists student government in activities carrying out special projects or responsibilities.

If the program, association or club assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the Board.

PROCESS TO SANCTION A BOOSTER CLUB

For a Booster Club to operate in Tulsa Public Schools, the club must be "sanctioned" by TPS. The process for sanctioning is outlined below:

The club must obtain an Employer Identification Number ("EIN") from the IRS. An EIN may be obtained online by going to <http://www.irs.gov> and clicking on the link "Forms and Instructions."

Scroll down to Form SS-1. This will take them to an online application that they can complete to get an EIN. If they prefer, they can download the form and complete a hard copy and mail to: Internal Revenue Service Attn: EIN Operation, Cincinnati, OH 45999 or fax to 855-641-6935.

When completing the application, they should look at page two of the application titled "Do I Need an EIN?" The information provided for "Opened a Bank Account" explains the lines that must be completed on the EIN application for Booster Clubs, which are lines 1-5b, 7a-b (if applicable), 8a, 9, and 16a-c.

Also please inform your Booster Clubs that when they are conducting Booster Club business, they may not represent themselves to vendors as Tulsa Public Schools. They must conduct their business as the Booster Club.

Tulsa Public Schools does not charge a fee to sanction Booster Clubs but is required by law to sanction all Booster Clubs working within the district.

If there are any questions, please feel free to contact the Finance office at 746.6247.

Booster Clubs and Additional Coaches Compensation

Booster Clubs MAY compensate coaches with additional funds for duties over and above what they are paid for by the district, per the negotiated agreement with TCTA (Tulsa Teachers Classroom Association).

Booster Clubs may not pay coaches to increase their negotiated stipend amount. For example: A softball coach runs a summer weight training program. This is not part of their required duties as a softball coach in TPS, therefore the Booster Club could pay the individual for time they spent working in the summer.

Booster Club must adhere to the following guidelines:

- The Booster Club must be sanctioned through the office of the Chief Financial Officer
- The payment from the Booster Club must be made to "TPS Athletics."
- The TPS Athletic Office will complete the necessary Board Agenda Item for School Board approval.
- The TPS Athletic Office will have a PO approved and will route payment to the appropriate individual through the TPS payroll office.

*Schools paying stipends to coaches that come directly from the Soft Drink/Vending account MUST send the request to the Athletic Office, where a Board Agenda item will be created. The school must approve the RQ at the site, through their normal board of control, and complete the appropriate payroll sheet to be sent to the TPS Athletic office.

*See appendix for sample booster letter and sanctioning form

OSSAA/TPS ATHLETIC RESIDENCE ELIGIBILITY GUIDELINES

All athletic eligibility questions and hardship requests should be directed to Deputy Director of Athletics, Krystel Markwardt markwkr@tulsaschools.org (918)746-6106 at the district TPS Athletic Office.

All athletic eligibility requests between TPS schools and non-public schools shall be determined by the OSSAA, but should be sent to the OSSAA by the District TPS Athletic Office. All 5th year or overage hardship eligibility requests shall be determined by the OSSAA, but should be sent to the OSSAA by the District TPS Athletic Office.

For a detailed explanation of OSSAA Eligibility Information, please reference the OSSAA Rules and Board Policy Manuals which can be found at:

[OSSAA Rules Manual](http://www.ossaa.com/manual_rules.aspx)- http://www.ossaa.com/manual_rules.aspx

[OSSAA Board Policy](http://www.ossaa.net/docs/2023-24/OSSAAInfo/MF_2023-24_BoardPolicies.pdf)- http://www.ossaa.net/docs/2023-24/OSSAAInfo/MF_2023-24_BoardPolicies.pdf

Rule 9 Regulations and Policies

Rule 9 mandates accountability concerning all issues of admission and/or financial aid for potential student athletes.

- *INSTITUTIONAL CERTIFICATE OF COMPLIANCE* to be submitted annually by any school that has a selective admission policy and/or that charges tuition.
- Schools with selective admission or that charge tuition are required to have on file written policies and standards used by the school in offering financial aid or any tuition assistance.
- Rule 9 also clearly defines personnel at the school, public or non-public, who may have contact with a potential student athlete.
- In particular with regard to Rule 8, the Residence Rule, if a student changes schools after the first day of class, regardless of whether it is a transfer or a bona-fide move into the school district, that student will not be eligible for 15 calendar days from the date of first attendance.
- The OSSAA Board of Directors has approved changes in eligibility through the waiver process which will allow exceptions to the one-year ineligibility period following a transfer when:
 - A transfer occurs in the seventh or eighth grade year and does not appear to have been made for athletic purposes.
 - When both schools approve the transfer student for non-varsity competition.
 - Clearly defined, a seventh-grade student may attend the school of his or her choice on transfer and have athletic eligibility at that school. The same would hold true for an eighth-grade student; however, eligibility is established for the student's ninth grade year at the school where he or she established themselves during their eighth-grade year. A student must not appear to have transferred for athletic purposes to be following this rule.
- A student who transfers in grades 9 through 12 will be eligible for JV participation and below, if both schools agree that the transfer was not for athletic purposes

OSSAA Game Limitations

OSSAA GAME LIMITATIONS FOR 2023-2024

Cross Country- Teams and individuals are limited to 8 meets and 4 of those meets must occur without the loss of instructional time this includes travel to the meet. Middle School- 6 meets and two of those meets must occur without the loss of instructional time.

Volleyball- High School teams are allowed 15 matches and 3 tournaments or 12 matches and 4 tournaments. MS teams are allowed 13 matches and 2 tournaments.

Fast Pitch- High School is limited to 37 total games and no more than 3 tournaments. All games in a tournament count toward the 37 total game count. MS teams may play 14 games and 2 tournaments or 11 games and 3 tournaments.

Football - HS 10 regular season games. JV/9th grade -9 games- MS- 8 regular season games.

Basketball- 16 games & 2 tournaments or 14 games and 3 tournaments. Festival games (brackets with less than 8 teams) will count toward the game limit not the tournament limit. Middle School-16 games total including tournaments.

Swimming- Teams and/or Individuals shall be limited to no more than 12 dates of competition excluding state and conference championships.

Wrestling- Coaches may coach their teams in a maximum of 3 open collegiate style wrestling tournaments in November with no loss of school time that are sanctioned or hosted by OSSAA member schools. Individuals are not eligible to compete in open tournaments in November that are sanctioned or hosted by an OSSAA member school unless they are accompanied by a school coach. High school teams must use the 26-point system. Middle School teams—11 duals and 3 tournaments or 8 duals and 4 tournaments.

Golf- Teams & individuals are limited to 9 regular season contests. No more than two contests weekly may require loss of instructional time and no more than 7 total loss of instructional days.

Slow-Pitch- High School may play a total of 37 games. Teams and individuals are limited to no more than 3 tournaments and all games in a tournament will count toward the 37 total game count. MS teams may play 14 games and 2 tournaments or 11 games and 3 tournaments.

Soccer- Each team is allowed 15 total matches. Teams may participate in no more than 2 tournaments and no team shall play more than 3 games in any tournament. All tournament games count toward the 15 total match count. MS teams are allowed eight regular season games and one tournament.

Tennis- High School teams are allowed 14 matches. A tournament is considered one match. MS teams are allowed 8 matches. A tournament is considered one match. All students can play in no more than two matches weekly where there would be loss of instructional time. A student cannot miss more than 7 instructional days.

Baseball- 37 total contests. Tournament or festival games count toward the 37-game limit. Middle School teams are limited to 14 games and 2 tournaments.

Track- High School students are limited to 8 meets, 4 of which must occur when there is no loss of instructional time. MS students are limited to 6 meets, 2 of which must occur when there is no loss of instructional time.

Violation of contest limits (teams and/or individuals). Generally, if the contest, meet, or tournament limits for a particular activity have been exceeded by either a school team or by individual participants from a school, the following sanctions will be applied:

1. The contest(s) that exceed the limits must be forfeited.
2. The head coach in that activity shall be suspended from coaching in any regular season contests, at the same level, in the same activity, for the remainder of the current regular season and any championship play-off events for that school year.
3. The head coach in that activity may also be suspended from coaching any regular season contests, at the same level, in the same activity, in the subsequent season for that activity.
4. The school will not be allowed to host any play-off contests in that activity during the school year in which the violation occurred.
5. The program will be placed on warning for a period of one year.

Sports Medicine

INTRODUCTION TO SPORTS MEDICINE

The following policies and procedures were specifically designed for the Tulsa Public Schools athletic department and facilities. These procedures were created to provide TPS employees, and our student athletes with written guidelines and protocols to help reduce the chances of a serious injury from TPS facilities.

Responsibilities of the Coach to the Sports Medicine Director or Athletic Trainer

Recognize that the head athletic trainer has the ultimate authority regarding safety and health of all student athletes during participation. Once a student athlete is evaluated by the athletic trainer, he/she can then direct the student athlete in his health care and path of return to play. The athlete will not return to play until proper release is received by TPS athletic office and participation modifications have been made and coaches have been notified. The athletic trainer will communicate with the coaches daily regarding the athlete's progress. All coaches will carry cell phones during practice in case of emergency.

The head coach must provide a detailed practice schedule 48 hours prior to participation so coverage can be scheduled.

Coaches with keys to the training room always lock doors and notify the athletic trainer of entrance for inventory purposes. No equipment shall be used unless proper training has taken place.

Student athletic training aides are students under the direct supervision of the head athletic trainer and are required to follow a strict set of rules. They may not provide care independently of the head athletic trainer without specific direction from the head athletic trainer. Student athletic training aides are not able to diagnose injuries, interpret physician notes, make return to play decisions, create treatment programs or rehabilitation plans.

Medication

MEDICATION POLICY

Do not under any circumstance give an injured athlete a prescription or over-the-counter medication without a written order from a physician. A student should not carry any over-the-counter medications unless they have filled out the proper forms and filed them with the district. It is not unusual for an athlete to have a rescue inhaler for asthma related conditions. These students should have paperwork submitted to the district so that they can self-administer these medications and should have their inhaler clearly marked with their name. A coach may be asked to carry these in a first aid kit so it is readily available should the athlete need it. Athletes using inhalers should notify the coach and athletic trainer of their condition.

Nutritional Supplements

It is the policy of Tulsa Public School not to endorse, advise or provide any type of supplement to athletes. Athletes found in possession of supplement will have the supplement confiscated and destroyed and coaches, parents, and administrators will be informed of the incident.

Sudden Cardiac Arrest (SCA) Legislation & Information Sheet

Oklahoma Statute 24-156 of Title 70

THIS IS STATE LAW– please make sure you understand your responsibilities.

The Tulsa Public Schools Board of Education recognizes sudden cardiac arrest (SCA) can happen unexpectedly in sport. Therefore, consistent with Oklahoma Statute, Section 24-156 of Title 70, the District will inform and educate student-athletes and their parents/legal guardians of the signs and symptoms of SCA through this policy and the distribution of associated informational sheets and forms.

On an annual basis and **prior** to a student-athlete's participation in any athletic practices or competitions, a SUDDEN CARDIAC ARREST SYMPTOMS and WARNING SIGNS FACT SHEET will be provided to the student-athlete and their parents/legal guardians. Along with the information sheet shall be an acknowledgment form which the student-athlete and their parents/legal guardians must sign to verify they have read the information sheet and understand the content and warnings.

Completed acknowledgment forms shall be returned to the Tulsa Public Schools Director of Sports Medicine prior to the student-athlete's participation in practice or competition during the school year. The student athlete may not practice or compete until the form has been signed and returned.

If the District's coaching personnel suspect that a student-athlete is exhibiting signs or symptoms of SCA during practice or competition, the coach shall immediately remove the student-athlete from participation and direct the student-athlete to obtain a physical examination by a licensed healthcare provider selected by the student-athlete's parents/legal guardians. Any student who is removed or prevented from participating in an athletic activity shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider. Health care provider is defined as a person who is licensed, certified, or otherwise authorized by the laws of this state to practice a health care or healing arts profession or who administers health care in the ordinary course of business (such as a physician, physician assistant, advanced practice nurse, or cardiologist). The District shall not be financially responsible for any healthcare bills associated with the examination.

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues.

SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- Fainting or seizures during exercise
- Unexplained shortness of breath
- A racing heart.
- Dizziness
- Chest pains; or
- Extreme fatigue.

These symptoms can be unclear in athletes since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

Can you screen for cardiac abnormalities?

The annual sports pre-participation physical examination includes a personal and family health history to screen for symptoms or warning signs of SCA.

An electrocardiogram (ECG) and echocardiogram (ECHO) are noninvasive and painless options. However, these procedures may be expensive and are not currently advised by the American Academy of Pediatrics and the American College of Cardiology unless the pre-participation examination reveals an indication for these tests.

Senate Bill 239 – The Chase Morris Sudden Cardiac Arrest Prevention Act (the Act)

The Act is intended to address any sport sanctioned and offered in grades 7 through 12 by a school district to keep student-athletes safe while practicing or playing. The requirements of the act are:

- All student-athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.
- Schools may also hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches, and school officials. Schools may also want to include doctors, pediatric cardiologists, and athletic trainers.
- To coach an athletic activity, coaches are required once each year to complete and approved SCA training course offered by a provider approved by the Oklahoma State Department of Health.

Removal from play/return to play

- Any student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- Any student who is removed or prevented from participating in an athletic activity shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider. Health care provider is defined as a person who is licensed, certified, or otherwise authorized by the laws of this state to practice

a health care or healing arts profession or who administers health care in the ordinary course of business (such as a physician, physician assistant, advanced practice nurse, or cardiologist).

Concussion Legislation & Information Sheet

Oklahoma Statute 24-155 of Title 70

THIS IS STATE LAW– please make sure you understand your responsibilities.

Concussion History and Pre-Season Status

ALL TPS student-athletes must complete, and have on file, a “Concussion Information Sheet.”

These “Concussion Information Sheets” must be distributed and acknowledged **ANNUALLY**.

The TPS Director of Sports Medicine will maintain a copy and record of each student-athlete with respect to their concussion history.

Student-athletes with a record of previous concussions will not be allowed to participate until cleared by TPS Director of Sports Medicine

If a copy is not on file with the district Director of Sports Medicine, the student-athlete **IS NOT ELIGIBLE TO PARTICIPATE**.

Legislation & Information Sheet on Concussion Procedures

If an athlete is suspected of having a Traumatic Brain Injury (TBI) by coaches, game officials, or designated medical staff, they must be removed from the event and be evaluated by a medical professional trained in the evaluation and management of head injuries before continued participation. If it is determined that the athlete is exhibiting signs and symptoms consistent with a concussion, they may not return to play that day and must be evaluated by an MD or DO and given written clearance to return to play. This person will not be a TPS employee.

If medical personnel recommended by TPS is covering an athletic contest and deems an athlete should be withheld from participation, a coach, parent, or guardian does not have the authority to override the recommendation of medical personnel to withhold the athlete from participation and return that athlete to play.

As a student-athlete, TPS is concerned about the individual’s ability in the classroom and their return-to-learn. When an athlete sustains a concussion, the head coach should notify the following individuals by phone or e-mail so that the student-athlete’s academic progress is monitored, and accommodations are made where needed. The head coach should notify the site Athletic Trainer, Athletic Director, Director of Sports Medicine, school nurse, attendance clerk, and the student’s vice principal and counselor. The counselor or vice principal should notify the student’s teachers so they can make classroom modifications, adjustments and/or accommodations as needed. Once all academic modifications, adjustments, and accommodations have been removed, the student athlete may begin the return to play process. If a student-athlete has completed a baseline neurocognitive assessment, post event test scores must be within individualized baseline values before they may return to activity.

When an athlete receives a written clearance to return to athletic participation, this clearance must be kept on file with the Director of Sports Medicine. Upon clearance, the athlete, under the direction of the Certified Athletic Trainer, will begin a 5-step return to play protocol that will take no less than 5 days. The criteria to advance to the subsequent step are that the previous step be completed with no recurrence of any concussion-like symptoms. If symptoms return during a step, the activity will cease, and the step will be attempted the following day. These steps are as follows:

- (1) Light aerobic activity for 10-15 minutes (e.g., jogging, biking, elliptical machine)
- (2) Increased aerobic activity and add anaerobic activity (e.g., weights, sprints, running bleachers/steps, calisthenics)
- (3) Individual sport specific non-contact drills (shooting, passing routes, dribbling, throwing)
- (4) Light contact activity (e.g., 7 on 7, defensive/offensive individual drills)
- (5) Full contact practice
- (6) Return to full participation.

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practice or games in any sport
- Can happen even if you have not been knocked out
- Can be serious even if you have just been “dinged.”

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities like playing video games, working on a computer, studying, driving, or exercising. Most people with concussions get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

Signs and symptoms of a concussion can show right up after the injury or may not appear to be noticed until days or weeks after the injury.

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Cannot recall event prior to hit or fall
- Cannot recall events after hit or fall

Concussion Fact Sheet

Symptoms Reported by Athletes:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizzy; double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

What should you, the student athlete, do if you think you have a concussion?

- **Tell your coaches or parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

What should parents/guardians do if they think their child has a concussion?

- **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
- **Keep your child out of play.** Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- **Tell your child’s coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

How can you prevent a concussion?

- Follow the coach’s rules for safety and the rules of the sport.
- Practice good sportsmanship.
- Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards –IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)
- Learn the signs and symptoms of a concussion

Early fall football, cross country, and soccer practices are conducted in very hot and humid weather in many parts of the United States. Due to the equipment and uniform needed in football, most of the heat problems have been associated with football. Heatstroke deaths in football were the highest in 1995 since the 1978 season. There is no excuse for heatstroke deaths to increase if the proper precautions are taken. Under such conditions, the athlete is subject to the following:

- **HEAT CRAMP** -- Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.
- **HEAT SYNCOPE** -- Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heatstroke.
- **HEAT EXHAUSTION (WATER DEPLETION)** - Excessive weight loss, reduced sweating, elevated skin and deep body temperature, excessive thirst, weakness, headache and sometimes unconsciousness. **OBTAIN MEDICAL CARE AT ONCE.**
- Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.
- **HEAT EXHAUSTION (SALT DEPLETION)** -- Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.
- **HEATSTROKE** -- An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and hot dry skin {heatstroke victims, contrary to popular belief, may sweat profusely}. **THIS IS A MEDICAL EMERGENCY-DELAY COULD BE FATAL**

Heat Stress and Athletic Participation Guidelines

ALL ATHLETES MUST HAVE UNRESTRICTED ACCESS TO WATER!

UNDER NO CIRCUMSTANCES SHOULD AN ATHLETE BE DENIED WATER!

Immediately cool body while waiting for transfer to a hospital. Remove clothing and use cool water on the body. An increasing number of medical personnel are now using a treatment for heat illness that involves applying either alcohol or cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling.

It is believed that the above-mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine: Health Care for Young Athletes. American Academy of Pediatrics, 1991). The following practices and precautions are recommended:

1. Each athlete should have a physical exam with a medical history when first entering a program and an annual health history update. The history of previous heat illness and type of training activities before organized practice begins should be included. State high school association's recommendations should be followed.
2. Top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the PHYSICAL CONDITION of their athletes and set practice schedules accordingly.
3. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used, and that 80 percent acclimatization can be expected to occur after the first seven to 10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The most important safeguard to the health of the athlete is the replacement of water. The old idea that water should be withheld from athletes during workouts has NO SCIENTIFIC FOUNDATION.
 - Water must be on the field and available to the athletes at all times.
 - It is recommended that a minimum of 10 minutes be scheduled for a water break every half hour of heavy exercise in the heat.
 - WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES.
 - Check and be sure athletes are drinking the water. Cold water is preferable.
 - Drinking ample water before practice or games has also been found to aid performance in the heat.
 - Athletes should drink water before and during practice.

5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. ATTENTION MUST BE DIRECTED TO REPLACING WATER. Fluid replacement is essential.
6. Know both the TEMPERATURE and HUMIDITY. The greater the humidity, the more difficult it is for the body to cool itself. There is also a weather guide for activities that last 30 minutes or more (Fox and Mathews, 1981) which involves knowing the relative humidity and air temperatures.
7. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather, reduce the amount of clothing covering the body as much as possible. NEVER USE RUBBERIZED CLOTHING!
8. Observe athletes carefully for signs of trouble, particularly athletes who lose much weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance, and unsteadiness.
9. Teams that encounter hot weather during the season following an unseasonable cool period should be physically fit but will not be environmentally fit. Coaches in this situation should substitute more frequently during games.
10. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.
11. If heat stroke is suspected, call 911 immediately and start drastic cooling measures immediately. If cold water immersion is available, place individual in cold water and do not leave them alone. If cold water immersion is not available, apply ice towels or ice bags to head, armpits, and groin and replace often or as the ice melts or water warms up.

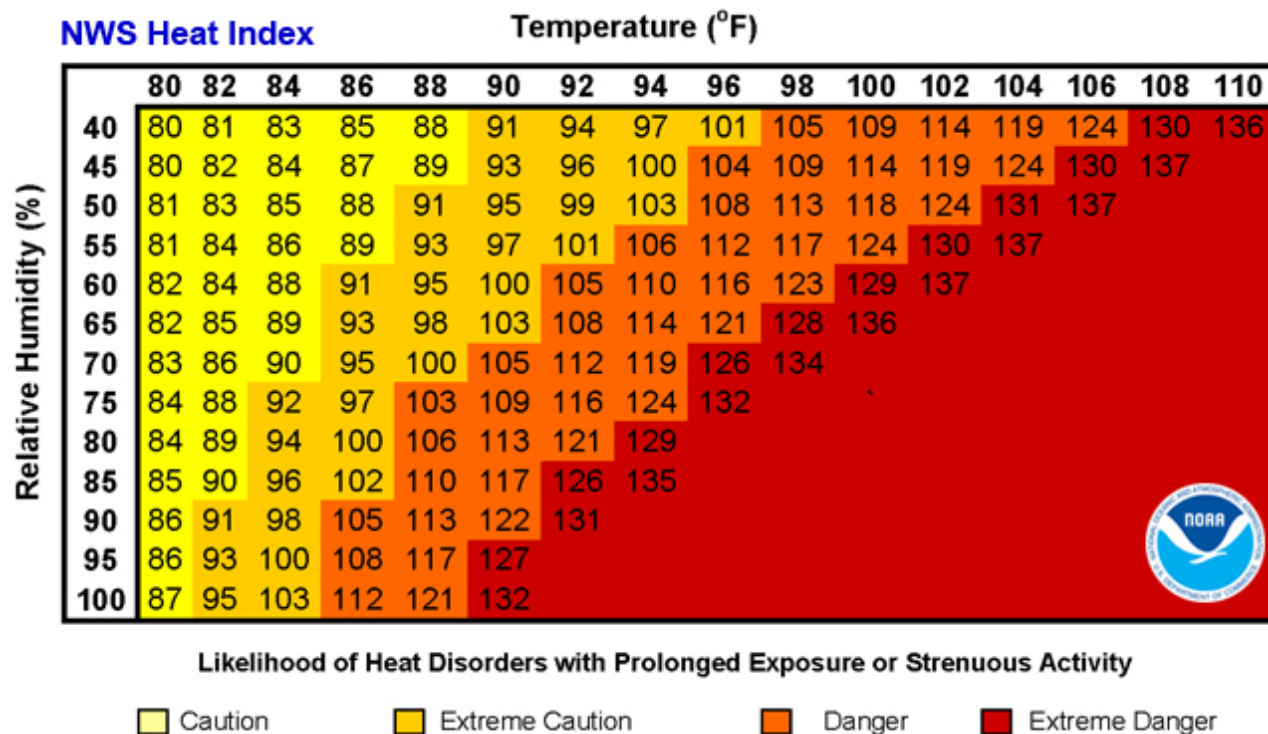
SUMMARY--The main problem with exercising in the hot weather is water loss through sweating. *Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times per hour are better than one break an hour. Probably the best method is to always have water available and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks and be sure the athletes are drinking the water.* The small amount of salt lost in sweat is adequately replaced by salting food at meals.

During times of extreme temperatures, the District Coordinator of Sports Medicine may provide guidance regarding appropriate lengths of practices and times of day best to hold such activities.

Please use your best judgment and always err on the side of caution when dealing with extreme heat issues. Use the attached tables to modify practice as needed.

Practice Guidelines for Heat Index and Wet Bulb Globe Temperature Readings

Cat 3	Cat 2	Cat 1	Activity Guidelines
< 82.0°F < 27.8°C	< 79.7°F < 26.5°C	< 76.1°F < 24.5°C	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.2 - 86.9°F 27.9-30.5°C	79.9 - 84.6°F 26.6-29.2°C	76.3 - 81.0°F 24.6-27.2°C	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.1 - 90.0°F 30.6-32.2°C	84.7 - 87.6°F 29.3-30.9°C	81.1 - 84.0°F 27.3-28.9°C	Maximum practice time is 2 h. <u>For Football</u> : players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports</u> : Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
90.1 - 91.9°F 32.2-33.3°C	87.8 - 89.6°F 31.0-32.0°C	84.2 - 86.0°F 29.0-30.0°C	Maximum practice time is 1 h. <u>For Football</u> : No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports</u> : There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 92.1°F ≥ 33.4°C	≥ 89.8°F ≥ 32.1°C	≥ 86.2°F ≥ 30.1°C	No outdoor workouts. Delay practice until a cooler WBGT is reached.



Performance Enhancements and Supplements

To gain an often-unproven competitive edge, some teenage athletes are buying unregulated dietary supplements, which are risking serious side effects and unknown long-term health consequences.

Unlike the pharmaceutical industry, manufacturers of many dietary supplements are not required by the FDA to prove the effectiveness of their products or even the accuracy of their labeling.

Not all sports supplements are hazardous. Hydration drinks such as Gatorade, energy bars, protein powders and multivitamins are used safely by millions of people. Other sports supplements, however, have raised concerns, particularly those containing androstenedione (or Andro), ephedra (also known as Ma Huang or ephedrine) and creatine.

Under **NO CIRCUMSTANCES** should a TPS Coach **RECOMMEND OR PROVIDE** any “Health-Store” Products or “Supplements” to any student-athlete.

Athletic Emergency Plan

The emergency plan addresses the immediate need for medical assistance in the instance of traumatic injury or illness. The emergency plan assigns specific duties for effective evaluation, transport, and follow-up of the situation. The emergency plan impacts coaches, spectators, practice/game personnel as well as athletes. The emergency plan must address situations that may occur from the first practice through to the last team meeting; it includes weekdays as well as weekends.

A checklist is attached for duties assigned to specific individuals, or information pertinent to the specific team/sport.

This plan may be used for any sport, for any site where the team practices and/or competes. It must be available at any time. It should also include additional information specific to a unique site or other circumstance.

Should an injury occur which needs medical assistance, the following are critical items that would need to be addressed by a coach, certified athletic trainer (ATC), designated first aid responder and/or athletic administrator.

If an athlete needs to be transported by ambulance to an emergency facility, and a parent or guardian is not present, a coach or school administrator should accompany the athlete either in the ambulance or follow the ambulance in a vehicle to the emergency facility.

DO NOT SEND A STUDENT OR TEAMMATE(S) TO THE HOSPITAL WITH AN INJURED ATHLETE IN LIEU OF AN ADULT.

Access to emergency consent forms and information, first aid supplies, and access to ice shall be the standard for each practice and event. A certified athletic trainer or other trained emergency first aid responder shall be within easy contact to provide care or direction.

In case of a catastrophic injury, no information should be given to any party other than EMS. The ATC and/or coach shall notify the athletic administrator. The athletic administrator shall be responsible for contacting the principal of the school. The athletic administrator or principal will release appropriate information to the media. Other strategies can be developed by individual schools.

* See Appendix for Emergency Action Plan template

MRSA Infection Control Guidance for Middle & High School Athletic Directors and Coaches

IF YOU SUSPECT YOU HAVE A MRSA OUTBREAK, PLEASE CONTACT THE TPS ATHLETICS OFFICE IMMEDIATELY FOR GUIDANCE AND ASSISTANCE.

Methicillin resistant *Staphylococcus aureus* (MRSA) is a type of “staph” bacteria that is resistant to penicillin as well as some other common antibiotics. MRSA commonly causes skin infections that may look like spider bites, infected turf burns, impetigo, boils, or abscesses. It is spread by touching the infection/drainage or by touching surfaces that have come in contact with the infection/drainage. MRSA can stay on surfaces for weeks.

Frequent hand washing is the best way to prevent MRSA. It is also important to have students and coaches practice good hygiene, including showering after practice and meets; not sharing personal hygiene items and not participating in practices/meets with a potentially infected skin wound/lesion. A healthy environment should be maintained by routinely cleaning athletic equipment (balls, bats, rackets) and surfaces, such as benches and wrestling mats.

Ask your athletes to report all potential skin infections to their coaches, the trainer and/or the school nurse. Open wounds should be covered with a clean, dry bandage that is taped to the skin on all four sides. Do not let athletes participate in wrestling if they have potentially contagious wounds, even if covered. Consider not letting athletes participate in any contact sport if they have potentially contagious wounds; refer them to medical providers for treatment.

Our recommendations, listed below, may refer to policies that are already in place, as well as policies that should be developed and adopted.

General Guidance

1. All environmental hard surfaces that may come in contact with body fluids should be cleaned-1 and sanitized-2 daily with an EPA-approved disinfectant, including benches, weights, workout machines, etc.
2. All floors/wall padding in athletic settings should be washed daily (if room is used).
3. Locker rooms, including any shower areas, should be cleaned daily, if used.
4. If soap is furnished, it should NOT be bar soap and it should be accessible from a wall dispenser.
5. Towels should not be shared. If they are washed at school, they should be washed in soap and water at 71°C (160°F) minimum and dried in a hot dryer.
6. Ensure that athletic areas, locker rooms and restrooms all have separate cleaning mops and buckets, and that all mops (washable micro-fiber heads or disposable mop cloths preferred) and buckets are cleaned regularly.

Sample Letter to parents informing them of a MRSA outbreak.

Date

Dear Parent/Guardian:

Re: Notification of MRSA Skin Infections

We have received reports of three or more confirmed cases of an antibiotic-resistant skin infection called *Methicillin resistant Staphylococcus aureus (MRSA)* in *(a classroom or a sports team-specify)*. Two *(or whatever number)* additional *(students, wrestlers, football players, etc.-specify)* have skin lesions, but MRSA infections have not been confirmed in these students.

MRSA is a type of “staph” infection that is resistant to many antibiotics and frequently causes skin infections. Common signs of a skin infection include redness, warmth, swelling and tenderness. Often a MRSA infection will look like a spider bite, boil, abscess, or turf burn. If it is left untreated, it could progress into a more serious illness.

MRSA skin infections are generally spread by skin-to-skin contact or by direct contact with the infected wound drainage. They may also be spread by contact with contaminated surfaces or things such as sports equipment or personal hygiene items. MRSA skin infections are not spread through the air.

The presence of MRSA is not unique to Pierce County. Outbreaks of MRSA are occurring across the country, and they have become more common within athletic settings. Attached is a fact sheet called “What to do about MRSA in Schools” *(and/or “What to do about MRSA in Athletic Settings”)*. It *(they)* includes recommendations on prevention and the reduction of transmission of MRSA.

Please be aware of the signs and symptoms of MRSA. If you or a family member has the symptoms described on the attached fact sheet(s), please contact your medical provider.

For more information on MRSA, contact the Tacoma-Pierce County Health Department, Communicable Disease Control program at 253 798-6410 and/or check their website: tpchd.org.

Sincerely,

Steve Friebus
Sports Medicine Director
Tulsa Public Schools

WRESTLING ROOM AND MATS

1. Wipe down padding along walls, benches, and door pulls/knobs with a quaternary ammonium (quat) or bleach solution (household bleach diluted 1:100 with water) after practices/matches. Please refer to the manufacturer's directions for recommended contact times for the various disinfectants.
2. Clean floors when mats are stored and before mats are used again.
3. Use "dedicated" mops to clean athletic areas, and wash mop heads on a regular basis. May use Swiffer style mop with disposable mop cloths that are discarded after each use.
4. May use mat tape to cover *small* holes and *small* tears on top and bottom surfaces of mats. Tape mats together for practice as well as for matches to cover up mat sides that are in poor condition.
5. Promptly replace mat coverings when there are medium to large holes and/or large areas of excessive wear.
6. Clean and sanitize mats before and after practice and matches. When mats are rolled up, all sides of mats should be cleaned before they are rolled up.
7. Use "dedicated" mop heads to clean mat surfaces. Wash these mop heads on a regular basis.

Weight Room

1. Replace all torn and worn-out padding on weight machines.
2. Place wall dispensers with 60% alcohol-based (or greater) hand sanitizer at entrances/exits inside weight room. Athletes/coaches should be instructed to use hand sanitizer when entering and leaving the weight room (minimum use, may use more often). If hands are visibly dirty, they should use soap and water to wash before entering the weight room.
3. Remove tape from weight bars and grips. (Metal surfaces are easier to wipe down.)
4. Wipe down grips on weights and lifting belts at least daily.
5. Clean floors, benches, supports, pads, light switches, and door pulls/knobs daily.

Locker Rooms/Shower Rooms

1. Provide wall-mounted dispensers for soap in the shower room (next to showers).
2. Soap dispensers should have disposable soap "unit" refills.
3. Provide adequate shower facilities in new and remodeled schools.

Sports Equipment

1. Schedule regular cleanings for sports equipment: balls (football, basketballs, baseballs, softballs, volleyballs), racket grips, bats, gloves, pads, etc.
2. Clean and sanitize sports equipment that comes in direct contact with the skin of players, such as wrestling headgear, football helmets and fencing equipment (including wires) after each use.

Coach

1. Include 60% or greater alcohol-based hand sanitizer in the coach's first aid kit so that coaches/trainers will always be able to sanitize hands before and after caring for each injured player when soap and water is not readily available.
2. Have disposable gloves readily available in the first aid kit for use when caring for the scrapes and cuts of players. Use gloves once then discard, wash hands, or use hand sanitizer immediately after removing gloves.
3. Check athletes for skin infections before practice or games/matches. Do not let athletes participate in wrestling if they have potentially contagious wounds, even if covered. Consider not letting athletes participate in any contact sport if they have a potentially contagious wound.
4. Refer athletes with potential skin infections either to the team physician or their own medical provider. Culturing wounds should be encouraged.
5. Use a scoop (not hands) when taking ice out of cooler to make ice packs to treat sports injuries. Also, clean scoop daily when in use and do not store scoop in ice cooler.
6. Do not have shared "drinking" water bottles; each player should have his/her own.
7. Shower immediately after matches/games/practices.

Athlete

1. Remind athletes that washing their hands with warm, soapy water frequently is one of the best things they can do to prevent MRSA and other diseases.
2. Strongly encourage showering with soap and water immediately after practice/games.
3. Remind athletes NOT to share personal hygiene items (bar soap, towels, and razors).
4. Remind athletes NOT to share antibiotics or ointments and salves.
5. Remind athletes NOT to touch other people's skin infections.
6. Remind athletes NOT to touch their face, nose, or groin while in practice/matches/games.
7. Ask athletes to consider refraining from cosmetic shaving.
8. Ask athletes to treat any draining wound as a potential skin infection.
9. Encourage athletes who use the weight room to wear workout clothing that minimizes contact with benches, weight equipment, etc.
10. Remind athletes to wear practice clothes/uniforms only once, then wash and dry them.
11. Remind athletes to report skin abrasions, wounds, and potential skin infections to a coach/trainer and/or the school nurse.
12. Ask athletes to avoid whirlpools or common tubs. Individuals with scratches or open wounds can easily infect others in this kind of environment.

Outside Groups Using Athletic Facilities

1. Continue to ensure that custodians know the schedule for outside events and are available to clean before students use any of the equipment/facilities.
2. Instruct outside groups to use the “standard school-recommended” cleaning products if they are responsible for any cleaning (i.e., wrestling mats, weight room equipment, and shower facilities).

Transportation

Introduction to Tulsa Public Schools Transportation

The following are items that you will need to know when securing a bus or van for travel.

- 1) All athletics related travel will need final approval by the District Athletics Office.
- 2) Activity buses will be provided for each high school.
- 3) **The activity bus list of names must be submitted to Transportation Office by Friday, September 1, 2023.**
- 4) Only the names on this list will be allowed to ride the activity bus.
- 5) The activity bus will be at each campus prior to 5:30 PM and will leave promptly at that time!
- 6) Yellow and blue bus requests must be made 14 days in advance of the date of service. Tournaments, Reschedules and Playoffs are an exception.
- 7) When requesting a bus, we need an accurate number and an estimate. This will enable us to select the best and most economical mode of transportation.
- 8) **Trips of 75 miles or greater for non-district will not be approved for payment by the district athletics department. The district athletics office will pay for playoffs or district contests that exceed 75 miles or greater.**

Transportation Guidelines

Transportation to and from athletic events for 2023-2024 will be paid for by the district athletics office.

If you do not meet the guidelines below, then you must pay for a bus out of site funds.

The following guidelines apply to ALL SPORTS. This includes transporting cheerleaders to athletic contests.

- Good for all pre-season, regular season, post-season and tournaments.
- We will NOT pay the out-of-town rate for a driver for a scrimmage. If you schedule a pre-season game or scrimmage outside of the Tulsa Metro area, you must provide your own driver.
- We will not pay the expenses for a driver overnight. You must have a coach or staff member drive if you are staying overnight or plan to use site funds.
- Out-of-state travel will not be covered for any reason.
- If you drive and return a dirty bus, you will be charged a \$50 cleaning fee...you are responsible for that fee.
- This will not be used to transport parents, boosters, or the general student body to away games.

CALL TPS TRANSPORTATION AT 918-833-8100 FOR RATES OR TRAINING.

Appendix

Forms

CHANGING SCHOOLS/ATHLETIC PARTICIPATION FORM
for Sub-Varsity and Junior High Participation

This portion is to be filled out by the SENDING SCHOOL.

I _____ of _____ certify to the best of my
Principal School
knowledge _____ was not recruited in violation of OSSAA Rule 9, and
Name of Student
is not changing schools for athletic purposes.

Principal Signature

Date

This portion is to be filled out by the RECEIVING SCHOOL.

Each of the undersigned certify to the best of my knowledge that _____
Student's Name
was not recruited in violation of Rule 9 and is not changing schools for athletic purposes. Each of the undersigned also acknowledge and agree that identifying information about the above-mentioned student may be disclosed to the OSSAA in connection with any investigation or inquiry concerning the student's eligibility to participate and/or any possible violation of OSSAA rules. OSSAA will undertake reasonable measures to maintain the confidentiality of such identifying information, provided such information has not otherwise been publicly disclosed in some manner.

Signature of Principal

Date

Signature of Parent of Guardian

Date

Signature of Student

Date

This form shall be retained by the receiving school and become part of the student's permanent records. The Changing Schools/Athletic Participation form allows a student to participate at the sub-varsity and junior high level provided the student in compliance with all other eligibility requirements. This form shall be made available to the OSSAA upon request.

Signature

Date

Verification of Acknowledgment of Rule 9 Prohibition on Recruiting or Influencing for Athletic Purposes

Please copy the form as needed.

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

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

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

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

(Signature)

(Title or position)

(Signature)

(Title or position)

(Signature)

(Title or position)

(Signature)

(Title or position)

(Signature)

(Title or position)

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(Signature)

(Title or position)

(Signature)

(Title or position)

**THIS FORM IS TO BE KEPT ON FILE AT EACH MEMBER SCHOOL AND PRESENTED FOR
REVIEW UPON REQUEST BY THE OSSAA**

Consent to Travel Form

I give my consent for my child/ children to ride school transportation to and from athletic contests. I also realize that my child/ children may be required to miss school traveling to athletic contests. Students may drive to practices during the school day as well. Every coach will be required to keep an emergency card with valid contact information on every athlete.

Athlete’s name

Parent/Guardian

Date

Sample Letter for Booster Clubs

August 1, 2023

RE: Application for Organization Sanctioning

Dear Booster Club Officer:

To function as a sanctioned Tulsa Public Schools organization, each PTA, Booster Club, or Student Achievement Club is required to annually submit a completed *Application for Organization Sanctioning*. This form and the requested attachments which include a Statement of Nondiscrimination, Annual Financial Report, Description of the Organization's membership requirements and dues schedule, and a description of planned fund raisers must be included as part of the application.

Please return the completed application with supporting documents to me by email at hamilbe@tulsaschools.org or by mail to 3027 S. New Haven, Tulsa OK, 74114.

Thank you for your assistance and for supporting the students of Tulsa Public Schools. Please do not hesitate to call me at 746-6247 if you have any questions.

Sincerely yours,

Chief Financial Officer

Tulsa Public Schools
Application for Organization Sanctioning, FY 2023-2024
Board Policy 5707

Name of organization: _____

Mailing Address: _____

Organization Tax ID number _____

Bank institution used _____
(Must have sanctioned organization name on account, not school name)

Date formed _____ Booster Club for _____
(School name)

District Employee who serves as Sponsor:

Purpose and Goals of organization:

Current Officers

Checklist of Attachments: Attached?

A. Statement of Nondiscrimination (pg.2) _____

Annual Financial Report as of June 30 _____

Description of Organizations Membership
and Requirements and Dues Schedule _____

Description of Planned Fund Raising _____

Name	Position	Phone	Address

We agree that we will comply with all state and federal laws as they pertain to equal opportunity and treatment of all students. We shall comply with applicable law, Board Policy, and applicable Administrative Regulations regarding School Activity Funds, Title IX, and all other state or federal equity regulations. We will follow proper bookkeeping practices to ensure the safeguarding of all assets; file all necessary IRS forms including 1099s and W-2's on our employees and vendors.

President Date Treasurer Date

School Principal Date

Instructions: To apply for sanctioned status, complete this form and attach the requested documentation. Return completed application with supporting documents to TPS Chief Financial Officer.

Emergency Action Plan

In the event of an Emergency:

1. Head Coach:

- a. Call 911
- b. Designate an individual to meet EMS and direct them to emergency scene.
- c. Designate an individual to get AED/First Aid kit if needed.

2. Assistant Coach:

- a. If during school hours, call school office/principal/campus police
 - i. If after school hours, call school dispatch (918-749-9966)
- b. Call Certified Athletic Trainer (if on site)
- c. Call parent(s)/guardian(s)
- d. Access emergency forms from Rank One for student-athlete
- e. Designate coach to manage the remainder of the team.

3. Athletic Trainer (athletic director/game administrator if AT is not present)

- a. Provide care, oversight, and direction of emergency procedures.
- b. Coordinate emergency care with EMS

4. Address and Access points:

5. When calling 911, provide the following information:

- Relative patient age
- Sex/gender of patient
- Relative consciousness level
- Injury/illness and treatment being given.
- Location of emergency and directions to venue
- Who will meet EMS and where?

*Stay on the phone with EMS until they end the call!

AED Location: _____

Emergency Contacts

Athletic Trainer: _____

Principal: _____

Athletic Director: _____

District AD: _Mick Wilson (918) 218-3724

TPS Police/Security: _918-749-9966__

Main Office: _____

Sports Medicine Coordinator: Steve Frieбус (918)-746-6452

* For ALL emergencies, notify the site principal and athletic director, and complete and submit district accident form. Send copies to the site principal, athletic director, and athletic trainer.

MEDICAL CLEARANCE TO RETURN TO ATHLETIC PARTICIPATION

Please print the following information:

I have evaluated the student named above on the date(s) listed above. In my opinion as an M.D. or D.O. trained in the evaluation and management of concussions, the student named above is cleared to return to athletic practice and competition. Any limitations to this release are noted below.

Limitations (if any): _____

M.D. or D.O.'s signature: _____

Printed name of M.D. or D.O. _____

Date: _____

Name of MD or DO trained in the evaluation and management of concussions	
Address:	
Number:	
Student Athlete's Name	
Date(s) of Evaluation for suspected concussion	

CLEAR BAG FAQ'S

Why did TPS adopt these guidelines and procedures?

The safety of our students and guests is a top priority of TPS Athletics. Events continue to shape the methods utilized for venue security and TPS, along with many other collegiate programs and professional leagues – has instituted this policy to enhance public safety and make venue access more efficient and secure by limiting the size and style of bags carried into our venues.

Are other athletic venues limiting bags?

Yes. In fact, there are several college venues that do not permit bags of any kind to enter their stadium. NFL stadiums, BOK Center, and NCAA events have similar clear bag policies plus pat downs and metal detector screenings. These limitations on bag size and style are a further enhancement for convenience and safety.

How does this improve public safety?

A clear bag can be easily searched and reduces faulty bag searches. It also supports the Department of Homeland Security's "If You See Something, Say Something" campaign.

How is this policy more convenient for fans?

The clear bags will enable security to move fans through checkpoints much faster than in the past. A standard size bag eliminates the need for templates to check bag sizes. Clear bags allow staff to be more efficient and effective in keeping you safe by preventing dangerous items from entering the venue.

How many bags can each person bring into the venue?

Each ticketed attendee may bring in one (1) large clear bag – either a one-gallon Ziploc style bag or a clear bag that does not exceed 12" x 6" x 12" – plus a small clutch purse (the size of the palm of your hand) that does not exceed 4.5" x 6.5". The small clutch allows privacy for small personal items and can be easily searched.

What if I have certain items that I need to bring into the venue due to medical reasons?

Fans needing to carry a bag for required medical supplies may enter after the bag is inspected.

Are all purses prohibited?

No. Small clutch purses, with or without a handle/strap, no larger than 4.5" x 6.5" are permitted. Purses larger than this are not permitted.

Do I have to put everything I am carrying into the permissible bag?

No. We are limiting only the type of bags carried into the venue, not items that you normally bring to a game. Therefore, you may carry items in your pockets or jacket (keys, makeup, feminine products, comb, phone, wallet, credit cards, etc.) if you choose not to put them in a clear bag or clutch. Fans may also carry a blanket, umbrella and/or an approved camera (less than 3" lenses).

What about blankets in cold weather? Fans will be able to bring blankets by tossing them over their shoulder or arm as they arrive at the gate. This item can be easily screened.

Are seat cushions allowed to be carried into the venue?

Yes, only approved seatbacks are allowed into the venue. Seat cushions must be 18" in width or less and cannot have compartments, zippers, or pockets.

What happens if I show up at the gate with a bag that is not permitted?

Fans carrying bags that do not comply with the Clear Bag Guidelines and Procedures will be asked to return them to their vehicles and transfer their belongings to an approved clear bag before entering the venue. Items may not be left outside the venue gates.

Will clear bags with patterns or oversized logos be permitted?

No. Bags covered with patterns or oversized logos that hinder the screening process, by not allowing security staff to view through and inside of the bag, will be denied entry. Fans will need to transfer personal items into an approved Clear Bag and return the prohibited bag to their vehicle.

CLEAR BAG GUIDELINES

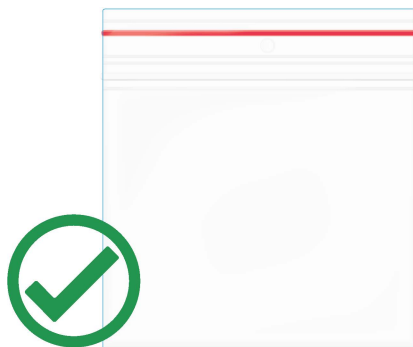
LIMIT ONE (1) BAG PER PERSON

APPROVED BAGS

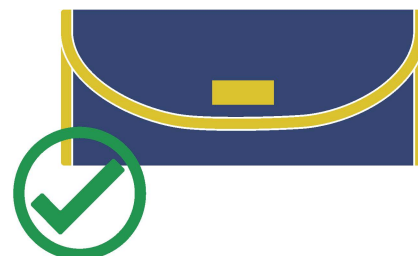


12" x 6" x 12"
CLEAR TOTE

(Larger sizes prohibited)



ONE (1) GALLON
CLEAR PLASTIC
STORAGE BAG



6.5" x 4.5"
SMALL CLUTCH PURSE
(Does not have to be clear)

PROHIBITED BAGS — DO NOT BRING

BACKPACKS

PURSES

NON-CLEAR BAGS

TINTED PLASTICS

DUFFLE BAG

CAMERA BAG

BINOCULAR CASE

FANNY PACK

PRINTED BAGS



All carried items are subject to search. Prohibited items must be returned to the owner's car or discarded.