

Newcastle Board of Education Special Meeting
August 27, 2024 6:00 PM
Administration Office Board Room
101 N Main St
Newcastle, Oklahoma 73065

1. Call to Order and Roll Call of Members.
2. Newcastle Public Schools 2024-2025 Athletic Department Handbook
3. Chase Morris Act Compliance Site Plan
4. Surplus Football Stadium Lights
5. Newcastle Racer Athletic Procedure Manuals
 - A. FY25 Advertising and Sponsorship Opportunities
 - B. FY25 Newcastle Athletics Emergency Action Plan
 - C. FY25 Newcastle Public School Gameday and Ticket Guidelines
 - D. FY25 Newcastle Public School Sports Medicine Policies
 - E. FY25 Newcastle High School Cheer Bylaws
6. Adjournment.

This agenda was posted on the front door of the Administration Building on August 6, 2024, at 5:00pm by Darla Allen



Athletics

Department of Athletics

Newcastle

NEWCASTLE PUBLIC SCHOOLS

2024-2025

ATHLETIC DEPARTMENT HANDBOOK

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

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

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

www.newcastleathletics.org

NEWCASTLE ATHLETIC DEPARTMENT
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Athletics

Department of Athletics

Newcastle

NEWCASTLE PUBLIC SCHOOLS

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- Tiffany Elczyn.....President
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- Brent Hodges..... Director of Athletics
- Adam Hull.....High School Principal
- Wade Hampton.....Middle School Principal
- Delayna Newberry.....Athletic Trainer
- Gracieann LozanoAthletic Secretary
- Jimmie Holeman.....Financial Assistant



Mission Statement

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

GENERAL POLICY STATEMENT

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

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

District Policies in Athletics Dept Handbook

District Policy	Policy Letter	District Policy	Policy Letter
Non-Discrimination	AB	Attendance Policy (Regulation)	FDC-RI
Safety Programs	BC	Student Transfers	FE
Travel and Reimbursement Policy	CF	Student Activities	EE
Donations/Gifts to the		Student Discipline	FO



Athletics

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



CODE OF ETHICS

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

Newcastle Coaches Code of Ethics

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

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



Athletics

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TOTAL RESPONSIBILITY

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

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

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

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

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



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

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

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

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

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

RESPONSIBILITY TO THE SCHOOL

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

RESPONSIBILITY TO THE PLAYER

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



Athletics

2. Coaches are an exemplary model to the athlete, therefore their actions and behaviors should reflect as such.

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

RULES OF THE GAME

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



Athletics

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

COACHES AND OFFICIALS

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

PUBLIC RELATIONS

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



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

Newcastle Coaches Code of Behavior

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

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

Playing time



Athletics

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

JOB DESCRIPTIONS

HEAD COACH

Qualifications:

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

Reports to:

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

Supervises:

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

Job Goal:

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



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

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

Duties and Responsibilities:

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

Staff Responsibilities:

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

Administrative Duties:



Athletics

- Responsible for scheduling and planning of tournaments or regular season schedules and turning this information into the athletic department.
- Prepare for events or practices and adhere to scheduled facility times.
- Coordinate program with maintenance and school employees.
- Collect, organize, and maintain records of all OSSAA and Newcastle Public School paperwork for each athlete.
- Responsible for checking the eligibility of each athlete and notifying parents when a student becomes ineligible or on probation.
- Request a substitute in a timely manner when absent for athletic contests.
- Communicate early dismissals with athletic director and attendance personnel in a timely manner.
- Turn in transportation requests and shuttle requests at the beginning of your season and communicate any changes throughout the year.
- Submit purchase requests to the Athletic Directors for approval (uniforms, equipment, etc.).
- Provide beginning and end of the season reports to the Athletic Directors at assigned times.
- Evaluate total program and make recommendations to the Athletic Directors.
- Evaluate and rate officials.
- Provide atmosphere conducive to good sportsmanship and assist visiting teams, coaches, and officials upon arrival at an event.
- Keep accurate team and individual records and statistics.
- Responsible for issuing awards, letters, and participation certificates to deserving team members.
- Schedule end-of-year evaluation with the Athletic Directors.
- Follow the athletic department guidelines for making a purchase.
- Be responsible for operating within budget appropriations.
- Be accountable for all equipment and collect the cost of any equipment lost or not returned by properly marking and identifying all equipment before issuing and storing.
- Be responsible for cleanliness and maintenance of specific sport equipment.
- Secure all doors, lights, windows, and locks before leaving the building.

Responsibilities to Students:

- Hold pre-season meetings with students and parent/guardians to hand out event and practice schedules, discuss philosophy of the program and inform them of responsibilities, rules, and regulations.



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- Give continual attention and support to a student athlete's grade and conduct.
- Provide assistance, guidance, and safeguards for each participant by being present at all practices, events, and while traveling.
- Direct student managers, assistants, and statisticians.
- Determine discipline and outline procedures concerning due process when the enforcement of discipline is necessary.

- Contact any parents/guardians when a student is ineligible.
- Contact any parents/guardians when a student is dropped from the sport/class.
- Assist athletes in their college or future careers.
- Teach sportsmanship and set a good example of good moral behavior.
- Insure supervision for all activities related to the sport.
- Always remain or assign an assistant to remain until all students have left the building or area.
- Assume responsibility for conduct and well-being of all team members

Public Relations:

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

Evaluation:

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

ASSISTANT COACH

Qualifications:

- Possesses a valid Oklahoma teacher certification (**certification is preferred**).
- Possesses all qualifications and criteria by the State Board of Education.
- Have taken the course Care and Prevention of Athletic Injuries.
- Has knowledge and background in assigned sport.



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- Has the ability to communicate and work effectively with people.
- Possesses and maintains a moral character that is compatible with the expectations of Newcastle Public Schools.

Reports to:

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

Supervises:

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

Job Goal:

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

Duties and Responsibilities:

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

Administrative Duties:

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



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paperwork for each athlete, checking the eligibility of each athlete, communicating early dismissals with attendance personnel in a timely manner, turning in transportation requests,

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

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

Responsibilities to Students:

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

Program Responsibilities:

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

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

Evaluation:



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

ADJUNCT/VOLUNTEER COACH

Qualifications:

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

Reports to:

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

Supervises:

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

Job Goal:

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

Duties and Responsibilities:

- Has knowledge of the rules and regulations set forth by Newcastle Public Schools and the Oklahoma Secondary Schools Activities Association
- Understands the proper administrative line of command and refers all questions and grievances through the proper channels.
- Attends all school/staff/departamental meetings that require attendance.
- Helps maintain accurate records of injuries and reports all necessary injuries to the Head Athletic Trainer.



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- Responsible to providing a safe environment by demonstrating proper facility/equipment use and by having plenty of planned rest/water breaks for events and practices. If coaching an outdoor sport, suspend or terminate any practice or event in the occurrence of lightning.
- Responsible for keeping track of hours on the job and submitting these in timely manner to the Athletic Department.

Administrative Duties:

- Assists the head coach with his/her responsibilities including but not limited to: scheduling and planning of tournaments or regular season schedules, preparing for events or practices, collecting, organizing, and maintaining records of all OSSAA and Newcastle Public School paperwork for each athlete, checking the eligibility of each athlete, communicating early dismissals with attendance personnel in a timely manner, turning in transportation requests, communicating any changes throughout the year, keeping accurate team and individual records and statistics, being accountable for all equipment and collect the cost of any equipment lost or not returned by properly marking and identifying all equipment before issuing and storing, being responsible for issuing awards, letters, and participation certificates to deserving team members, and being responsible for cleanliness and maintenance of specific sport equipment.
- Provide atmosphere conducive to good sportsmanship and assist visiting teams, coaches, and officials upon arrival at an event.
- Secure all doors, lights, windows, and locks before leaving the building.

Responsibilities to Students:

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

Program Responsibilities:

- Assist the head coach in carrying out his/her responsibilities.
- Work within the basic framework and philosophy of the sport head coach.
- Attend required sport staff meetings.

- Arrive before and stay after athletes in order to assist with staff discussions.
- Help in the planning of in-season and off-season programs.
- Never criticize head coach or staff member in view of players or parents.



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- ☐ Show respect for officials, media, opposing coaches, parents, fans, athletes, fellow coaches, and teachers.

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

Evaluation:

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

Oklahoma Coaches Association (OCA)

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

OCA Deadlines

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

Oklahoma Secondary School Activities Association (OSSAA)

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

OSSAA Rules, Regulations and Eligibility



Athletics

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

OSSAA Rules Meetings

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

OSSAA Deadlines

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

OSSAA Ranking Program

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

OSSAA Academic Achievement Awards

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

REQUIRED COACHING COURSES



Athletics

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

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

Concussion in Sports: must be taken annually

- ✓ FREE and required course by the OSSAA
- ✓ Go to www.nfhslearn.com Concussion in Sports
- ✓ Click on Order Now and follow the prompts

Heat Illness Prevention: must be taken annually

- ✓ FREE and required course by the OSSAA
- ✓ Go to www.nfhslearn.com Heat Illness Prevention
- ✓ Click on Order Now and follow the prompts

Sudden Cardiac Arrest: must be taken annually

- ✓ FREE and required course by the OSSAA
- ✓ Go to www.nfhslearn.com Sudden Cardiac Arrest
- ✓ Click on Order Now and follow the prompts

Cheer and Dance Safety Certification

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

ACADEMIC ELIGIBILITY

RULE 3 - SCHOLASTIC ELIGIBILITY

Please refer to OSSAA.COM

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



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Please refer to OSSAA.COM

Summertime Dead Period

Please refer to OSSAA.COM

RECRUITING

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

Please refer to ossaa.com

GUIDELINES REGARDING NAME, IMAGE, AND LIKENESS (NIL)

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

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

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

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



TITLE IX

What is Title IX?

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

To whom does it apply?

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

How is it applied to athletics?

There are three basic parts that apply to athletics.

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

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

DISCRIMINATION/HARASSMENT/HAZING

Board Policy AB – Nondiscrimination

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

Board Policy EI – R1



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

ANTI-HAZING POLICY

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

State of Oklahoma Anti-Hazing Statute:

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

Definition of Hazing:

Hazing occurs when an act (physical or mental) is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletic team, grade level, activity or organization.

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

SOCIAL NETWORKING POLICY – STUDENTS & COACHES:

Students engaged in extracurricular activities are representing the Newcastle School District and often serve as role models for others. The district desires to educate and protect students from activity which may negatively impact the student and/or the district. Incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other



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inappropriate behavior will be subject to disciplinary action up to and including the possibility of removal from the team by the head coach and/or the director of athletics and principal. Coaches should only use social networking for school related announcements and information. No personal information should be used at any time on social networks to students from coaches.

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

Please refer to board policy

COMMUNICATION

Racer Athletics Chain of Communication

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

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

Communication with the Athletic Department

- Attend athletic department meetings called by the Athletic Director (beginning and end of the year coaches' meetings, attend two out of three OCA meetings per year, end of the year evaluation with the Athletic Director, and all other meetings deemed necessary by the Athletic Director.)
- Discuss concerns with the Athletic Director.
- Coaches should submit schedules, tournaments, and travel plans to the Athletic Director and communicate any changes to these events.
- Email game results to the Athletic Director no later than the morning following any event.
- Notify the Athletic Director of any special honors you or your student athletes receive.
- Communicate with the Athletic Director budget and financial needs.

Communication with Parents and Athletes



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

Communication with the Media

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

Topics Appropriate for Coaches to Discuss with Parents

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

Topics Not Appropriate for Coaches to Discuss with Parents

- Other Student-Athletes

MANDATORY PRE-SEASON PARENT / GUARDIAN MEETING

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



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

SCHEDULING FOR ATHLETIC EVENTS

HIGH SCHOOL CONTEST

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

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

MIDDLE SCHOOL CONTEST

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

ATTENDANCE:

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

Excused List/Early Dismissals

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



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

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

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

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

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

SCHEDULING RESTRICTIONS

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

SCHEDULING OF TOURNAMENTS AND MEETS

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

CANCELLATION / POSTPONEMENT OF ATHLETIC EVENT

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

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

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



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BAD WEATHER DAYS

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

ENTRY FEE REQUEST

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

Fall- All request in by Aug 10, 2024

Winter All request in by Nov 10th, 2024

Spring Sports all request turned in by Feb 10, 2025

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

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

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

Gate fees for Home Contest



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

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

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

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

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

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

GAMEDAY ENTRY POLICIES

OFFICIALS - REFEREES

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

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

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

RANKONE

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

TRANSPORTATION

- ☐ All Coaches need to pursue and obtain a CDL. Medical exceptions will need to be submitted.



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- ☐ Coaches are responsible for scheduling in appropriate time for transportation.
- ☐ Teams that do not have a driver for a bus will be financially responsible from their individual sport or from their booster to pay for drivers
- ☐ Coaches that drive a bus (not minibus) will be compensated \$30 for driving each game. Coaches or employees driving another sport will be paid \$18 per hour, if you have to use a driver from transportation it will be the rate of that driver.
- ☐ Coaches should never transport players in their own personal vehicle.
- ☐ The school will provide vehicles to out-of-town games.
- ☐ The athletic department will not provide money for individual necessities.
- ☐ Team members will travel to events in school transportation. Athletes may return home with their parent(s) only when the parents/guardians sign the student athlete out with the coach.
- ☐ If players wish to return with their parent or guardian, coaches must have a check-out sheet and parent or guardian must sign that.
- ☐ There will be no gambling, use of tobacco, use of drugs or alcoholic beverages or any other illegal activities on any school trip.
- ☐ Coaches must pick up his/her bus at the designated time. If a problem arises that prevents the coach from picking up a bus at the appointed time, the transportation office should be notified immediately.
- ☐ Coaches must see that teams return to school as soon as possible after a game-especially on school nights. Parents should be told when to expect the team home.
- ☐ Players should pick up trash after every trip. Coaches are responsible for ensuring the bus is clean. When possible, the bus and driver will stay with the team throughout the athletic event. The driver is under the direction of the head coach.

COMMERCIAL DRIVERS LICENSE (CDL)

All coaches are encouraged to get their commercial driver's license (CDL) which would allow them to drive a school bus to activities when needed. For any athletic event that begins before 4:00 p.m., a school provided bus driver will not be available due to regular routes; therefore, it is the responsibility of



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the coach to secure a driver. If you need help finding a driver, please contact the Athletic Office, as soon as you know you need a driver, so that we can help with this process. Having your CDL will help alleviate any possible cancellations due to not having a bus driver for an event. In addition, coaches who drive a team to an away event are compensated monetarily for their services. Coaches who are interested in getting their CDL should contact the transportation department for further assistance.

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

MAINTENANCE OF ATHLETIC FACILITIES

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

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

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

ATHLETIC FACILITIES RENTAL

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

NCAA ELIGIBILITY REQUIREMENTS

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

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



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LETTER OF INTENT SIGNING PROCEDURES

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

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

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

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

Lettering in an individual sport and All-State Jackets

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

CHANGING SPORTS

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

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

- If the athlete has a doctor's statement recommending that he/she drop the first sport for medical reasons and permits participation in the second sport.
- If a student is changing sports after the completion of one sport, the Changing Sport form needs to be completed and a change must occur within the counseling office.



QUITTING A TEAM

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

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

DISMISSAL FROM A TEAM

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

BSN SPORTS/Varsity Brands

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

PURCHASING EQUIPMENT AND SUPPLIES

- Each sport will have a budget to operate a program. Head coaches will adhere to that budget. The athletic director will approve all budgets and make necessary adjustments to keep individual sports budgets within the total budget of the department and to assure all sports receive fair appropriation.
- No equipment or supplies will be purchased without the pre-approval of the athletic director. The athletic department can only pay bills for a pre-approved purchase order. Bills received without a pre-approved purchase order number or encumbered before ordering any items from vendors.
- The athletic facilitator/coordinator or coach may order the equipment and supplies after the above procedures are followed.



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- Upon receiving equipment, the invoice must be checked to determine if the order is complete. The athletic department must be notified if an order is not complete. Once the entire order has been received, the original invoice should be sent to the Athletic Department so the bill can be paid in a timely manner.
- The district is currently under contract with BSN Sporting Goods and is our preferred vendor. If purchasing with BSN other bids or price quotes are not required.

EQUIPMENT

- Each head coach is to inventory his/her equipment and supplies and turn the inventory into the athletic director no later than two weeks after the close of his/her regular season.
- Each head coach is responsible for developing and supervising sound policies for the care, maintenance, and storage for equipment and supplies within their sport.
- Athletes are responsible for equipment checked out to them. Coaches must inform athletes that they must pay for lost equipment.
- The athletic director, facilitator, and coach must assess equipment that is obsolete and requires disposal.

ATHLETIC PURCHASING AND FINANCIAL PROCEDURES

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

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

Purchasing Items Within Your Budget

- Make sure the company you are ordering from is an approved vendor in the system. If they are not an approved vendor, ask the company to complete the New Vendor Paperwork.
- Once a vendor is approved and in the system, you may obtain a written quote from the vendor if the purchase amount is under \$10,000.
- If the purchase amount is over \$10,000 you must obtain written bids from three different companies.
- Turn in written quote/bids to the athletic director.
- The athletic secretary will produce a Requisition (RQ) and send it to the finance department to become a Purchase Order (PO).
- Once an RQ becomes a PO, the accounting department will send the PO to the vendor to process the order.



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- Once the order has been shipped, merchandise will be received and delivered to the athletic department.
- Coaches should check and make sure all merchandise is received and in good condition.
- Coaches should report any missing items or damaged goods to the athletic secretary.

Purchasing Items Outside Your Budget

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

Booster Clubs

- The head varsity coach is responsible for controlling and advising his/her booster club. Boosters are generally non-school personnel, who donate their time and energy on behalf of the athletic program. All booster clubs must be sanctioned annually with the finance office of Newcastle Public Schools. If booster clubs are not sanctioned, they are not allowed to completed business on school property until it is done and board approved.

Advertising in Sports Venues:

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

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

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

Tournament Entry Fees

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



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

Fall- All request in by Aug 10, 2024

Winter All request in by Nov 10th, 2024

Spring Sports all request turned in by Feb 10, 2025

Hotel Reservations/Purchasing Procedures

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

Restaurant Reservation/Purchasing Procedures



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

ATHLETIC TRAINERS

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



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medically release and permit athletes to participate in athletics; and to assess, evaluate, diagnose and release an athlete from an injury or illness.

Student Athletes

- Athletes who quit or who are dismissed from a sport will not be allowed to practice with another sport until the current sport is over. It is the coach's responsibility to make this rule known to his/her players. The only exception to this rule is by mutual consent of both coaches involved. This rule applies to the current school year and the current sports season.
- All athletes will be encouraged to participate in all sports in which they show any interest. They will not be restricted in any way to any one sport by a coach.
- Profanity by players and coaches is inconsistent with athletics' philosophy and will not be tolerated.
- All discipline problems will be firmly and consistently dealt with.
- If a student loses his/her equipment he/she must pay for it.
- Newcastle Public Schools promotes and encourages athletes to pursue multiple sports. Should an athlete face disciplinary action that results in removal from a team, that discipline is for the current school year shall not affect the succeeding school year. However, coaches have the liberty with the site athletic director and building principal to put stipulations on the athlete returning to a sport or program, These conditions will be presented to the parent/guardian and athlete in writing.
- The number of days allowed to miss school for extra-curricular activities is ten (10). This does not include qualified OSSAA play-off events.
- All Student Athletes are expected to follow District and OSSAA rules and regulations.
- Eligibility:
 1. All eligibility questions need to be referred to the site athletic facilitator and/or the district athletic director.
 2. High school students must pass five (5) classes that count toward graduation to be eligible from semester to semester.
 3. Jr High students must pass five (5) classes each semester. Students who do not meet this requirement must sit out the first six (6) weeks of the following semester.
 4. Transfer students must sit out per OSSAA and local regulations before participating unless they are approved otherwise and new OSSAA guidelines.
- There is no tolerance for hazing and/or initiations.
- There will be no tolerance for any type of harassment.
- All participants must have a current physical which is good for one (1) school year. Physical must be dated no earlier than May 1st of the preceding year in which the student is to participate and



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before the first day of practice in the participating sport. The High school trainers will arrange physical dates for each season.

-
- Social Media is a very popular form of communication. Students engaged in extracurricular activities represent Newcastle Public Schools. Inappropriate photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action up to and including the possibility of dismissal from the team by the Head Coach or Director of Athletics.

Supervision

Supervision

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

Avoiding Litigation

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

- Show the accident was unavoidable.
- Distribute in writing sound policies and procedures, especially with regards to emergency medical situations.
- Allow students to compete only when all necessary forms have been completed, signed by parents/guardians, are turned in and on file.
- Supervise athletes at all times.



Athletics

- Instruct athletes effectively in proper sport techniques.
- Provide the proper equipment and document safety and maintenance checks.
- Replace damaged and worn uniforms.
- Teach athletes and parents about the protective limitations of equipment.
- When possible, have an athletic trainer monitor practices and competitions.
- Have well organized conditioning programs that prepare athletes for competitions.

- Have a medical emergency procedure and access to first aid equipment.
- Give immediate attention to injuries and use caution as to when to allow the athlete to return from an injury.
- Maintain precise and complete written records of equipment defects, health and injury records.
- Provide a safe environment. Plan for rest and water breaks and beware of bad weather conditions.

IMPORTANT FORMS AND INFORMATION

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

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

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

1. Accident/Incident Report Form
2. Student Athletic or Activity Events Approval Packet
3. OSSAA Verification or Acknowledgement of Rule 9-Prohibition on Recruiting or Influencing for Athletic Purposes

4. Newcastle Public Schools Out-of-State Travel Approval Form



Athletics

5. Application to State Association (OSSAA) for Sanction of Athletic Event
6. Application form for Sanction of Summer Athletic Camps

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

Physical Exam Form (Sports Physical)

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

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

Accident/Incident Report Form:

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

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

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

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

|

- Original Copy – Athletic Director

Newcastle Public Schools – Work Request:



Athletics

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

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

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

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

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

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

Whether you are hosting an event with only Oklahoma teams participating or hosting an athletic event with teams from out of state, you must complete a sanctioning form that is to be sent to the OSSAA. Application to State Association for Sanction of Athletic Contest forms can be found at the end of this section.

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

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

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

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

Application for Sanction of Summer Athletic Camps:

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

Student Athletic or Activity Events Approval Packet:



Athletics

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

Original Copy – Send to the Athletic Director for approval

Western Conference

Anadarko Public Schools
Director of Athletics: Kent Jackson
Cell: 405-933-2245
kjackson@apswarriors.com

Bethany Public Schools
Director of Athletics: Brandon Nyberg
Cell: 580-216-7228
bnyberg@bethanyschools.com

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

Cache Public Schools
Director of Athletics: Lisa Okelley
Cell: 903-915-0519
lisa.okelley@cachepps.org

Chickasha Public Schools
Director of Athletics: Jerry Bray
Cell: 405-401-3975
jbray@chickasha.k12.ok.us

Clinton Public Schools
Director of Athletics: Eugene Jefferson
Cell: 580-331-7806
eugene.jefferson@clintonokschools.org

Elgin Public Schools
Director of Athletics: Damon Hitt
Cell: (580) 678-8607
dhitt@elginps.net

Kingfisher Public Schools
Director of Athletics: Stuart Purintun
Cell: 580-302-0822
spurintun@kingfisher.k12.ok.us

Newcastle Public Schools
Director of Athletics: Brent Hodges
Cell: 405-503-8945
brent.hodges@newcastle.k12.ok.us

Elk City Public Schools
Director of Athletics: Brian Hunt
Cell: 405-545-0975
hunt.brian@elkcityschools.com

Tuttle Public Schools
Director of Athletics: Sean Brooks
Cell: 405-609-7134
sbrooks@tuttleschools.info

Weatherford Public Schools
Director of Athletics: Kyle Null
Cell: 405-816-9444
knull@wpsok.org

Woodward Public Schools
Director of Athletics: David Norton



Department of Athletics

Athletics

Cell: 580-273-5002

david.norton@woodwardps.net

Newcastle

REQUEST FOR EXTRA ACTIVITIES AT SPORTING EVENTS

SPORTING EVENT(S) : _____

DATE(S) OF EVENT:

CONTACT PERSON: _____

DAYTIME PHONE : _____



Department of Athletics

Athletics

Newcastle

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

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

SIGNED: _____ DATE: _____

APPROVED: _____ DATE: _____
Athletic Administrator



Department of Athletics

Athletics

Newcastle



Athletics

OUT-OF-STATE TRIPS FOR STUDENT ACTIVITIES

School: _____ Organization: _____ Sponsors: _____
 Trip Dates: _____ Destination: _____ # of School Days Missed: _____
 Purpose of the Trip & Benefit to the Students & Program _____

 How were you selected, or did you qualify? _____

 # of Students attending? _____ Approximate cost per student: _____
 List all planned activities during the trip: _____

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

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

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

List anticipated trips planned for the upcoming 3 years _____

Signatures: _____	Date _____	_____	Date _____
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Department of Athletics

Newcastle

Athletics

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



Athletics

APPLICATION FOR SANCTION OF SUMMER ATHLETIC CAMPS

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

Name of Camp Sponsor _____ (Organization or Individual)
Mailing Address _____ (City and State) (Zip Code)
Sport _____ Grades _____ Dates to be Held _____

Individual Camp/Clinic Definition

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

Team Camp/Clinic Definition

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

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

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

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

Signed: _____ Position: _____

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

TO BE FILLED OUT BY OSSAA

Application is approved _____ not approved _____

Comments: _____

Date: _____ Approved by: _____



Newcastle Public Schools Athletic Department

Athletic Camp Guidelines

1. All camps conducted by Newcastle Public Schools' coaches are a representation of their particular school and sport. No personal camps or lessons will be permitted.
2. All camps must be OSSAA sanctioned.
3. All camps must be approved by the site principal, site athletic director, and district athletic director.
4. A camp operating cost form must be filled out and approved along with the permission form.
5. All monies received through camps must be receipted and reconciled through the athletic department.
6. All camps will follow the below guideline for money disbursement:

10% To the district for facility use and utilities

20% To the school/sport program

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



Athletics

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

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

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

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

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

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



ATHLETE RELEASE FORM

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

ATHLETE : _____

CLASSIFICATION: _____ DEPARTING GRADE: _____

SPORT FROM : _____ DEPARTING ABSENCES : _____

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

(PLEASE CHECK ALL THAT APPLY)

_____ END OF SEASON

_____ COACHES REMOVAL

_____ INJURY

_____ PLAYER OR PARENT DECISION

_____ OTHER; PLEASE EXPLAIN

PLEASE LIST ANY OBLIGATIONS THAT ARE STILL REQUIRED:

SENDING COACH SIGNATURE _____ DATE: _____

RECEIVING COACH SIGNATURE _____ DATE: _____

ATHLETIC DIRECTOR SIGNATURE _____ DATE: _____

COUNSELOR SIGNATURE _____ DATE: _____



EVENT MANAGEMENT/FACILITIES/EQUIPMENT

1. School athletic equipment will not be given out during the summer without the athletic director's approval. Equipment is not to be used by outside groups.
2. All coaches will be responsible for athletic facilities throughout the district. We must work together to protect our facilities.
3. Coaches should always arrive before their players at practice sessions and games; and should not leave until all players are gone. Coaches should make sure all facilities are locked and that all lights are turned out prior to leaving.
4. Keys to athletic facilities are not to be given to students or unauthorized personnel.
5. If a student loses his/her equipment he/she must pay for it.
6. Gym Rental: Refer to Policies for use of School Facility BB-R; BB-F
7. Facilitators/coordinators are responsible for consulting with officials and head coaches to make the proper decision in severe weather. Special attention will be paid to lightning and severe weather.
8. Emergency Procedures: Coaches and Athletic Facilitators should be familiar with all emergency procedures at their site.

NEWCASTLE PUBLIC SCHOOLS ATHLETIC DEPARTMENT ATHLETIC CAMP GUIDELINES

Please refer to (link address) for Summer Camp Guidelines



Department of Athletics

Athletics

Newcastle

OKLAHOMA SECONDARY SCHOOLS ACTIVITY ASSOCIATION

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

http://www.ossaa.com/Manual_BoardPolicies.aspx

http://www.ossaa.com/Manual_Rules.aspx

http://www.ossaa.com/Manual_Constitution.aspx



Student Accident/Injury Report

Student	Location(School & Site)	Date Reported	
Date of Incident	Date of Birth Grade	Phone	Student Address
Did you witness Incident Yes___ No___	Parent Notified Yes___ No___ By Whom: (Name and position) Parent Comments:		Location Of Incident
Loss Of Blood Yes___ No___	Was Student Treated by a Medical Professional Yes___ No___ If Yes: Student Nurse _____ Medical Doctor/Facility _____		Time of Day _____ Sport, if any _____

	Area of Injury		Type of Incident
--	-----------------------	--	-------------------------

<input type="checkbox"/>	Cut
<input type="checkbox"/>	Bruise/Scrape
<input type="checkbox"/>	Puncture
<input type="checkbox"/>	Foreign Body
<input type="checkbox"/>	Broken
<input type="checkbox"/>	Dislocated
<input type="checkbox"/>	Burn
<input type="checkbox"/>	Strain/Sprain
<input type="checkbox"/>	Amputation
<input type="checkbox"/>	Rupture
<input type="checkbox"/>	Other
<input type="checkbox"/>	

<input type="checkbox"/>	Head
<input type="checkbox"/>	Face
<input type="checkbox"/>	Eye Right Left
<input type="checkbox"/>	Ear Right Left
<input type="checkbox"/>	Teeth/Mouth
<input type="checkbox"/>	Shoulder Right Left
<input type="checkbox"/>	Arm Right Left
<input type="checkbox"/>	Elbow Right Left
<input type="checkbox"/>	Forearm Right Left
<input type="checkbox"/>	Wrist Right Left
<input type="checkbox"/>	Hand Right Left
<input type="checkbox"/>	Finger/Thumb Right Left

<input type="checkbox"/>	Neck
<input type="checkbox"/>	Back
<input type="checkbox"/>	Chest
<input type="checkbox"/>	Abdomen
<input type="checkbox"/>	Giroin
<input type="checkbox"/>	Hip R L
<input type="checkbox"/>	Thigh R L
<input type="checkbox"/>	Knee R L
<input type="checkbox"/>	Leg R L
<input type="checkbox"/>	Ankle R L
<input type="checkbox"/>	Foot R L
<input type="checkbox"/>	Toe R L

<input type="checkbox"/>	Struck Agent
<input type="checkbox"/>	Struck By
<input type="checkbox"/>	Caught Between
<input type="checkbox"/>	Trip & Fall
<input type="checkbox"/>	Slip & Fall
<input type="checkbox"/>	Trip or Slip
<input type="checkbox"/>	Inhale/Swallow
<input type="checkbox"/>	Heat/Electricity/Flash
<input type="checkbox"/>	Chemical (Identify Below)
<input type="checkbox"/>	
<input type="checkbox"/>	Other

Where and How Did Incident Happen?(BE SPECIFIC AND MAY INCLUDE FURTHER DESCRIPTION OF INJURY)

Newcastle Public Schools

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan



HOME OF THE RACERS!

CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A 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.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section [3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.
- A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**
- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
 - 2. Activate the team in response to a sudden cardiac arrest;**
 - 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**

4. Provide for communication and dissemination of the plan throughout the school campus; 5.

Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

NEWCASTLE PUBLIC SCHOOL

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Newcastle Public Schools has developed a sudden cardiac emergency response plan. The district collaborated with the local/responding EMT **McClain-Grady County EMS** on **August 26, 2024**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team MUST include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Athletic Trainer	<ul style="list-style-type: none">● Notify immediately in the event an athletic emergency arises on campus.● Responsibilities:<ul style="list-style-type: none">○ Make presence known to the opposing team's coaching staff○ Evaluate scene and provide appropriate care in the event of an emergency○ Activate EMS by calling 9-1-1○ May delegate if needed○ Maintain and provide proper medical care until EMS arrives on the scene.
Athletic Director	<ul style="list-style-type: none">● Notify immediately in the event an emergency arises on campus.● Responsibilities:<ul style="list-style-type: none">○ Open appropriate entrances and meet emergency personnel arriving on campus.<ul style="list-style-type: none">■ May delegate if needed to better assist with managing situation○ Direct emergency personnel to the emergency location.<ul style="list-style-type: none">■ May delegate if needed to better assist with managing situation○ Assist athletic personnel as needed in an emergency.
Coaches	<ul style="list-style-type: none">● Act as First Responder when Athletic Trainer is not present or currently available.● If acting at the First Responder, call 9-1-1 if the Athletic Trainer is not readily available.● Assign an Assistant Coach or other adult (if present) to notify Athletic Trainer and Athletic Director.● Assist in an emergency by keeping the players and surrounding bystanders a significant distance from the scene of the injury.● Assist Athletic Trainer as instructed.

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches
All athletic trainers

All school nurses
Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

● **Making the Call:**

- Call 911
- After calling 911 notify the athletic trainer and district athletic director if they are not present

● **Providing the Following Information:**

- Address of emergency (see venue specific maps and addresses below)
- Name and telephone number of the caller
- Nature of emergency
 - Gender/age of athlete
 - Type of injury
 - Number of athletes injured
- Condition of athletes
 - Breathing or not breathing
 - Pulse or no pulse
 - Bleeding
 - Conscious or unconscious
- First Aid treatment initiated by first responder
- Specific directions as needed to location of injured athlete (see individual sport EAP)
- Other information requested by dispatcher

SCENE SAFETY AND IMMEDIATE MEDICAL CARE::

Establishing safety of the scene and immediate care of the athlete is paramount. The most qualified individual (according to the chain of command) on the scene should provide acute care in an emergency. In many situations, the Certified Athletic Trainer will assume this role, although if the school physician is present, he/she may be called in to assume the lead role.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
----------------------	--------------

JULY 29, 2024	All coaches attended a sports medicine emergency management training session
AUGUST 5, 2024	All coaches attended a CPR, AED, and first aid training session. Training included single and multi-rescuer training.

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

<i>Name of Provider</i>	<i>Contact Information</i>
McClain-Grady County EMS	Non-emergency (405) 485-2000 / Emergency 911
Newcastle Fire Department	Non-emergency (405) 387-5823 / Emergency 911
Newcastle Police Department	Non-emergency (405) 387-5525 / Emergency 911
McClain County Sheriff Department	Non-emergency (405) 527-4600 / Emergency 911

CALLING EMERGENCY MEDICAL SERVICES:

Activating EMS is paramount in situations where there is no emergency transportation currently on site. Contacting EMS should be done the moment that a situation is deemed to be an emergency and has the potential to be life threatening. This process needs to move quickly and efficiently. Activating the EMS system may be done by anyone on the emergency team, however, the person chosen for this duty should be calm under pressure and communicates well over the phone. This person should also be familiar with the location and address of the sporting event. Typically, a school administrator or the coach present at the time of injury will fulfill this role. A mobile cellular device is the most convenient, however, a landline may be used if a mobile device is not possible.

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED

must be accessible within one to three minutes. Identify who is responsible to get the AED. Could insert you EAP (Emergency Action Plan for athletics here also)

***Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
Racer Fieldhouse & Stadium	<p>Upstairs - outside the athletic office doors on the west wall</p> <p>Downstairs - inside the athletic training facility by the door leading to the field</p>	August 5, 2024
Cheer Facility	Two AEDs located inside of	August 5, 2024

	the Racer Fieldhouse	
High School "New" Gymnasium	Located In the lobby directly in front of the south (main) entry door	August 5, 2024
Wrestling Room	AED located in the lobby of the high school "new" gymnasium	August 5, 2024
High School "Old" Gymnasium	AED located in the lobby of the high school "new" gymnasium	August 5, 2024
Baseball / Softball Complex	Inside the coaches office, by the door leading to the field	August 5, 2024
Track	Inside the main entry way of the middle school	August 5, 2024
Middle School Gym	Inside the main entry way of the middle school	August 5, 2024

EQUIPMENT RETRIEVAL:

Retrieval of medical equipment, such as the AED, may be done by anyone on the emergency team who is familiar with the location of the specific equipment needed.

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: _____



ADVERTISING AND SPONSORSHIPS OPPORTUNITIES
NEWCASTLE ATHLETICS

Any Emerald, Platinum or Gold Sponsorship, 10% will go back to the program of the sponsors choosing.

EMERALD PACKAGE \$7,000 PER YEAR

BUSINESS LOGO ON BASKETBALL COURT, WRESTLING MAT AND SIGNAGE AT BASEBALL, SOFTBALL AND SOCCER.

Football- 2-3 fifteen second or less commercials on our video board during home football games, 4 season tickets, 2 parking passes, text read over PA 2-4 times during game and access to the hospitality room, 4 passes (This includes all JV, 9th grade and Middle School Games). Logo Permanently displayed on the board.

Basketball- 2 season tickets, 1 parking pass, text read over PA 2-4 times per game on your logo will be displayed on our entrance board and our video board throughout the game, access to the hospitality(4 passes) room for games and Sweet Pea Tournament.

Wrestling/ Volleyball- text commercials read over PA 2-4 times per game and your logo will be displayed on our entrance scroll board

Softball- Text commercials read over PA-2-4 times per varsity home game.

Baseball- Text commercials read over PA-2-4 times per varsity game.

2-Game ball sponsorship of your choosing any sport

Signage on the Fence off of the football field and baseball field 365 days

Signage at the Concession Stand and at Ticket Booths (Stadium and Gym)

Floor ads (home side) in gym for Basketball, volleyball and wrestling

2 Social Media Post a Week with your logo on the graphic

Sideline Passes (2) for Football Games

Add in Digital Gameday Guide

30% off of any Specialty Sponsorship (Excludes Sweet Pea)

4-Athletic pass to all home sporting events (excludes OSSAA Playoffs)

Platinum \$5000 per year

Football- 1-2 video commercials during football games, 4 season tickets, 2 parking passes, text read over PA 2-4 times during game and access to the hospitality room 4 passes (This includes all JV, 9th grade and Middle School Games). Logo Permanently displayed on the board.

Basketball- 2 season tickets, 1 parking pass, text read over PA 2-4 times on your logo will be displayed on our entrance board and our video board throughout the game, access to hospitality room for games and Sweet Pea Tournament.

Wrestling/ Volleyball- text commercials read over PA 2-4 times per game and your logo will be displayed on our entrance scroll board as well as our video board throughout the match.

Softball- Text commercials read over PA-2-4 times per varsity home game.

1-Game ball sponsorship of your choosing

Baseball- Text commercials read over PA-2-4 times per varsity game.

Signage on the Fence off of the football field 365 days

Add in Digital Gameday Guide

1 Social Media Post a Week with your logo on the graphic

20% off of any Specialty Sponsorship (Excludes Sweet Pea)

Floor ads (home side) in gym for Basketball, volleyball and wrestling

4-Athletic pass to all home sporting events (excludes OSSAA Playoffs)

Gold \$3000 per year

Football- 4 season tickets, 2 parking passes, text read over PA 1-2 times during game and access to the hospitality room 4 passes (This includes all JV, 9th grade and Middle School Games). Logo Permanently displayed on the board. (if space is available)

Basketball 2 season tickets, 1 parking pass, text read over PA 1-2 times per game on your logo will be displayed on our entrance board and access to the hospitality room for games and Sweet Pea Tournament.

Wrestling/ Volleyball- text commercials read over PA 1-2 times per game and your logo will be displayed on our entrance scroll board as well as our video board throughout the match. 1-2 15 second commercials played each night.

Softball- Text commercials read over PA-1-2 times per varsity home game.

1-Game ball sponsorship of your choosing

Baseball- Text commercials read over PA-1-2 times per varsity game.

Signage on the Fence off of the football field 365 days

Add in Digital Gameday Guide

15% off of any Specialty Sponsorship (Excludes Sweet Pea)

Floor ads (home side) in gym for Basketball, volleyball and wrestling

4-Athletic pass to all home sporting events (excludes OSSAA Playoffs)

Silver 2,000 Sponsor:

Banner Hung on the fence line or walls at all Sporting events.
(Football, basketball, wrestling, volleyball, softball, baseball and soccer)

Specialty Sponsorships

Football

\$1,000-Play Clock Sponsorship- Logo Displayed on the play clock.

\$750- Football Coin toss sponsor/Logo displayed on board while coin toss commences. Text commercial for you company during the toss

\$2,500 First Down Sponsor, ever Racer First down “and thats a _____ first down”/logo on board during game

\$1,000 Kickoff Sponsor 10-15 Second text commercial before every kickoff

\$500 Scoring Drive Sponsor- “that’s a racer scoring drive re cap brought to you by 10-15 second text read)

\$1000 Red Zone Sponsor Signage on the field on each side at the 20 yard line.
1 text read per game

\$1000 Teacher of the Game Sponsor- We will have a teacher of the game at all Varsity games. Your company will be recognized and present the teacher a basket that your company is responsible for.

\$500 Cheer/Pom Performance Sponsor Anytime these groups perform, company text read

Basketball-

1,000 Starting Line-Up sponsor, your ad on the board while starting line-up video is played. Text read before line-ups

\$500 30 Second Time-out sponsor text read

\$500 60 second timeout sponsor, text read

\$500 Quarter Break Sponsor, text read

Sweet Pea Tournament:

\$5000 Sweet Pea Title Sponsor

\$1500 Sweet Pea T-Shirt Sponsor

Soccer

1,000 Starting Line-Up sponsor, your ad on the board while starting line-up video is played. Text read before line-ups

\$500- Goal Sponsor- After a newcastle Goal your 15 second commercial is played

\$500-Corner Kick -Sponsor on screen and “that's a your business corner kick. “

Baseball/Softball

\$750 Starting Line-Up sponsor, your ad while starting line-up is. Text read before line-ups. (District and Playoff games)

\$500- Home Run Sponsor your ad read for 10-15 second after each HR.
(District and Playoff Games)

\$250- 7th Inning Stretch- your ad read after take me out to the ballgame
(District and Playoff games)

Volleyball

\$1,000 Starting Line-Up sponsor, your ad on the board while starting line-up video is played. Text read before line-ups

\$500- Set sponsor you add read before each set, Will take up to 3.

Wrestling

\$1,000 Starting Line-Up sponsor, your ad on the board while starting line-up video is played. Text read before line-ups

\$500-Pin Sponsor your ad or commercial after a Racer Pin

THIS AGREEMENT made this _____ day of _____, _____, by and between _____ (the "Business") and **NEWCASTLE PUBLIC SCHOOLS ATHLETIC DEPARTMENT** ("NPS").

RECITALS: Sponsorship Package

Business, as a supporter of NPS, has agreed to provide a financial sponsorship commitment to NPS in consideration of the marketing and recognition to be provided to the Business in consideration of the terms of this Agreement. NPS has agreed to provide the marketing opportunity and Business name recognition in connection with its sports facilities and events as described in this Agreement in consideration of the financial commitment provided by Business herein.

NOW, THEREFORE, the parties agree as follows:

1. In consideration of the rights, naming recognition, services, and products described below, Business agrees to pay NPS Athletic Department the sum of \$ _____ per year for the school years _____ through _____ (the "Business Payment").
2. In consideration of the Business Payment, NPS, through Newcastle High School, will provide Business the following advertising and marketing opportunities and recognition of the period of _____, _____, _____, through _____, _____, _____,)the "Term").

Please select one of the sponsorship opportunities below:

- Emerald RACER PACKAGE: \$7,000 per year
- Platinum RACER PACKAGE \$5,000 per year
- Gold RACER PACKAGE \$3,000 per year
- Silver RACER PACKAGE \$2,000 per year

3. NPS represents and acknowledges that the foregoing Agreement has been properly agreed on behalf of NPS and represents the binding agreement of the parties.
4. NPS reserves the right to approve the form and content of all signs and advertising messages, such approval not to be unreasonably withheld, conditioned, or delayed.

IN WITNESS WHEREOF, the parties have executed the Agreement the date first above written.

Business

Director of Athletics

Superintendent,



NEWCASTLE PUBLIC
SCHOOLS EMERGENCY
ACTION PLAN

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Emergency situations may arise anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant in emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided. As emergencies may occur at any time during an activity, the Sports Medicine Department and Athletic Staff must be prepared. Athletic Organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. As athletic injuries occur at any time and during any activity, the Sports Medicine Team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate medical emergency equipment and supplies, utilization of appropriate medical emergency personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful preparticipation of physical screenings, adequate medical coverage, safe practice and training techniques, and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the Sports Medicine Team should enable each emergency situation to be managed appropriately.

Components of the Emergency Action Plan

1. Emergency Personnel
2. Roles of First Responder and Emergency Personnel
3. Scene Safety & Immediate Medical Care
4. Emergency Communication
5. Emergency Equipment
6. Life Threatening Emergencies
7. Guidelines for Players/Spectators for on field injuries
8. Emergency Transportation
9. Catastrophic Event, Multiple Victims

Emergency Personnel

During typical athletic practice or competition, the first responder to an emergency is typically a member of the Sports Medicine Staff, most commonly a Certified Athletic Trainer. A team physician may not always be present at every organized practice or competition. The type and degree of sports medicine coverage for an athletic event may vary widely based on such factors as the sport or activity, the setting, the type of training or competition. The first responder in some situations may be a coach or other institutional personnel.

- Head Athletic Trainer - Dalayna Newberry
 - 580-478-3027
- District / High School Athletic Director - Brent Hodges
 - 405-503-8945
- Middle School Athletic Director - Brett Brooks
 - 405-517-1652
- Team Physician - Dr. Aaron Smathers
 - 405-210-0424
- Local EMS - McClain County
 - 405-485-2000
- High School Head Principal - Adam Hull
 - Adam Hull: (616) 915-2343
- Middle School Head Principal - Wade Hampton
 - (806) 274-0157

Roles of Emergency Personnel

The following individuals may be directly involved with an emergency involving an athlete, coach, spectator, administrator, or official and should be competent in the responsibilities of the first responder.

Athletic Trainer:

1. Notify immediately in the event an athletic emergency arises on campus.
2. Responsibilities:
 - Make presence known to the opposing team's coaching staff
 - Evaluate scene and provide appropriate care in the event of an emergency
 - Activate EMS by calling 9-1-1
 - May delegate if needed
 - Maintain and provide proper medical care until EMS arrives on the scene.

Athletic Director:

1. Notify immediately in the event an emergency arises on campus.
2. Responsibilities:
 - Open appropriate entrances and meet emergency personnel arriving on campus.
 - May delegate if needed to better assist with managing situation
 - Direct emergency personnel to the emergency location.
 - May delegate if needed to better assist with managing situation
 - Assist athletic personnel as needed in an emergency.

Coaches:

1. Responsibilities:

- Act as First Responder when Athletic Trainer is not present or currently available.
- If acting at the First Responder, call 9-1-1 if the Athletic Trainer is not readily available.
- Assign an Assistant Coach or other adult (if present) to notify Athletic Trainer and Athletic Director.
- Assist in an emergency by keeping the players and surrounding bystanders a significant distance from the scene of the injury.
- Assist Athletic Trainer as instructed.

Emergency Communication

Scene Safety & Immediate Medical Care:

Establishing safety of the scene and immediate care of the athlete is paramount. The most qualified individual (according to the chain of command) on the scene should provide acute care in an emergency. In many situations, the Certified Athletic Trainer will assume this role, although if the school physician is present, he/she may be called in to assume the lead role.

Calling Emergency Medical Services:

Activating EMS is paramount in situations where there is no emergency transportation currently on site. Contacting EMS should be done the moment that a situation is deemed to be an emergency and has the potential to be life threatening. This process needs to move quickly and efficiently. Activating the EMS system may be done by anyone on the emergency team, however, the person chosen for this duty should be calm under pressure and communicates well over the phone. This person should also be familiar with the location and address of the sporting event. Typically, a school administrator is the best choice to fulfill this role. A mobile cellular device is the most convenient, however, an alternate plan must be in place if access to a mobile device is not possible.

Equipment Retrieval:

Retrieval of additional medical equipment may be done by anyone on the emergency team who is familiar with the location of the specific equipment needed.

Directing EMS:

One member of the emergency team should be responsible for meeting EMS as they arrive. Depending on ease of access, this person should have keys to locked gates/doors that may slow the arrival of medical personnel. School Security, Administrators, or Coaches may be appropriate for this role.

Activating the EMS System

Making the Call:

- Call 911
- After calling 911 notify the athletic trainer and district athletic director if they are not present

Providing the Following Information:

- Address of emergency (see venue specific maps and addresses below)
- Name and telephone number of the caller
- Nature of emergency
 - Gender/age of athlete

- Type of injury
- Number of athletes injured
- Condition of athletes
 - Breathing or not breathing
 - Pulse or no pulse
 - Bleeding
 - Conscious or unconscious
- First Aid treatment initiated by first responder
- Specific directions as needed to location of injured athlete (see individual sport EAP)
- Other information requested by dispatcher

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. The most knowledgeable and trained staff member should make a detailed list determining what equipment is needed for each practice or event.

Administrators, coaches, or other non-medical personnel should rely on emergency medical services for all necessary equipment. Personnel should however be familiar with the function, operation, and location of each type of emergency equipment that could be needed in any given situation. Emergency equipment should be checked (NPS provides yearly AED service) on a regular basis. It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when an emergency arises.

EMERGENCY EQUIPMENT LOCATIONS

High School Campus Automated External Defibrillator (AED)

- Field House
 - Downstairs:
 - Inside the athletic training room by the door that leads to the field.
 - Upstairs:
 - By the athletics office door. Turn right from the elevator to the west wall. Directly in front of the west stairwell.
- Softball/Baseball Field House
 - In the coaches office, by the door leading to the field.
- New Gymnasium
 - In the lobby directly in front of the south (main) entry door.
- Old Gymnasium
 - In the entryway of the “new” HS gym.
- Wrestling Room
 - In the entryway of the “new” HS gym.
- Cheer & Pom Room
 - By the coach’s office door.

Middle School Campus Automated External Defibrillator (AED)

- MS Gymnasium

- In the main entryway to the school.
- Track
 - In the entryway of the middle school.

Life Threatening Emergencies

A life-threatening emergency is one in which the individuals' life is in immediate danger or there is an immediate risk of permanent disability. The following are examples of life-threatening injuries. EMS should be activated in the situation that these occur.

1. Sudden Cardiac Arrest
2. Suspected Neck and Spine Injury
3. Loss of Consciousness (LOC)
4. Difficulty Breathing or Complete Stoppage of Breathing
5. Heat Stroke/Illness
6. Uncontrollable Bleeding
7. Traumatic Brain Injury (TBI) and its corresponding symptoms
 - a. Worsening symptoms
 - b. Loss of Consciousness
 - c. Persistent nausea or vomiting
 - d. Neurological changes
 - e. Seizures

*Athletic Trainer and Athletic Director must be notified after EMS or 911 is called.

*There should be no music, cheering, or any form of entertainment when a player is down for injury. This does not include emergency or necessary PA announcements.

Guidelines for Players/Spectators for on field injuries

1. Players and coaches must remain on the sidelines once medical assistance arrives.
2. If possible, medical staff needs to be able to adequately communicate with one another. To do this, it is asked that non-authorized personnel remain at a distance to limit excess noise.
3. Players, parents, and non-authorized personnel should be kept a significant distance away from the seriously injured player or players.
4. Players and non-medical personnel should not touch, move, or roll an injured athlete.
5. Once the medical staff begins to work on an injured player, they should be allowed to perform services without interruption or interference.
6. Players and coaches should avoid dictating medical services and attend to the other athletes in a form of distraction to continue to allow medical professionals to work in a timely manner.

Emergency Transportation

In the event of a life threatening emergency, EMS will be called. A designated staff member will meet EMS at the location specified on each sport's EMS map.

Hospitals

<p><u>Level 1 Trauma</u></p> <p>OU Children’s Hospital 1200 N Children’s Ave. Oklahoma City, Ok 73104 405-271-4700</p> <p>OU Trauma/Medical Center 700 NE 13th street Oklahoma City, OK 73104 405-271-4700</p>	<p><u>Level 2 Trauma</u></p> <p>Integris Southwest Medical Center 4401 S Western Ave Oklahoma City, OK 73109 405-231-0400</p>	<p><u>Level 3 Trauma</u></p> <p>Integris Deaconess Hospital 5501 N Portland Oklahoma City, OK 73112 405-604-6000</p>	<p><u>Level 3 Trauma, Cardiac</u></p> <p>13500 S. Tulsa Oklahoma City, Ok 73170 405-815-6500</p>
<p><u>Level 2 Trauma Rotation</u></p> <p>Integris Baptist Medical Center 3300 NW Expressway Oklahoma City, OK 73112 405-949-3011</p>	<p><u>Level 2 Trauma Rotation</u></p> <p>SSM Health St Anthony’s Hospital 1000 N. Lee Oklahoma City, Ok 73102 405-272-7000</p>	<p><u>Level 3 Trauma</u></p> <p>Norman Regional Porter 901 N. Porter Norman, OK 73169 405-307-1000</p>	<p><u>Level 4 Trauma</u></p> <p>Norman Regional Hospital Moore 700 S Telephone Rd. Moore, Ok 73160 405-793-9355</p>
<p><u>Level 2 Trauma Rotation, Burn Unit</u></p> <p>Mercy Hospital 4300 W. Memorial Rd. Oklahoma City, Ok 73120 405-755-1515</p>		<p><u>Level 3 Trauma</u></p> <p>Norman Regional Healthplex 3301 Healthplex Pkwy Norman, Ok 73172 405-515-1000</p>	<p><u>Level 4 Trauma</u></p> <p>Oklahoma Heart Hospital South Campus 5200 E I-240 Service Rd. Oklahoma City, Ok 73135 405-628-6000</p>

Catastrophic Event, Multiple Victims

If a catastrophic event that involves multiple victims occurs, such as a bleacher collapse, the scene must be quickly assessed and triaged. Follow the same chain of command for any serious injury. When speaking to 911 dispatchers, give location and estimated number of victims. Victims that can walk should be led away from the scene, triaging other victims. Those with life threatening injuries will be given priority and should be moved from their current position if their current position further places their lives in danger.

1. Call 911
2. Contact Head Athletic Trainer
 - a. Dalayna Newberry 580-478-3027
3. Contact District Athletic Director
 - a. Brent Hodges 405-503-8945
4. Contact Head Principals
 - a. High School - Adam Hull 616-915-2343
 - b. Middle School - Wade Hampton 806-274-0157

Inclement Weather

In the case of inclement weather (i.e. Thunderstorms/Lightning, Hail, Tornado), it will be under the direct discretion of the on-site Certified Athletic Trainer and/or Athletic Facilitator to determine if the practice/game/competition venues should be evacuated.

Tornado Policy

SOFTBALL/BASEBALL COMPLEX - Evacuate to the community shelter (located between the Police and Fire Headquarters on North Carr Drive).



NEWCASTLE TRACK & NEWCASTLE MIDDLE SCHOOL - Evacuate to the middle school classrooms 106, 107, 206, and 207.



RACER STADIUM/FIELDHOUSE (aka Gene Reid Field) - Evacuate to the safe rooms located in the high school classrooms 95, 97, 98, and 99.



CHEER FACILITY - Evacuate to the safe rooms located in the high school classrooms 95, 97, 98, and 99.



NEW GYMNASIUM - Evacuate to the safe rooms located in the high school classrooms 95, 97, 98, and 99.



OLD GYMNASIUM & WRESTLING ROOM - Evacuate to the safe rooms located in the high school classrooms 95, 97, 98, and 99.



Lightning Policy

The Newcastle Public Schools Athletic Department currently utilizes a lightning policy that aims to minimize the risk of injury from lightning strikes, should severe weather develop. This policy consists of being proactive to storms containing lightning and beginning the stoppage of activity to allow for evacuation before lightning is within range. In the case that an approaching storm contains lightning, Newcastle Public School will utilize Perry Weather and the accompanying siren as our method of notification to halt practice/events and to seek shelter. If you hear the siren sound, all students, spectators, and coaches should immediately seek shelter.

In the event that a notification siren is not available, all activity should be suspended and all athletes, coaches, and spectators should begin safety procedures upon the first observable lightning strike OR sound of thunder.

Heads Up - Lightning within 20 miles

Begin Safety Procedures (move inside) - Lightning within 10 miles

Announcement of Suspension of Activity

Once it is determined there is danger of a lightning strike, the certified athletic trainer or athletic director will notify the head coach and/or officials and subsequently summon athletes from the playing surface.

Evacuation of the Playing Field

Immediately following the announcement of activity suspension, all athletes, coaches, officials and support personnel are to evacuate to a fully-enclosed structure. Athletes, coaches, and officials are not permitted to remain in any open-air structure such as dugouts, open garages, bleachers, golf carts, etc.

- Racer Stadium (aka Gene Reid Field):
 - Evacuate to the field house
- Softball & Baseball Fields:
 - Evacuate to the locker rooms or indoor batting cages

- Track:
 - Evacuate to the middle school or automobiles

Evacuation of the Stands

Once the officials signal to suspend activity, an announcement will be made via the PA stating:

- Racer Stadium (aka Gene Reid Field):
 - Evacuate to your automobiles
- Softball & Baseball Fields:
 - Evacuate to your automobiles

Resumption of Activity

Activity may resume once the Certified Athletic Trainer or Athletic Director gives permission. Activity may resume 30 minutes after the last sound of thunder/observable flash of lightning. The 30-minute clock restarts EVERY TIME A NEW LIGHTNING FLASH OR THUNDER SOUND IS HEARD.

Exertional Heat Illness Prevention Policy

This policy applies to all staff members (including both lay and volunteer coaches) who are associated with activities where heat illness poses a risk, including but not limited to, outdoor and indoor activities where high temperature and specifically high humidity environmental risks are present (athletics, intramurals, course instruction, marching band, etc).

Activity in hot or humid environments can easily cause a number of heat related illnesses. Heat illness can occur to anyone at any time. The signs and symptoms below usually do not occur in a stepwise manner and can change rapidly depending on the person, situation, and activity. All signs and symptoms should be treated as serious and help sought in a timely manner.

Definitions

- **Acclimatization** – The process of gradually increasing the intensity of activity in a progressive manner that improves the body’s ability to adapt to and tolerate exercise in the heat.
- **Wet Bulb Globe Temperature** – The WBGT is a measurement tool that uses ambient temperature, relative humidity, wind, and solar radiation from the sun to get a comprehensive measure that can be used to monitor environmental conditions during exercise. WBGT is different than heat index, as it is a more comprehensive measurement of environmental heat stress on the body.
- **Rest Breaks** – This period of time occurs during practice, and is a non-activity time that is in a ‘cool zone’ out of direct sunlight.
- **Cooling Zone** – An area out of direct sunlight with adequate air flow to assist in cooling. A cold-water or ice tub and ice towels should be available to immerse or soak a patient with suspected heat illness This may be outdoors or indoors depending on proximity to the field.

- **Hypohydration** – (reduced hydration status) is a deficit of body water that is caused by acute or chronic dehydration.
- **Central Nervous System dysfunction** – includes any sign or symptom that the central nervous system is not working properly, including: dizziness, drowsiness, irrational behavior, confusion, irritability, emotional instability, hysteria, apathy, aggressiveness, delirium, disorientation, staggering, seizures, loss of consciousness, coma, etc.

Information Regarding Heat Illnesses:

	Definition:	Signs & Symptoms:	What You Need to Do:
Heat Cramps	Painful spasms usually in the muscles of legs and abdomen, accompanied by heavy sweating.	Painful muscle cramping. The athlete will be sweating and thirsty.	<ul style="list-style-type: none"> ● Stop activity and move to a cool location ● Drink water/sports drink ● Gently massage and stretch spasming muscles
Heat Syncope	A fainting episode that someone can experience in high environmental temperatures, usually during the initial days of heat exposure. Heat syncope occurs when an individual in a hot environment does not have adequate blood flow to the brain, causing the person to lose consciousness.	Dizziness (vertigo) or lightheadedness, loss of consciousness, pale or sweaty skin, weakness, tunnel vision, decreased or weak pulse.	<ul style="list-style-type: none"> ● Stop activity and move to a cool location ● Elevate legs above head ● Monitor vital signs ● Contact EMS if unconscious ● Rehydrate if conscious
Heat Exhaustion	Heat exhaustion is one of the heat-related syndromes. Symptoms range in	Fatigue, weakness, nausea/vomiting, chills, dehydration, pale, heavy sweating,	<ul style="list-style-type: none"> ● Stop activity and move to a cool location ● Remove

	<p>severity from mild heat cramps to heat exhaustion to potentially life-threatening heatstroke. Heat exhaustion can begin sudden</p>	<p>headache, decreased muscle coordination, hyperventilation, fainting, dizziness/light-headedness, irritability, decreased blood pressure. Core body temp between 96.9-103.9 degrees F</p>	<p>excess clothing</p> <ul style="list-style-type: none"> ● Elevate legs above head ● Cool the athlete with fans, ice towels, ice bags, cold tub, etc. ● Monitor cognitive and vital functions ● Rehydrate ● Activate EMS if recovery is not rapid and uneventful
<p>Heat Stroke</p>	<p>A severe heat illness that results in body temperature greater than 104 degrees F. Heat stroke is life threatening due to the potential for multi-organ dysfunction with typical complications including seizures, rhabdomyolysis, or kidney failure. Sweating is generally present in exertional heatstroke, but not in classic heatstroke. The start of heat stroke can be sudden or gradual.</p>	<p>Rectal temperature >104°F (40°C) immediately post collapse and central nervous system (CNS) dysfunction</p>	<ul style="list-style-type: none"> ● Remove excess clothing and equipment ● Immediately immerse athlete in a cold water tub (water 35-58 degrees F) ● If immersion is not possible, take the athlete to a shaded, cool area and use rotating cold, wet towels to cover as much of the body surface as possible. ● Activate EMS ● Monitor vital signs and

			<p>CNS status.</p> <ul style="list-style-type: none"> ● If rectal temperature is not available, DO NOT USE AN ALTERNATE METHOD. These devices are not accurate and should never be used to assess an athlete exercising in the heat. ● Cease cooling when rectal temperature reaches 102°F
Hyponatremia	<p>Low concentration of sodium in the blood. Hyponatremia is mainly caused by hyperhydration, but can also be caused by intake of hypotonic fluids (including sport drinks) that exceed sweat and urine output, excessive sodium losses, or other hormonal dysfunctions that affect the maintenance of sodium stores in the body.</p>	<p>Nausea/vomiting, sweating of hands & feet, headache, confusion, apathy & lethargy, altered consciousness. In severe cases, seizures, pulmonary edema, and coma may occur.</p>	<ul style="list-style-type: none"> ● Assess/differentiate between hyponatremia and heatstroke. ● Activate EMS immediately. ● Do not administer fluids until a physician is consulted.

Heat Exhaustion	Heat Stroke
<p>ACT FAST</p> <ul style="list-style-type: none"> • Move to a cooler area • Loosen clothing • Sip cool water • Seek medical help if symptoms don't improve 	<p>ACT FAST</p> <p style="font-size: 2em; font-weight: bold; color: red;">CALL 911</p> <ul style="list-style-type: none"> • Move person to a cooler area • Loosen clothing and remove extra layers • Cool with water or ice
<p><i>Dizziness</i></p> <p><i>Thirst</i></p> <p><i>Heavy Sweating</i></p> <p><i>Nausea</i></p> <p><i>Weakness</i></p>	<p><i>Confusion</i></p> <p><i>Dizziness</i></p> <p><i>Becomes Unconscious</i></p>
<p><i>Heat exhaustion can lead to heat stroke.</i></p>	<p><i>Heat stroke can cause death or permanent disability if emergency treatment is not given.</i></p>
<p>Stay Cool, Stay Hydrated, Stay Informed!</p>	

COOL FIRST, THEN TRANSPORT

Prevention

1. A thorough medical history will be gathered (history of heat illness, sickle cell trait/disease, etc.) via the pre-participation physical exam. The pre-participation physical exam must be submitted to the certified athletic trainer before any athletic participation.
 - a. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations.
 - b. All physicals for participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular activity.
2. As necessary, coaches are notified of individuals at higher risk.

Preventing Heat Illness is a Team Responsibility

Athletes - Must have a current physical on file. Focus on proper nutrition and hydration. Get adequate rest and adequate acclimatization. Be aware of how they are feeling while participating in hot environments and communicate their feelings to the certified athletic trainer and/or coaching staff.

Coaches - design workouts to acclimatize athletes properly so that their bodies can handle the demands of performing in hot environments. Constantly monitor athletes during all athletic

activity, including practices, games, conditioning, weight lifting, etc. Provide open and adequate water breaks. **Water/water breaks may not be withheld for any reason.** Do not practice in environments that put athletes at a greater risk for experiencing heat-related illnesses. Refer to the certified athletic trainer or athletic department administration for recommendations on adjusting practices/game times. Remember that heat illness is 100% preventable.

Certified Athletic Trainer - will monitor the environmental conditions and make activity recommendations/restrictions so that teams can avoid greater risk of heat illness.

Return to Activity - Athletes who have suffered an exertional heat illness must complete a rest period and may be required to obtain clearance from a physician before beginning a progression of physical activity under the supervision of a qualified medical professional.

Daily Monitoring of Environmental Conditions:

1. Environmental conditions at practice/game sites will be monitored using a Wet Bulb Globe Temperature (WBGT) device (such as a Kestrel Wet Bulb Globe Thermometer) and/or PerryWeather software.
2. Environmental monitoring will occur any time it is warm outside (i.e. over 70F).
3. Environmental monitoring and activity modifications may also be necessary for certain types of indoor facilities that are not climate controlled or poorly climate controlled.
4. Thirty (30) minutes prior to the start of activity, and at 20 minute intervals throughout, environmental readings of WBGT will be assessed.
5. Modifications will be made in accordance with the best practice guidelines for our region. We are in **Category 3**, therefore we will follow the activity guidelines for that region.
6. All rest breaks will be in shaded locations.
7. Modifications are meant to be fluid, meaning if the environment gets more oppressive, the modifications get stricter. However, if environmental conditions improve, the modifications will be in line with the new environmental conditions.

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.

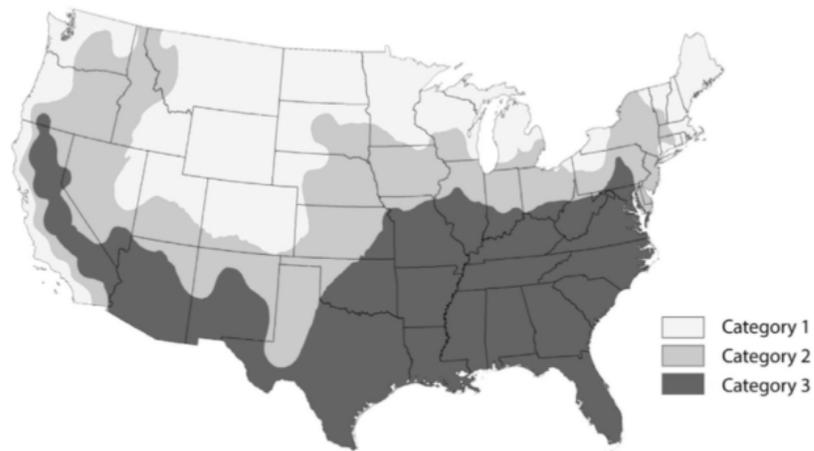


Fig. 2. Heat safety regions.

Cold Weather Guidelines

Guidelines for outdoor sports practices in cold weather:

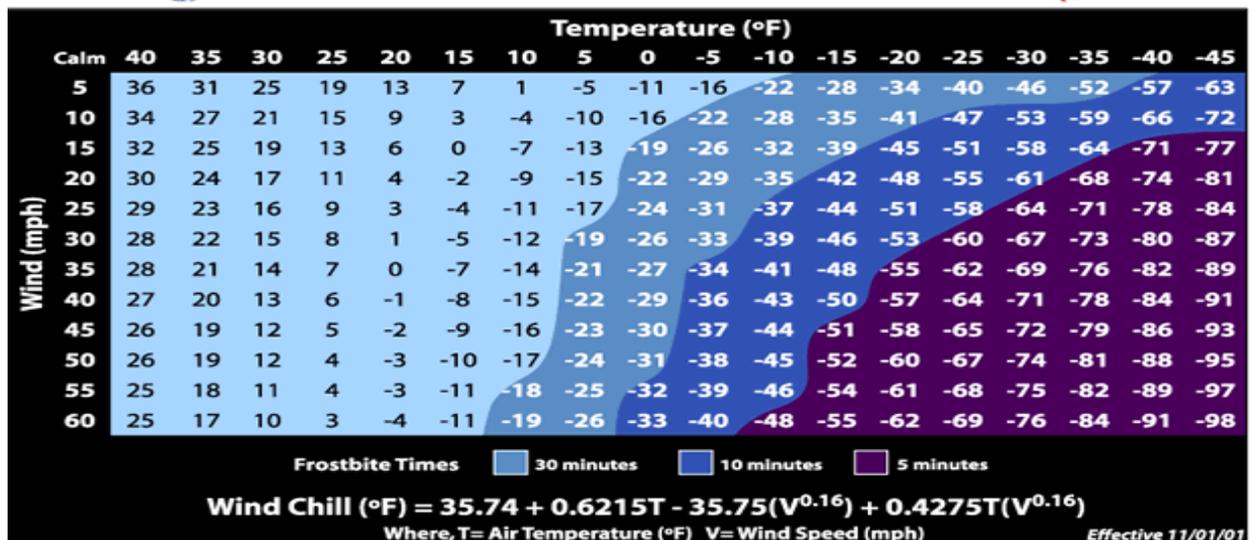
1. **All ATHLETES AND COACHES MUST BE PROPERLY DRESSED FOR THE WEATHER CONDITIONS.**
2. If air temperatures range from 40 to 30 degrees, with wind speeds between 10-20mph (normal for our area) (or greater), fatigue & frostnip are possible with prolonged exposure.
 - a. Players will be given 5–10-minute breaks at 30–40-minute intervals during practice to warm up.
3. Air temps between 30 and 20 degrees, with wind speeds between 10-20mph (or greater), frost nip & frost bite are possible. Practice should be moved indoors.
4. Air temps below 20 degrees, with wind speeds between 10-20mph (or greater), practice must be moved indoors or postponed until warmer weather conditions permit.

Guidelines for outdoor sports GAMES in cold weather:

1. **All ATHLETES AND COACHES MUST BE PROPERLY DRESSED FOR THE WEATHER CONDITIONS.**
2. If air temperatures range from 50 to 40 degrees, with wind speeds between 10-20mph (normal for our area) (or greater), players should be given at least 5-10 minute breaks in a warm area at 30-40 minute intervals during games.
3. Air temps between 40 and 35 degrees, with wind speeds between 10-20mph (or greater), players should be given a 10–15-minute breaks in a warm area, at 30 minute intervals during games.
4. Air temps below 35 degrees, with wind speeds between 10-20mph (or greater), games should be postponed until warmer weather conditions permit.



NWS Windchill Chart



Active Shooter

In the event of an active shooter, we will follow the advice of the Department of Homeland Security's advice. See [HERE](#).

1. Call 911 when safe to do so

RUN, HIDE, FIGHT

Run:

- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Hide:

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Your hiding place should:
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
- If the active shooter is nearby:
 - Lock the door
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet
- If evacuation and hiding out are not possible:
 - Remain calm
 - Dial 911, if possible, to alert police to the active shooter's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen

Fight:

- Take action against the active shooter

- As a last resort, and only when your life is in imminent danger, attempt to
- disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Mental Health Emergencies

Mental health issues in secondary schools are a growing concern. In the event of a psychological or mental health crisis on campus, safety is the highest priority. Whenever possible, defer to school personnel (i.e. school counselor/nurse, school administrator, etc.) in such an emergency.

Emergency Situation - Potential Violence

Recognition: Any ‘yes’ answer should be considered an emergency:

- Am I concerned the student-athlete may harm himself/herself?
- Am I concerned the student-athlete may harm others?
- Am I concerned the student-athlete is being harmed by someone else?
- Did the student-athlete make verbal or physical threats?
- Is the student-athlete exhibiting unusual ideation or thought disturbance that may or may not be due to substance use?
- Does the student-athlete have access to a weapon?
- Is there potential for danger or harm in the future?

Management: If immediate risk to safety:

- Remain calm - maintain calm body language and tone of voice.
- Listen to the athlete. Allow him/her to express his/her thoughts. Provide him/her the opportunity to be heard. It’s OK to have a moment of silence between you and the athlete.
- Avoid judging the athlete; provide positive support.
- Keep yourself safe - do not attempt to intervene if there is an imminent threat of harm or violence.
- Keep others safe - try to keep a safe distance between the athlete in distress and others in the area.
- Alert designated school officials (district athletic director, certified athletic trainer, building principal, student’s counselor)
 - Have the school contact the student-athlete’s parents or emergency contact.

- If the athlete seems volatile or disruptive, get help from a co-worker or other adult. Do not leave the athlete alone, but do not put yourself in harm's way if he/she tries to leave.
- Follow campus and department protocols and policies.
- If you call 911, provide the following information:
 - Athlete's name and contact information.
 - Physical description of the athlete (i.e. height, weight, hair and eye color, clothing, etc.).
 - Description of the situation and assistance needed.
 - Exact location of the student-athlete.
 - If the athlete leaves the area or refuses assistance, note the direction in which he/she leaves.

Emergency Situation - Non-Violent

- Offer a quiet and secure place to talk
- Show your genuine concern.
- Avoid judging the athlete; provide positive support.
- Provide support and a positive tone. Do not try to solve his or her problem.
- Help the athlete understand that he or she is not alone - others have been through this too.
- Listen to the athlete. Allow him/her to express his/her thoughts. Provide him/her the opportunity to be heard. It's OK to have a moment of silence between you and the athlete.
- Ask questions that encourage conversation. Asking these important questions will NOT plant the idea in his/her head:
 - Can you tell me what is troubling you?
 - Are you thinking of hurting yourself?
 - Is someone hurting you?
- If the athlete is expressing suicidal ideation:
 - Determine if he or she has formulated a plan
 - Emphasize ensuring the athlete's safety, while being aware of your own.
 - Do NOT leave the person alone.
- Alert designated school officials (building principal, student's counselor, district athletic director, certified athletic trainer)
- You may offer a positive reinforcement, such as: "It took courage for you to disclose this information to me. And, by telling me, it says you want to do something about what is going on. Let's get you in contact with someone who specializes in this type of situation, so you can get the care you need."
- Document and communicate your concerns, and refer to the school counselor. School staff may be aware of past or current circumstances that you are not privy to, including abusive home environment, emerging psychological condition/mental illness, etc.

Counseling Staff Information

High School

	Last Name	Counselor
9th Grade	A - Z	Emily Summers
10th, 11th and 12th Grades	A - K	Kathy Ralson
	L - Z	Sunny Batschelett

Middle School

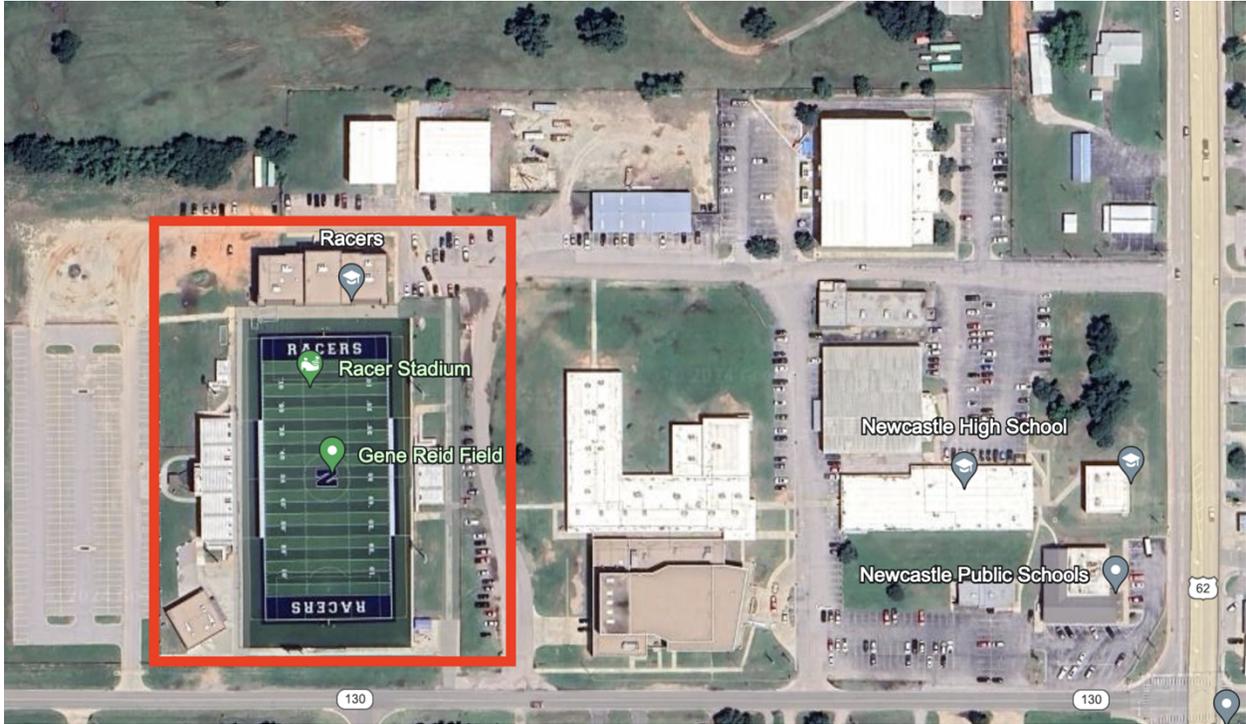
	Counselor
6th Grade	Elaine Rabalais
7th and 8th Grades	Toni Kammerlocher

Venue Specific Maps & Addresses

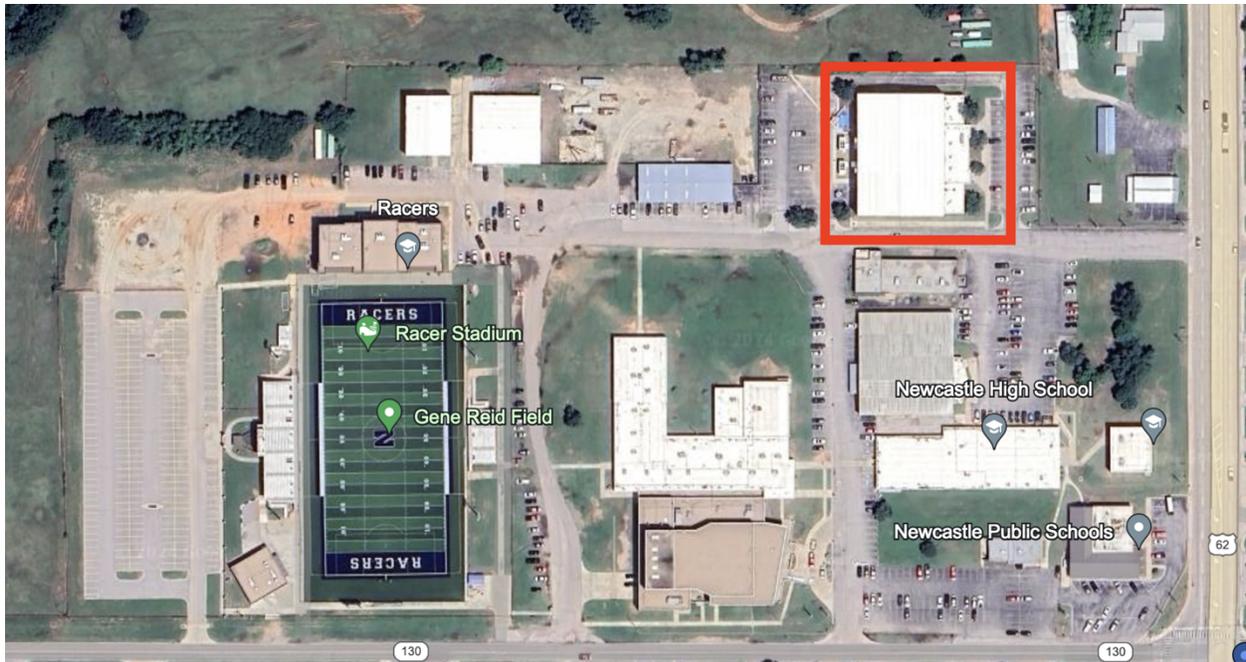
BASEBALL AND SOFTBALL COMPLEX - 710 NW Tenth St, Newcastle, OK 73065



**RACER STADIUM & FIELD HOUSE (AKA Gene Reid Field) - 101 N Main Street,
Newcastle, OK 73065**



NEW GYMNASIUM - 101 N Main Street, Newcastle, OK 73065



OLD GYMNASIUM - 101 N Main Street, Newcastle, OK 73065



NEWCASTLE TRACK - 611 E Fox Lane, Newcastle, OK 73065



MIDDLE SCHOOL GYM - 611 E Fox Lane, Newcastle, OK 73065

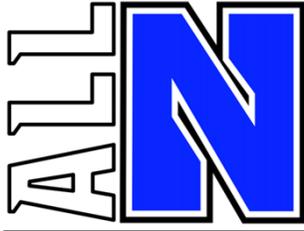


WRESTLING ROOM - 101 N Main Street, Newcastle, OK 73065



CHEER ROOM - 101 N Main Street, Newcastle, OK 73065





NEWCASTLE PUBLIC SCHOOLS

NEWCASTLE ATHLETICS SPECTATOR GUIDELINES/EXPECTATIONS

- Everyone entering the facility will go through weapons detectors
- There will be no re-entry once a spectator/fan has exited the facility
- Gates will open 90 minutes prior to gametime
- The following items are prohibited (including, but not limited to):
 - No weapons (including guns, and knives) are allowed on NPS property. This includes concealed carry weapons even if a person has a license.
 - All bags must be clear
 - No Backpacks, purses, oversized bags or drawstring bags
 - Sporting equipment such as balls or basketballs
 - Outside food or beverage (Clear water bottles allowed, water only)
 - Tobacco, Alcohol, Vapes OR Drugs of any type
 - Pets (with the exception of service animals and documentation)
 - Ice chest, coolers, containers,
 - External sound systems, speakers etc.
- Loitering will not be tolerated: Students/Children are to sit in the stands
- Students will be restricted to their (home or visitor) side of the arena.
- Failure to meet these expectations will result in the removal from the event and future events.
- Bags necessary for approved medical equipment are permitted.
- IF You See Something Say Something

Commented [1]: vapes?

Commented [2]: Must be with an adult to attend? Parent/Guardian? I know Norman went to this last year.

Newcastle Athletics Ticketing Policies

For the 24-25 School year we will utilize GoFan for ticketing with one cash option for everyone.

Football Only:

\$7-Online on GoFan (All)

\$10-Cash

All Other Sports:

\$3-Student (Pre-K-Adult) Online On GoFan

\$5-Senior Citizen Online on GoFan (65 and up)

\$7- Adult Online on GoFan

\$10-Cash

Reserved Seat Season Tickets: Sold on GoFan

Football (Varsity)- \$65

Football (MS and JV) \$45

Basketball (JV & Varsity Only) \$80

Fall/Winter/Spring Season Pass Sold on GoFan

Fall: Football, Softball, Volleyball

Student- \$80

Winter: Basketball/Wrestling

Student- \$60

Spring: Baseball & Soccer

Student: \$50

All facilities will now be taking cards at the entry gate.

Passes Taken:

Oklahoma Coaches Association Card (Lime Green), OSSAA GoFan Pass, OSSAA Retiree Pass, Newcastle Employee ID + 1 guest only, Military ID.

Senior Citizens Pass:

Any Senior Citizen with proof of residency can claim a pass at the Athletic Office. Residents must be 65 years of age or older and a resident of Newcastle Public Schools. These can only be redeemed at the Athletic Offices.



NEWCASTLE PUBLIC
SCHOOLS SPORTS
MEDICINE POLICIES

PRE-PARTICIPATION PHYSICAL EXAM

- No student may participate in athletics or marching band until there is an approved pre-participation physical exam on file.
- A copy of the pre-participation physical exam must be uploaded by the parent/guardian to the student's RankOne account.
 - The upload must contain clear images of each page that can be easily read.
- Coaches and other school personnel are unable to accept any paper copies of the pre-participation physical exam.

OSSAA GUIDELINES FOR THE PRE-PARTICIPATION PHYSICAL EXAM

All physicals for OSSAA participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular activity. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the student participates in any organized athletic practice session including contest participation.

The pre-participation evaluation form is designed to identify risk factors prior to participation by way of a thorough medical history and physical examination. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations.

1. The most current version of the OSSAA PPE form should be used; any other form used must contain a minimum of the information requested on the OSSAA PPE form.
 - a. Form may be found [HERE](#)
2. The PPE Form must be signed and completed in its entirety. No pre-signed or pre-stamped forms will be accepted.
3. SIGNATURES
 - a. The person administering the PPE's signature must be hand-written and dated. No signature stamps will be accepted.
 - b. The parent/guardian signatures must be hand-written and dated.
 - c. The student-athlete signature must be hand-written and dated.

ADDITIONAL PAPERWORK REQUIREMENTS ON RANKONE

- No student may participate in athletics until all their online RankOne paperwork has been completed.
- All forms must be submitted yearly along with a new pre-participation physical exam.
- Forms may be accessed [HERE](#).
- All athletes must be in GREEN on RankOne before participating in athletics.

INFINITE CAMPUS AND RANKONE ROSTERS

Coaches must ensure that all rosters in RankOne match rosters in Infinite Campus; if an athlete is on a sport's IC roster, but not RankOne, make sure they are added ASAP so that you can make sure that all your athletes have the correct paperwork on file.

REQUIRED COURSEWORK FOR ALL COACHES

HEAT ILLNESS PREVENTION, CONCUSSION IN SPORTS, & SUDDEN CARDIAC ARREST COURSES: On an annual basis, all athletic coaches are required to complete the online Heat Illness Prevention, Concussion in Sports, and Sudden Cardiac Arrest courses at www.NFHSLearn.com. A certificate of completion shall be kept on file for each coach.

CARE AND PREVENTION OF ATHLETIC INJURIES (OAC 210:35-9-44; OAC 210:35-5-45; OAC 210: 35-7-44)

As required by Oklahoma State Department of Education rules, a course in the care and prevention of athletic injuries is required for all coaches.

Course Availability - The course is currently available through some Universities, a Certified Athletic Trainer licensed by the Oklahoma State board of Medical Examiners, or through an online course at NFHSLearn.com. The approved course is not intended to satisfy the annual requirement for athletic coaches to undergo concussion training provided by the CDC, the NFHS or a comparable program or resource, as required by 70 O.S. § 24-155. Further, the course described herein is not intended to satisfy the annual requirements of the Chase Morris Sudden Cardiac Arrest Prevention Act, at 70 O.S. § 24-156. EMT training / certification will not suffice for meeting this requirement. Medical Doctoral Degree / Licensure will suffice for meeting this requirement.

If taken online at NFHSLearn.com, the course must be completed and a score of 80% or greater achieved on the certification exam. Should less than 80% be achieved, the coach will be directed to a results page for continued review. Certification will not be granted until a score 80% or better is attained.

Refresher Course - Coaches will be required to take the Care & Prevention refresher course every 3 years as ongoing medical research provides new information that leads to new guidelines.

ADDITIONAL REQUIREMENTS FOR FIRST YEAR AND VOLUNTEER COACHES -

The OSSAA Board of Directors authorized the implementation of a Coaches Education Program. All first-year athletic coaches and any adjunct/volunteer athletic personnel will be required to complete the NFHS Fundamentals of Coaching course prior to their participation as a coach in any OSSAA regular season contest. The course is available online at www.NFHSLearn.com.

REQUIRED COURSEWORK FOR CHEER AND POM COACHES - All cheer and pom coaches will be required to complete the Cheer and Dance Safety course. The course is available online at www.NFHSLearn.com. On an annual basis, all cheer coaches are also required to complete Heat Illness Prevention, Concussion in Sports, and Sudden Cardiac Arrest courses online at www.NFHSLearn.com. A certificate of completion shall be kept on file for each coach at the member school.

CERTIFIED ATHLETIC TRAINERS

1. Athletic Trainers are highly qualified, nationally certified and state licensed, sports medicine professionals who are trained in the prevention, recognition, evaluation, management and rehabilitation of sports related injuries and illnesses.
2. The Athletic Trainer(s) at Newcastle Public Schools are responsible for the athletic health and well-being of all junior high and high school level athletes, who are participating in sports that are sanctioned by the district. As such, the Athletic Trainer(s) on staff will follow all state laws, district policies, and best-practices set forth by the National Athletic Trainer's Association, when evaluating and treating injured athletes.
3. The Athletic Trainer(s) are responsible for beginning and ending the sports med process when an athlete is injured; if the Athletic Trainer(s) do not have clearance from another qualified medical professional to permit an injured/ill athlete to return to sports, it is at the Athletic Trainer(s) discretion to permit them.

ATHLETIC TRAINING STUDENT AIDES

Student aides must be under the direct visual supervision of a licensed/certified Athletic Trainer when assisting with any athletic training services. Coaches must not allow or expect student aides to act independently with regards to the evaluation, assessment, treatment and rehabilitation of injuries. Additionally, it is paramount that student aides should never make any “return to play” decisions. Specifically, **student aides may not:**

1. Perform any injury evaluation
2. Perform any injury treatment or rehab without the certified athletic trainer present
3. Perform any “recovery treatments” without the certified athletic trainer present
4. Make decisions about treatments, procedures, or return to play
5. Independently provide athletic training services during team travel

Student aides may:

1. Maintenance of the hydration stations (ie. Filling coolers and water bottles with ice and water, and cleaning of the equipment after use)
2. Basic wound care
3. Assistance with emergency response as directed by the certified athletic trainer
4. Basic taping techniques
5. Assisting with rehabilitation exercises as directed by the certified athletic trainer

Please note that these duties and skills can only be completed and utilized if under the DIRECT SUPERVISION of the Certified Athletic Trainer and only if the Athletic Trainer deems them ready to utilize these skills.

PREVENTION OF INJURIES

1. Coaches will stress to their athletes the importance of safety and the potential for injuries if techniques, skills, etc. are not performed properly.
2. Coaches should supervise dressing/shower facilities to prevent unnecessary injury due to horse play; Coaches will not give permission to athletes to use any facilities without supervision.

GUIDELINES FOR REPORTING INJURIES

- All injuries, no matter how minor they may be perceived by the coaching staff, must be reported to the Athletic Trainer immediately.
- The Athletic Trainer will contact the parent(s)/guardian(s) of that athlete and will be the contact person for the athlete, parent(s)/guardian(s) throughout the recovery process.
- Athletic Trainer will assess injuries no matter how slight; A member of the coaching staff will accompany the athlete to the Athletic Training Room for all initial injury assessments; coaches will not assess injuries.
- The coaching staff will stress to parents the importance of consulting the Athletic Trainer before sending an athlete to the doctor; unless it is an emergency.
- If an Athletic Trainer is not present at the time of injury, the coach will complete an accident report on all injuries and submit it to the Athletic Trainer and their site Athletic Director, so that it can be added to the athlete's RankOne profile and kept on file for one year.
- If an Athletic Trainer is present at the time of injury, an injury report will be submitted via RankOne.

DOCTOR'S NOTES

- Any student who goes to the doctor must provide a clearance note releasing them to return to athletics, regardless of how minor the injury is.
 - Students who fail to provide a note will not be permitted to participate in any athletic activity until the note is received by the certified athletic trainer.

- Any student who undergoes any medical procedure or dental surgery (such as wisdom tooth removal) must provide a clearance note from the physician or dentist releasing them to return to athletics.
- Doctor's notes will be uploaded to the student's RankOne account
- Newcastle Public Schools recognizes Certified and Licensed Athletic Trainers, MDs, DOs, Nurse Practitioners, and Physicians Assistants as qualified medical professionals who are able to medically release and permit athletes to participate in athletics; and to assess, evaluate, diagnose and release an athlete from an injury or illness.
 - Notes from chiropractors, physical therapists, etc. will not be accepted.

ATHLETIC TRAINING ROOM GUIDELINES

1. Injured athletes are expected to report to the Athletic Training Room to complete treatment/rehab when scheduled & are expected to attend practice daily, while injured.
2. Only NPS student-athletes and staff are permitted in the athletic training room.
3. Students should come dressed appropriately for treatment or rehabilitation.
4. Athletes MUST sign in before receiving treatment.
5. No shoes on the treatment tables.
6. Any student-athlete with a new injury or illness must notify the athletic trainer immediately.
7. Students are not permitted to treat themselves. All treatment is done under the supervision of a certified athletic trainer.
8. DO NOT remove equipment or supplies without permission from the athletic trainer.
9. DO NOT use the athletic training room equipment or supplies without permission.
10. No loitering, inappropriate language, or disrespectful behavior.
11. Athletes should return all equipment and supplies (wraps, crutches, etc.) as soon as they no longer need to use them. Athletes may be charged for equipment and supplies that have not been returned.
12. If a student-athlete is not adhering to the rules and policies of the athletic training room, he or she can lose privileges to the facility. Coaches will be notified of any student athlete who is not compliant.

PRECAUTIONS AGAINST TRANSMISSION OF BLOOD-BORNE PATHOGENS

The proper handling of body fluid spills should be a concern of teachers, coaches, officials and student-athletes. All concerned individuals must be aware that any time there is blood and/or

other body fluids present, there is the possibility of an infectious disease being transmitted. **The following universal precautions should be observed:**

1. The use of barrier precautions to prevent skin and mucous membrane exposure when contact with bodily fluids are anticipated. Gloves are to be worn when treating, or when in contact with any blood, body fluid, or mucous membrane
2. Gloves are to be worn when handling items or surfaces that have come in contact with blood or body fluids
3. Hands and all skin surfaces that come into contact with blood or other body fluids should be washed thoroughly. Hands should also be washed after glove removal.
4. Precautions should be taken to prevent injuries caused by needles, scalpels, or other sharp instruments. Needles should not be recapped, broken, or bent by hand.
5. Surfaces contaminated with blood or body fluids should be cleaned with a solution made to kill bacteria, fungus and viruses- including HIV
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation; mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Blood or body fluid soiled linens should be bagged and washed in hot water and detergent

INCLEMENT WEATHER

The NPS Exertional Heat Illness Prevention Policy, Tornado Policy, Lightning Policy, and Cold Weather Guidelines may be found in the NPS Emergency Action Plan document.

It is the responsibility of each member of the athletic department to have a functional, working knowledge of these policies. The Sports Medicine Policies are written in compliance with Oklahoma State Laws, OSSAA Rules, NFHS rules/guidelines, and with NATA best practices in mind.

Head Coaches are to ensure that the Athletic Training staff is able to speak at parent information meetings, and booster club meetings; so that all parents and athletes are able to meet and ask questions of the Athletic Training staff.

CONCUSSION POLICY - RETURN TO PLAY (RTP)

If an athlete is removed from practice or competition the athlete shall not, on the same day the athlete is removed, be permitted to return to that practice or competition or to participate in any other practice or competition, unless deemed eligible pursuant to the following provisions:

- An athlete who has been removed from participation may not participate until the athlete is evaluated by a health care provider and receives written clearance to return to participation from that health care provider.
 - Newcastle Public Schools recognizes Certified and Licensed Athletic Trainers, MDs, DOs, Nurse Practitioners, and Physicians Assistants as qualified medical professionals who are able to diagnose, treat, and medically release athletes to participate in athletics following a concussion.

After a student sustains a concussion, they must go through a graduated five step return to play progression. Each step takes at least 24 hours, but may take longer depending on individual characteristics.

CONCUSSION POLICY - RETURN TO ACADEMICS

A student's best chance of full recovery from a concussion involves two critical components: *cognitive and physical rest*. Continued research has focused on the fact that cognitive rest is essential to the quick resolution of concussion symptoms.

Cognitive stimulation can include: driving, playing video games, using computers and other electronic devices, text messaging, cell phone use, loud and/or bright environments, watching television, reading and studying. All these activities must be limited, and in most cases, completely avoided.

Physical activity such as physical education, sports activities, and strength and/or cardiovascular conditioning must be regulated and/or avoided while recovering from a concussion.

Each student's journey through the Return to Academics (RTA) and Return to Play (RTP) protocols is individualized. Not all diagnosed concussions require academic accommodations. RTA and RTP may run in collaboration with each other, but each should be considered independent of each other and designed specifically for the injured party.

Points of Emphasis:

It is important to note that recovery from a concussion is a very individualized process. Caution

must be taken not to compare students with concussions as they progress through the recovery process. The information below is provided to teachers, parents, and students as a guide to assist with concussion recovery.

- For the academic protocol to be initiated, the student must be evaluated by a qualified medical professional (MD, DO, ATC) and documentation must be provided to the school.
- It is important that once the student has returned to school, they report to the athletic trainer daily, in order to monitor symptoms as well as to determine progression to the next stage with the return to academic guidelines.
- For every day the student is within stages 1-3 (see stages below), it is recommended that they be granted the same number of days to complete missed academic work.
- The student should be granted adequate time to complete missed academic work based upon the amount of time needed for complete recovery.
- As the student's recovery progresses through stages 1-3, teachers should be prepared to apply "mastery learning" criteria with their subject matter. By identifying essential academic work, the student's recovery will be aided by reducing workloads, which in turn will help to reduce anxiety levels related to the perceived volume of work that will be required once they are medically cleared to resume a full academic load.
- In reference to eligibility, a student athlete will keep the same status as before the concussive event until protocol is complete.
- If the student cannot complete all, or an agreed upon portion of missed assignments (homework, quizzes, tests, or projects), the teacher has the right to assign the student a grade of incomplete (I) for the nine weeks, semester, or final grade.

If the student is evaluated by a personal physician, please share this information with the physician during the initial visit.

Stage 1: No school attendance, emphasize cognitive and physical rest

Characteristics

- Severe symptoms at rest
- Abnormal diagnostic test results
- Symptoms may include but are not limited to:
 - Headache, dizziness, nausea, trouble remembering, feeling like they're in a fog
- Students may be sensitive to light and noise
- Students may complain of intense and continuous/frequent headaches ● Students may not be able to read for more than 10 minutes without an increase in symptoms

- Provide students with copies of class notes (teacher or student generated) ● No tests, quizzes, or homework
- Grades will be frozen; all assignments missed will be entered as EXEMPT (X) while on Stage 1
- Parents reporting athlete's symptoms to site Certified Athletic Trainer (ATC) daily, via email

Progress to stage 2 when:

- Student has returned to school
- Decreased sensitivity to light or noise
- Decreased intensity and frequency of headaches

***If the student remains in Stage 1 longer than 1 week, it may be necessary to schedule a conference with all teachers, the counselor, and the student's parents in order to discuss impact on school performance. The student will need to be referred to an MD or DO specializing in concussion management if not already under the care of one.**

*It is important that once the student has returned to school that they report to the athletic trainer daily in order to monitor symptoms, as well as to determine progression to the next stage within the return to academics guidelines.

Stage 2: Option for modified daily class schedule

Characteristics

- Mild symptoms at rest, possibly increasing with physical and mental activity
- Abnormal diagnostic testing scores
- Athlete reporting to the site Certified Athletic Trainer daily for evaluations

Example 1: First day might be afternoon class attendance, with the next day being morning class attendance, repeat as symptoms warrant.

Example 2: First half of each class, with the final half of each class period spent in the counselor's office, so that the athlete may relax and recover before their next class.

- Option: Reduce weight of backpack or provide second set of textbooks (arranged by counselor)
- Option: Obtain a "five-minute pass" in order to avoid noisy, crowded hallways between class periods

- Wear sunglasses when viewing Smart Boards (as needed) or in classrooms that are brightly lit.
- No tests, quizzes, daily work, or homework; very limited in-class work, with assistance from the teacher or a classmate, may be assigned so long as it doesn't cause symptoms to increase.
- Provide student with copies of class notes (teacher or student generated)
- Grades will be entered as EXEMPT (X) while on Stage 2, unless able to complete very limited in-class work with the assistance from the teacher or a classmate; grades entered during this stage should not negatively affect the athlete's overall grade in the class.
- Excused from physical education classes and sports activities; this includes but isn't limited to non- school related sports activities
- Report daily to athletic trainer

Progress to stage 3 when:

- Each of the student's classes have been attended at least once
- School activity does not increase symptoms
- Overall symptoms continue to decrease

*If the student is not able to progress to stage 3 after an extended period of time, where it is unlikely the student will be able to makeup required work, the principal and counselor will discuss with the student and their parent(s)/guardian(s), possible class withdrawal, homebound, class load modification, and/or a 504 plan.

Stage 3: Full day of school

Characteristics:

- Symptom free at rest; mild-to-moderate symptoms with mental and physical activity
- Student athlete should be taking notes on their own at this point and may participate in group projects (with accommodations if needed)
- Normal levels of classwork permitted with limited assistance from teachers or classmates. Athlete may begin to use class time to make up any missed work from previous stages with assistance from teachers or classmates if needed.
- Limited to normal levels of homework may be assigned with open-ended due dates; teacher/classmate assistance if needed
- Limited quizzes may be taken over the course of several class periods with no time limit for completion; quizzes may also be sent home to be completed over the course of several days, and/or a weekend at the discretion of the teacher, counselor, and principal.
- Very limited tests may be taken over the course of several class periods with no time limit for completion; athletes may also be given time to take those very limited tests in the

testing center, or Counselor's Office, over the course of several class periods, with the tests broken into small portions.

- Assignments may be graded at this point, but they should not negatively affect the athlete's grade; if the graded assignment does have a negative impact, the athlete will be permitted to make up the assignment(s) in question.
- Sporting activity monitored by athletic trainer
- Report daily to athletic trainer

Progress to stage 4 when:

- Symptom free with mental and physical activity
- Student should report any return of symptoms with mental or physical activity
- Diagnostic test scores have normalized and/or symptoms have resolved completely

*If the student is not able to progress to stage 3 after an extended period of time, where it is unlikely the student will be able to make up required work, the principal and counselor will discuss with the student and their parent(s)/guardian(s), possible class withdrawal, homebound, class load modification, and/or a 504 plan.

Stage 4: Full academic load

- Resumption of current academic responsibilities once diagnostic testing scores have normalized and/or symptoms have resolved completely as determined by the appropriate health care professional
- In cooperation with counselors and teachers, create a plan for possible modification and the gradual completion of any missed tests, quizzes, and homework that the athlete was unable to make up during stage 3.
- The teacher has the discretion to apply "mastery learning" criteria for their subject matter; meaning that they may choose the most important portions of an assignment then allow the athlete to make up only that portion of the assignment and receive full credit.
- Students are not required to make up missed physical education classes due to a concussion
- Students are not required to make up missed practices or workouts due to a concussion

***Students who are unable to complete stage 4 after an extended period of time and are unable to make up required work (either all or an agreed upon portion of missed assignments) may be assigned a grade of INCOMPLETE (I) by their teacher.

***In the event of an INCOMPLETE grade, the teacher will communicate with the student, their parent(s)/ guardian(s), the student's counselor, **and** principal, regarding the incomplete grade for the nine weeks, semester, or final grade.

If you have questions, please contact the student's counselor, principal, or the athletic trainer.

CONCUSSIONS - REMOVAL AND DISCIPLINE

The Newcastle Public School Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports, while sudden cardiac arrest (SCA) is the #1 cause of death for student athletes.

Concussions are serious injuries with negative outcomes that can affect an individual physically, emotionally, behaviorally, and/or cognitively, with the potential for long-term impacts on brain development. While concussions have many causes, these brain injuries are commonly sustained by youth participating in athletics or other recreational activities. The purpose of this policy is to maximize safety with respect to sports and recreation-related concussions by educating staff, team and game officials, athletes, and parents/guardians about concussions; providing guidance on how to prevent and manage concussions; and supporting youth returning to activities after a concussion, in accordance with Oklahoma state law (70 O.S. § 24-155). This policy will be reviewed on an annual basis. The athletic director and school nurse will be responsible for reviewing requirements of state law against this concussion policy and for seeking any technical assistance needed for policy review and revision. The athletic trainers, coaches, and school nurse will be responsible for implementation of this policy.

On an annual basis, a concussion/ head injury and a sudden cardiac information sheet will be completed and returned to the school district by the youth athlete and the youth athlete's parent or guardian prior to the youth athlete's participation in practice or competition. In addition, on an annual basis, each coach must complete a concussion and a sudden cardiac arrest (SCA) training course by a provider approved by the Oklahoma State Department of Health. The athletic director shall provide written instructions to all coaches to ensure that no youth athletes participate in practice or competition prior to the receipt of a concussion/ head injury and sudden cardiac arrest information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion/ head injury and sudden cardiac arrest information sheet shall be disciplined and could possibly result in removal of all coaching responsibilities.

- A youth athlete/student who is suspected of sustaining a concussion or head injury during a practice or game or school activity shall be removed from participation at that time. Any youth athlete/student removed from participation shall not be allowed to participate until the athlete/student is evaluated by a licensed health care provider trained in the

evaluation and management of concussion and receives written clearance to return to participation from that health care provider.

- Any student who collapses or faints without a concurrent head injury while participating in an athletic activity or other school activity shall be removed by the coach or teacher from participation at that time. Any student who is removed or prevented from participating in an athletic activity or other school activity shall not return to participation until the student is evaluated and cleared for return to participation in writing by a healthcare provider.
- Health care provider is defined as a physician (MD or DO), physician assistant (PA-C), advanced practice nurse (APRN) , or athletic trainer (ATC) who is licensed, certified, or otherwise authorized by the laws of the state to practice healthcare.
- The athletic trainer or school nurse (if non-athletic) will be responsible for initial and follow-up communication with district staff and the athlete's/student's parent/guardian, documenting injury circumstances and follow-up, and, when appropriate, enacting the Emergency Action Plan.

All paperwork related to head injuries, concussion injuries, or sudden cardiac arrest will be kept on file within the following offices:

- Athletic Director and/or Athletic Trainer
- School Nurse (if non-athletic)

Failure to remove an athlete from the field of play who is suspected of having a possible concussion will result in disciplinary action as required by Oklahoma Statute 70 O.S. 2011, Section 24-155.

- **1st Violation** – Required completion of additional concussion recognition and management of concussion education up to the removal of all coaching responsibilities. The Governing Board will make a recommendation of action/penalty to the District Administration.
- **2nd Violation** – Suspension of the sport or activity until appearance in front of the Governing Board. The Governing Board will make a recommendation of action/penalty to the District Administration that could possibly result in the removal of all coaching responsibilities.
- The Governing Board will consist of the Athletic Director, Head Principal, and the Head Athletic Trainer.

All school personnel must follow all return to school and return to play instructions given by the health provider. An athlete or student participant (if non-athletic) parent/guardian is not eligible to give consent for the athlete/student to return to activities. Verbal clearance is not acceptable.

The athletic trainer or school nurse (if non-athletic) will be responsible for collecting records of written clearance, maintaining records, and involving necessary personnel to coordinate appropriate support(s) for an athlete/student (if non-athletic) to return to activities.

REFERENCE: 70 O.S. §24-155, SB 239; Developing Concussion Policies: A Guide for School Districts, Oklahoma State Department of Health.



Newcastle High School Spirit



NHS SPIRIT BYLAWS 2024-2025

The purpose of the Newcastle Public School cheer and pom squads is to provide competitive athletes an avenue to learn and grow in their sport, the opportunity to promote school spirit, and the opportunity to support various organized activities. Members of the Cheer and Pom squads are to serve as student leaders within their school and represent the school and district throughout the year. Candidates wishing to try out for cheer or pom and his/her parents must read all of the following rules and regulations. After reading and being in full agreement, both student-athlete and parent signatures are required indicating that, if selected, all agree to abide by the rules and regulations governing the cheer and pom program.

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Newcastle High School Cheer



TRYOUTS

- A. Students trying out for the 2024-2025 squad must meet the residency requirements established by the Newcastle School District along with the following criteria:
1. High School students must have passed five (5) classes the previous semester that the Newcastle High School District offers for graduation credit. Middle School students must have passed any (5) classes the previous semester.
 2. Students entering grades 8-12 wishing to try out for a cheer or pom position must have a cumulative grade point average of 2.0 to include the first-semester preceding tryouts. The grade point average is rounded to the nearest hundredth. Sixth-grade students wishing to try out for a middle school cheer squad must have a 2.0 grade point average based on the combined average of the first and second nine weeks of the 6th-grade year.
 3. Special circumstances for grades may be taken into consideration at the site level. The information must be presented on time and must include the following material: a full completed packet, written reasoning for consideration, current semester grade check signed by all teachers, and a principal signature on the grade check from the school the athlete is currently attending. The process may include an interview with the student and the parent.
 4. A student new to the school where they wish to try out must comply with the same requirements as currently enrolled students. The passing grades required for the preceding semester should be obtained from the records at the school attended.
 5. All scores are “official” after the judges’ decisions have been sent to tabulations.
 6. Any student who has resigned or has been dismissed (except for medical reasons documented by a physician’s statement) from any previous cheer or pom squad is eligible to try out for the following year’s cheer squad. In this case, if the athlete wants to try out they must schedule a meeting with the cheer coach, spirit coordinator, and athletic director in order to receive

permission to try out. This final decision must be approved by all parties before permission to try out is granted.

7. Candidates trying out for any squad must do so in person except in the case of a medical hardship or other activity approved by the coach.
8. Any injuries that occur after the physical obtained for tryouts has been turned in must be reported to the cheer coach and the participant must supply a new written release from his/her doctor 24 hours prior to tryouts.
9. A student who has been a member of his/her current Newcastle cheer or pom squad but has sustained an injury that prevents him/her from trying out to be a member of the SAME middle school or high school squad may be considered for placement on the same squad as an injured member if he or she meets the following criteria:
 - a. The hardship athlete must have been a member in good standing on the previous squad.
 - b. The hardship athlete must maintain treatment and therapy with the training staff until released to work out with the team.
 - c. The hardship athlete must meet all other eligibility requirements as outlined for those trying out to be a member of the squad.
 - d. The hardship athlete must provide the school coach, at the time all packets are due to be turned in, a physician's letter in which the physician specifically states the injured athlete is physically unable to participate in tryouts due to the injury. **In detail, the medical diagnosis, the treatment being administered, and the prognosis for recovery. The letter must also state whether the injury is acute or a condition that is chronic, and the doctor must provide the anticipated release date with no restrictions. If the athlete can complete the cheer or dance during the tryout, the doctor must state that in the note.** THE FULL RELEASE DATE MUST NOT BE LATER THAN AUGUST 8th OF THE UPCOMING SCHOOL YEAR!
 - e. The hardship athlete must complete the form entitled, Request for Cheer Medical Hardship, which may be obtained from the NPS spirit coordinator. Both the school coach and the athletic director will review the physician's letter **AND** completed form for content and compliance with the criteria necessary to meet the requirements for medical hardship placement. **The completed Request for Cheer and Pom Medical Hardship form and detailed physician's letter will then be forwarded by the coach to the Spirit Coordinator, Athletic Director, and Principal for final approval.**

If it is determined that the injured athlete does not meet part or all of the criteria for consideration of placement on the squad due to an injury that results in him/her from participating in tryouts, the injured athlete will be notified both verbally and in writing and given the reasons for the denial.

If it is determined that the hardship athlete meets all the requirements for placement on the squad as outlined above, he or she may then be placed on the school practice squad and allowed to complete tryout for placement once he or she is released, in writing, by the attending physician. Any middle school athlete with a hardship trying out for high school will be placed on the JV practice squad, if applicable

If by August 1, the hardship athlete has not submitted a physician's letter stating that the athlete is released with no restrictions from the injury which precluded him/her from trying out, he/she will forfeit his/her membership on the squad.

Hardship athletes are required to pay the required \$200 uniform rental Fee. If the athlete is not released by August 8th, they will not receive a refund for the uniform rental fee. Uniforms will not be passed out until the athlete is released to participate.

The position(s) filled by the hardship athlete(s) will not subtract from the number of squad members, including alternates.

In addition above criteria, the candidate must meet the residency requirements established by the Newcastle School District before trying out.

B. Tryout-related information:

1. A student who is currently enrolled and lives in the Newcastle School District may try out for cheer/pom. This student must be enrolled in NHS prior to the deadline when tryout packets are due.
2. Additions for any reason and for all emergency situations must be agreed on by the coach, spirit coordinator, and athletic director.
3. Students trying out for a squad must attend the mandatory clinic held prior to the tryout date unless prior arrangements have been approved by the coach and spirit coordinator or athletic director.
4. Clinics will be directed by the cheer/pom coach and assisted by the senior cheer/pom members.
5. It is the responsibility of the candidate to learn the required material.

6. **Absolutely NO VIDEOTAPING DEVICES OTHER THAN THOSE USED BY SCHOOL PERSONNEL ARE ALLOWED DURING CLINICS, AT THE CLINIC SITE, OR DURING TRYOUTS. CHEER CLINICS ARE OPEN TO TRYOUT PARTICIPANTS ONLY.**
7. Tryouts will be held in the NHS cheer building or HS gym. Tryouts are closed and only athletes trying out along with coaches, judges and administration will be allowed in the tryout room.
8. Three qualified judges will be scoring the contestants. The three outside judges will be selected by the cheer/pom coach, spirit coordinator or the athletic director and will not be knowingly related to any tryout participant. The three judges' scores will be averaged. Judges must not have a financial interest in any district cheer program other than the district-paid fee for their judging services. In the case of a tie, the athletic director/ spirit coordinator and the cheer/pom coaches will determine the athletes' team selection. The squad will be determined by a clean point break according to the rubric. This applies to Varsity teams. There will also be a second break to determine the JV squad. There is no minimum points for the Middle School teams.
9. Students must try out each year for a position on the squad.
10. Starting over or pausing will be reflected in the judging component entitled "Memory."
11. All cheer candidates must adhere to the following dress codes for tryouts: white t-shirt, and black shorts. Shorts may have a logo on them provided it is small and does not distract from the tryout process. Candidates trying out for cheer must wear appropriate tennis shoes/jazz shoes. No logos on anything other than shorts. Wear solid white or no-show socks. No ribbons or bows in the hair. Use clips and pins to secure hair. Failure to adhere to the dress code will result in disqualification. Wear shorts and t-shirts to the clinic.

12. ALL JUDGE'S DECISIONS ARE FINAL.

ELIGIBILITY/GRADES

The cheer/pom squad in Newcastle Public Schools is governed by the rules and regulations of the OSSAA's minimum criteria and may exceed these criteria. Scholastic eligibility for students will be checked at the end of the third week of the first semester and each succeeding week thereafter. In addition to the scholastic requirements outlined by OSSAA, the following regulations will be followed:

1. Cheer and pom athletes in grades 7-12 must pass an eligibility check each week. Squad members cannot participate the next week if they have received an "F" for two consecutive weeks. The school will run eligibility checks on Thursday of each week. The period of ineligibility will always begin the Sunday following the day eligibility is checked.
2. A student who has lost eligibility under this provision must pass all subjects in order to regain eligibility. A student regains eligibility under Rule 3, Section 1 of the OSSAA handbook with the first class of the new one-week period. (Monday through Sunday.)
3. If a student does not meet the minimum semester scholastic standard, according to OSSAA rules, he/she will not be eligible to participate during the first 6 weeks of the next semester. One credit may be made up during summer school.
4. "Passing Grade" means work of such character that credit would be entered on the records where the semester closed at that time.
5. A 12th-grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than six. This includes a 12th-grade student who is concurrently enrolled in high school and will collect six equivalent high school units that are accepted by the Oklahoma State Department of Education.
6. No credit or incomplete grades will be considered the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3 (c)- OSSAA Handbook) if the incomplete grade was caused by an unavoidable hardship. Examples of such hardships would be illness, injury, death in the family, or natural disaster. Board policy allows a maximum of two weeks to apply for this exception.
7. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1 (a) of the OSSAA Handbook for the end of the spring semester.
8. Ineligible students or students on probation will report to the coach each day of ineligibility. Failure to report may result in demerits being given for middle school or a 0 in the grade book for high school students.

9. Any cheer or pom member, grades 7-8 who have been ineligible because of grades for four (4) consecutive weeks or five (5) non-consecutive weeks will be dismissed from the squad for the remainder of the school year. **Any cheer or pom member, grades 9-12, who have been ineligible because of grades for three (3) consecutive weeks or four (4) non-consecutive weeks may be dismissed from the squad for the remainder of the school year.**
10. A squad member who has been suspended from school may be dismissed from the squad.
11. At the high school level, a grade will be given for each semester that the coach can document 60 hours of participation.

Academically ineligible students cannot wear their uniform but may travel with the squad during the period of ineligibility. An ineligible student must attend games/functions but he/she must sit with the coach during games.

PHYSICAL/MEDICAL ELIGIBILITY

1. No student shall be eligible to try out or represent his/her school as a cheerleader or pom athlete until there is, on file with the school trainer, a physical examination and parental consent certificate on a form prescribed by the OSSAA, on which the examining physician shall certify that the student is physically fit at the time to participate in the various athletic sports for the current school year. After May 1 and prior to the beginning of practice, each member must have a current physical on file. (Physicals are valid from May 1 through April 30).
2. If a member is unable to practice the week of an event, then he/she may not be eligible to participate and must sit out with the coach during the event in attire that conforms to the district's student dress code policy.
3. Any injuries that occur after the physical has been turned in must be reported to the coach and school trainer. The participant must supply a new written release form from their doctor 24 hours prior to tryouts.

MEMBERSHIP

1. The Middle School squads will consist of up to 20 members from grades 7-8. All members will be selected and placed based on the highest overall totals per squad. Identification numbers of those making a squad will be posted on the door of the cheer/gym building one hour after tryouts are completed.
2. The high school varsity cheer and pom squad will consist of no more than 25 members on Varsity and up to 20 on Junior Varsity. The top scorers, grades 9-12 will
comprise each squad. The coach may pull up a junior varsity member as needed throughout the year. Junior Varsity will not perform or compete on Varsity night unless they are pulled up by the coach.
3. The high school junior varsity cheer and pom squads will consist of no more than 20 members on each squad. After the varsity squads are chosen, the next highest scores from those trying out will complete the junior varsity squad.
4. The high school junior varsity must have five (5) members who meet the minimum scoring criteria at tryouts to form a JV squad. If five (5) members do not meet this standard or if numbers do not allow for the minimum to be reached, a junior varsity squad will not be formed for the upcoming year. The coach has the option to have two alternates in this situation.
5. A committee composed of the Spirit Coordinator, Athletic Director, and the coach will look at the number of members for the high school cheer and pom squad and the number of members for the following school year. The coach will have the final decision on squad numbers.
6. The mascots are under the direction of the Coach at both middle school and high school.
7. Squads will be coached by an NPS employee appointed by the Principal, Athletic Director, and Spirit Coordinator.
8. The school coach or certified employee designated by the Principal and Athletic Director will accompany squad members on all school-sanctioned trips.
9. If a captain/co-captains is/are selected, the selections will be made by a vote of the team. The captains will not put any information out until it is approved by the coaches.
10. High school junior varsity or varsity vacancies occurring before summer camp may be filled by the contestant/contestants who made the next highest scores in the preceding spring tryouts. The Coach will have the discretion of offering the vacancy/vacancies occurring after summer camp to the contestant/contestants who made the next highest score in the preceding spring tryouts.
- 11 Any cheer squad member who repeatedly violates school regulations is subject to punishment ranging from sitting out at an event to being dismissed from the squad.

- 12 Fundraisers for squads will be determined by board policy governing such items.
- 13 If a member commits a felony or misdemeanor, he/she will be dismissed from the squad. The Principal, Athletic Director, Spirit Coordinator, and coach will determine appropriate disciplinary action on issues that are not specifically addressed in this document. The disciplinary action may include demerit or if deemed appropriate, removal from the squad.

ATTENDANCE

1. Members will attend all regularly scheduled practices, required camps and clinics, and local and national competitions as designated by the coach.
2. Should a squad member choose not to attend or to just partially attend summer camp practices, competition practices, competitions, or performances, unless excused by the coach before the event, that member shall forfeit his/her position on the squad for the remainder of the year.
3. Each cheer or pom member is required to perform at all required activities and events unless excused by the coach **PRIOR TO THE EVENT**.
4. Attendance is **MANDATORY** at all school practices, performances, competitions, and events. Everything must be approved by the coach and time missed must be made up. It is always preferred that you attend and watch a practice even if you are not able to participate. If absences are abused and documentation is continuously not provided before the absences, the squad member will forfeit their spot on the team.
5. Dismissal will be determined by the coaches and Athletic Director.
6. Squad members must travel together to and from out-of-district activities and away games together as a team.
7. Squad members are expected to stay together and to leave only with the express permission of the coach.
8. When a squad member is absent from practice, it is his/her responsibility to learn what was missed prior to the next scheduled practice.
9. Squad members will be on time for all events. Times will be set by the coach.
- 10 All squad members are to attend required camps and competitions as determined by the coach. If a coach resigns prior to the summer camp/competition, the principal or athletic director will appoint a certified employee to accompany and supervise the squad at the summer camp/competition. Squad members who are faced with conflicts relative to attendance at a camp or a competition are responsible for attempting to work out arrangements with the school coach prior to missing the event by submitting a **written request** to the coach well in advance of The required event. The coach shall respond to the request in writing, as soon as

possible, before the camp or competition date. In no instance should the coaches written response be later than one month from the date of the member's written request to miss the camp or competition. Members that do not work out arrangements prior to missing an event or do not comply with the coaches will be penalized and could be dismissed from the squad.

PRACTICES

1. Practice times for high school will be first hour. Extra practice dates will be decided by the coach. The coach must be present at all practices. Coaches will determine the practice calendar. Athletes and parents will be given a monthly calendar at least two weeks before the beginning of a new month to permit scheduling for work, club, or other activities. *Playoff games and other events that do not allow for two-week notice are mandatory participation, as directed by the Coach.*
2. Practices are scheduled after school for middle school squads. Practices for high school squads will be during school hours and before and/or after the school day. Coaches will maintain an attendance record of those present. FOR HIGH SCHOOL ONLY: a total of 60 hours is required for a grade; only (1) hour per day may count towards the 60 hours, and ONLY one event a day may be counted for the one hour. Practices that occur before school starts and summer camp **DO NOT** count toward the 60 hours.
3. Cheer and pom members are required to attend, be on time for, and to stay the entire length of the designated practice time unless excused by the coach.
4. Some late or weekend practices may be required during competition season.
5. In order to prepare for summer camp and for the new school year, practices will be scheduled in April and May. Summer practices will be scheduled by the coach. Attendance at these practices is mandatory. Only the coach may excuse absences from these practices.
6. Summer practices are at the discretion of the coach. Each member will be given two (2) to four(4) consecutive week breaks during the summer. These weeks will be decided by the coach depending on the camp the coach chooses to attend. Camp dates will be announced as soon as possible. Coaches will make every effort to select camp dates that will not conflict with the consecutive weeks off during the summer. All additional absences that are used outside these weeks are subject to being demerited at the MS level and could reflect on the competition status for an athlete for HS teams. **The 2-4 week break must include the Summertime Dead Period, under the OSSAA guidelines:**
 - i. Summertime Dead Period, per OSSAA: The dead period will occur during the week in July that includes the 4th of July year. The dead period will be nine (9) days in length and begin

the weekend preceding or including the 4th of July and the weekend following the 4th of July.

7. No friends/parents/ significant others may attend practices unless it is an exhibition practice set by the coach (which must not occur more than one time each month).
8. All music, chants, cheers, or routines are subject to the approval of the coach.
- 9 . Proper practice attire (shorts/leggings and t-shirts) and cheer/jazz shoes are required.
10. Athletes must know the routine to perfection before a performance or game or they will sit out that performance or game. Athletes must know band chants and changes to perfection and must pass chant checks as given by the coach to participate in games and events where they will be performed. Performance decisions will be made by the coach.

COMPETITIONS

All school-sponsored out-of-state trips must have board approval.

1. Skill Coaches and Choreographers hired for the squad or for squad competitions (including summer camp) will be compensated/ paid by the cheer program through fundraising and choreography fees.
 - a. Additional compensation provided by NHS to assist with compensation and or other expenses to benefit the team as need arises and will be discussed by the coach, athletic director and the spirit coordinator.
 - b. Additional services of the skill coach and choreographer may be included in the skill coach/choreographer contract.
 - c. Parents may submit resumes of skill coaches or choreographers for consideration to the school coach. The coach will determine the final selection of the skill coach/choreographer. The junior high skill coach/choreographer will be selected by the feeder high school head coach and middle school coach. Due to the availability of cheer and pom coaches. School coaches must be timely in selecting a skill coach/choreographer. It is suggested that a skill coach/choreographer for the next school year be selected by the school coach after national competitions are completed each year.
 - d. The skill coach/choreographer will fall under the requirements of Board Policy and will pass background check and fingerprinting, and will serve under the direction and supervision of the school coach.
 - e. There must be an NPS Skill Coach/Choreogrpaheh contract (per each skill coach/choreographer) on file with the NPS district spirit coordinator prio to parents/legal guardians required to fulfill first payment for the skill coach's

/choreographer's services. The school coach will consider the cost of the outside coach, if applicable when determining season length.

2. High school cheer squads must attend regionals and/or state to register for and attend a National Competition.
3. The OSSAA and OSDTDA entry fee for Regional and State competitions will be paid by the district.
4. The use of alternates or JV squad members at any competition will be the decision of the school coaches.
5. Coaches and skill coaches/choreographers are required to keep all certifications valid. The National Federation of State High School Associations and Official High School Spirit Rules Book” is the safety guide for NHS Cheer and POM squad. It is also the guide for high school Regional and State Competitions. Each coach is also required to attend one of the annual OSSAA cheer and pom rules meetings. Each coach must have completed the college course of “Care and Prevention of Athletic Injuries.”. All coaches must complete the OSSAA cardiac, heat, and concussion training yearly. Additionally, all Cheer coaches must be AACCA certified every 4 years to be eligible to coach.
6. Although participation in all-star and competitive squads is beneficial for maintaining and developing new skills, squad members must give their school squads the highest priority when preparing and participating in any competition. Students who are members of an outside, independent, All-star Cheer and Pom squad may compete at an event in which their squad is participating **ONLY If** such participation does not disrupt, infringe upon, interrupt, or deter from the school squad's practices, team meetings, team activities, curfews, timelines, competitions, and/or awards presentations. It is the responsibility of the squad member to present the all-star competition itinerary to the coach for review and approval as soon as possible. If the all-star and school squad's itineraries conflict, it is the responsibility of the all-star organization to resolve the conflict.
7. Middle School squads will alternate cheering between 7th and 8th-grade sporting events or will cheer from the 7th-grade ½ time to 8th-grade ½ time. The games and the final decision will be pre-determined by the coach, athletic director, and principal. Middle school will be cheering at football, basketball, and wrestling, and will be limited to home and intradistrict events.
8. High School Junior Varsity Cheer Squad members will cheer at **non-varsity** games. These squads will be cheering between 9th grade and JV sporting events or will cheer from 9th grade and JV will cheer for JV games. The games and the final decision will be pre-determined by the coach, athletic director, spirit coordinator and principal.

9. High School Varsity squad will cheer at varsity games. In order to reduce overall time at events per student-athlete. IF FEASIBLE, squads will be split to efficiently cover events throughout the school year.

- 10 The Head Coach will have the final decision on individuals that are in any performances. The selection will be based on the squad member's skills, technique, and performance throughout the year. Varsity squads attending competitions may consist of Varsity and Junior Varsity squad members. This item pertains to any and all performances.

CONDUCT AND EXPECTATIONS

The school and competition coach will set squad expectations and use rules and regulations of Newcastle Public Schools and OSSAA concerning behavior during games, practices, assemblies, school functions and/or any other time in school uniform. All athletes and parents will be provided with a copy of the coach's expectations for the year.

INVOLVEMENT IN OTHER EXTRACURRICULAR ACTIVITIES

1. The selection of cheer and pom squads is a voluntary, audition process; therefore, students selected must realize that being on a squad is a top-priority extracurricular activity for them and must act accordingly. Occasionally a student may desire to participate in another activity. Students participating in two or more school-coached activities will have conflicts from time to time with contests scheduled at the same time. The following policies will be followed to settle those conflicts:
 - a. Conference, district or state contests that are OSSAA-coached events or Coach approved events will prevail in all conflicts and the school activity coach and school activity coach shall get together to work this out.
 - b. If there is a conflict in the above policy, the Athletic Director, Principal, or spirit coordinator and student will try to come to an agreement (that would be in the best interest of the student involved) acceptable to all. If an agreement cannot be reached, the student must make the decision, and the bylaws followed regarding that decision.

UNIFORMS

1. All uniforms are owned by the Newcastle Public Schools that are bought with school funds are owned by the school. If uniforms are purchased with cheer fees they belong to the cheerleader but if the uniform is lost or destroyed during the season the squad member is responsible for replacement during the season.

2. Upon dismissal or resignation from a squad for any reason, the member must turn in ALL uniforms owned by the school cleaned and in good condition within two (2) days of the dismissal or resignation.
3. Uniforms must be worn all day on game days, to pep assemblies, and at other designated times during the school year.
4. It is each athlete's responsibility to care for his/her uniforms.
5. Each member is responsible for replacing lost or damaged uniforms and any other school-owned equipment.
6. The coach and captains will determine which uniform is to be worn for a particular performance.
7. A uniform is defined as being one (1) top and one (1) bottom of outside wearing apparel.
8. All other items such as shoes, jackets, socks, tights, turtlenecks, etc. must be worn by the member.
9. The Coach must approve all alterations. All alterations must be paid for by the squad member and must be taken to the approved site only! The coach will provide you with a list of approved alteration locations.
10. All uniforms must be returned by all squad members cleaned and in good condition. The Coach will be responsible for determining if replacement or repairs must be made.
11. When ineligible, a squad member will not wear the uniform to school or to the event for which he/she is ineligible.
12. With the exception of Cheer/Pom squad jackets and official letter jackets, school uniforms may not be altered by wearing outer garments that cover the school emblem or the name of the school. *Example: No OU/OSU hoodie or sweat bottoms with the uniform.*
13. At no time should a member ever loan out uniforms, jackets, or anything related to the NHS cheer program to an outside member, friend, etc. If at any point the team member realizes they have misplaced an item or that it is missing, the coach must be notified immediately.
14. Uniforms will not be issued until all financial obligations have been met to that point.
15. Once uniforms are ordered, no money will be refunded for any reason.

FINANCES

1. Students who have any outstanding Cheer fees before, during, or after the current school year may be held out of competition performances and WILL NOT be allowed to participate on the current year's squad and or be able to try out for any of the next year's squads. This decision must be determined by the Head Coach and Athletic Director.
2. Any athlete that has unpaid balances for coaching and/or competition fees may be benched until **all** fees are paid. There will be a reminder/warning by the Coach. If the balance goes unpaid for more than a month, the athlete may continue to be benched and excluded from practice and performances or even dismissed from the team.

Each squad member will be handed a receipt when they make a payment

Each squad member will be given a monthly invoice by the first Friday of the month.

DRUG AND ALCOHOL ABUSE POLICY

Newcastle Public School Board Policy prohibits

1. Use or possession of tobacco, tobacco products, vapor products/e-cigarettes, or other smoking paraphernalia;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;

Squad members may be suspended from school and/or suspended or dismissed from the squad for violation of this policy while on school grounds, school buses, or at school activities.

TRANSPORTATION

1. Squad members will go to out-of-town events on school transportation. Members may, at the Coach's discretion, return home with his/her parents ONLY when the parent(s) personally asks the Coach for permission. If granted, parents must sign out their students with the Coach at the event.
2. Special arrangements will be made for travel to National Competitions. All members will be required to travel with the team unless special arrangements are made. Arrangements must be approved by the Head Coach and Athletic Director before the request for travel is submitted to the Newcastle Public School Board for approval.

GRADED COURSE: HIGH SCHOOL

Not only will High School teams be using the merits/demerits system, but due to Cheer being 1st hour a grade will also be given in the class. The high school athletes will be given a syllabus with the requirements as in every other class. The details of the grading system for the Cheer or Pom program will be provided by the

coach in the syllabus. A high school squad member may have three unexcused absences from games and/or required events. The fourth absence may result in dismissal from the high school squad unless excused by the Coach PRIOR to the event.

MERITS/DEMERITS: MIDDLE SCHOOL AND HIGH SCHOOL

Coaches will develop merit/demerit standards for their program and will communicate that information to the squad and each parent/parent representative at the first meeting. The Middle School team will be using the merit/demerit system also.

A middle school squad member may have three (3) unexcused absences from games and/or required events. The fourth (4th) absence will result in dismissal from the junior high squad unless excused by the school coach PRIOR to the event.

Demerits

Once a squad member reaches 5 demerits will be dismissed from the squad.

Unexcused Tardies

Practice: $\frac{1}{4}$ demerit and disciplinary action by coach (laps, sit-ups, etc.)

Games/Events/Bus: $\frac{1}{4}$ demerit and disciplinary action

Quarter/Halftime: $\frac{1}{4}$ demerit and disciplinary action

Pickup from events/practices: every 15 minutes late will equal $\frac{1}{4}$ demerit

**Tardies in excess of 15 minutes will be counted as an absence

Unexcused Absences

Practice: $\frac{1}{2}$ demerit and disciplinary action by coach (laps, sit-ups, etc.)

Games/Events: 1 demerit

***A doctor's note, with a return to activity date, or documentation of other extenuating circumstances that apply to the family that has been approved by the coach beforehand must accompany an excused absence such as: major family event (funeral, wedding, surgery, etc.). **The parent/guardian must call the school and coach IN ADVANCE to inform them of the absence.**

Dress Code

$\frac{1}{4}$ demerit for all infractions during practices/events/games or when in school uniforms. Examples: sweats under uniforms, jewelry, nail length, etc.

Required Items

$\frac{1}{4}$ demerit for all infractions. Includes failure to bring or leave items at practices, meetings, games, competitions, or other required activities. Examples: poms, notebooks, bags, money dues, etc.

Fundraising

$\frac{1}{2}$ demerit for failure to participate in any mandatory team fundraising activities.

Posters

¼ demerit for failure to make and put up required posters

National Anthem

¼ demerit for failure to give full attention to the National Anthem.

Gum

¼ demerit for chewing gum at any activity, practice, game, or location that the Coach deems inappropriate.

Cell Phones & Electronic Devices

½ demerit for any cell phone and/or electronic device that is not turned off or on silent during any practice, game, or event. Cell phone and/or electronic device activity, including text messaging, will not occur during any activity. The devices must be put away for the entire duration of practice, event, game, or any activity.

Behavior

½ demerit and higher (possibly including dismissal) for any of the following infractions: defiance of authority, talking back to the coach, inappropriate language, public display of affection, arguing or fighting with a coach or another squad member, talking excessively, not yelling at games, not smiling, not putting forth the full effort, not standing properly, paying attention to individuals in the crowd instead of full attention on the activity, inappropriate use or involvement with social media, and any other conduct or behavior that does not promote school spirit, does not represent the school admirably and does not exemplify loyalty, cooperation, and a positive attitude.

Violation of School Policies and Rules & In-School Suspension

Any form of Suspension for ANY reason may be cause for dismissal from the squad.

ID Policy

½ demerit per school suspension for failure to wear the designated ID to school. Students will not be able to participate in practice or any event on the day the suspension occurs. On the third (3rd) ID policy violation, the student may be dismissed from the team.

***** PARENTS WILL BE NOTIFIED EVERYTIME A FULL DEMERIT IS RECEIVED*****

If conflicts arise concerning competing on an all-star team and the school team, and they are not resolved, two (2) demerits will be given if a squad member participates on an all-star squad at the same competition where the school squad is competing, along with being benched at the next game.

Merits

Merits will be given for the semester GPA (Unweighted) as follows:

4.0 and above = 1 merit

3.6-3.9 = $\frac{3}{4}$ merit

3.0-3.5 = $\frac{1}{2}$ merit

Squad members will be given at least two opportunities to earn two full merits per semester. The second semester's opportunity must be afforded prior to the next year's tryouts. The School Coach will determine opportunities to earn merits and the merit value of each opportunity. Merit opportunities must be school or community service-related.

CHANGES TO BYLAWS

1. To gain input relative to the Cheerleading programs at the middle and high school levels, parents/guardians of current squad members will be provided the opportunity to propose suggestions for next year's bylaws relative to improving the cheer program for Newcastle Public Schools. Suggested revisions must be submitted to the Coach by the deadline provided.

2. All proposals for revisions will be presented to the Bylaws Committee. The committee will be led by the Athletic Director and Coach. All items will be discussed, suggested changes proposed with all final revisions approved by a majority vote by the committee. A majority vote would only be overridden by the Superintendent, legal counsel, or another member of the Newcastle Public Schools superintendent's administration. The committee will also review proposed revisions for compliance with board policy, the potential financial impact on the district, and the impact on the cheer program. The entire process will be completed by February 15th.

DISCLAIMER

ALL EXCEPTIONS MUST BE PRESENTED IN WRITING TO THE PRINCIPAL OF THE SCHOOL AND WILL BE HANDLED ON AN INDIVIDUAL BASIS. All cheer members are trained and managed according to rules and regulations decided upon by Coaches, Athletic Director, Administration, OSSAA guidelines, and district policies and procedures. Board Policy will be followed to resolve written complaints relative to the district's cheer program.

Additional Information

Only the coach can assign demerits/merits. Any infraction reported by another squad member or individual must be observed by the sponsor before demerits are given.

All rides to and from a practice, game, or event should be arranged beforehand. Because middle school and some high school students cannot drive, they depend on the help of their parents. Cheerleaders must be dropped off and picked up at the designated places and designated times.

A student must be in school all day on the day of the activity to be eligible for participation. If a member is not at school, he/she cannot practice. If an activity falls on a non-school day, a student must have been in school all day on the last school day prior to the activity. The only exceptions to this rule are as follows

1. Attendance at any event that is approved as a school activity.
2. Any medical treatment that is substantiated by a physician's written statement.
3. Any day a student serves as a page for the State or National Legislature.
4. A court subpoena.
5. Religious holiday or activity.
6. Bereavement.

The principal and athletic director will make the final decision concerning any unusual circumstances.

Should health permit, a squad member is required to attend the event in town and sit with the Coach (unless prohibited by a physician).

Dental and doctor appointments should be scheduled around required practice times if at all possible. All other work schedules, appointments, etc., unless classified as an emergency, must be scheduled around required practice times, games, and events.

A member may be benched and/or demerits issued by the Head Coach at any time or place if the squad member is in violation of the behavior guidelines, above, or in violation of the Cheer Bylaws or school policies and procedures.

Squad members who become defiant or disrespectful to the Coaches will face disciplinary action which may include demerits, discipline referrals, suspension from cheer duties, or dismissal from the squad.

A squad member will be notified when demerits are given, at which time he/she will initial his/her tally sheet. The Coach should notify a participant's parent/guardian when he/she reaches -1½ demerits and keep them informed of any demerits given past that point; however, this does not relieve the student's responsibility of sharing demerit information with his/her parent or guardian.

CONDUCT AND EXPECTATIONS

GAMES, PRACTICES, PEP ASSEMBLIES, SCHOOL FUNCTIONS, AND/OR ANY TIME IN UNIFORM

This is a list of general expectations. Disregarding the rules may result in the athlete being benched (having to attend all practices and required meetings and sitting with the Coach, but not performing) or the assignment of demerits.

1. Squad members must abide by the rules and regulations of Newcastle Public Schools and OSSAA.
2. Squad members who become defiant or disrespectful to the coach will be dismissed from the squad as agreed upon by the Head Coach, and Athletic Director
3. Boyfriends/girlfriends will not be allowed to sit with squad members who are not performing. Squad members who are not performing due to ineligibility of any kind will be required to sit with the School Coach
4. No profanity will be allowed.
5. Board policy, Drug and Alcohol Abuse Policy, will be followed concerning the use, transmission, or sale of drugs and/or alcohol.
6. Do not use excessive make-up.
7. No gum chewing.
8. Hair is to be worn neatly and in uniform as directed by the coach.
9. No jewelry of any kind (watches, necklaces, rings, earrings, etc.) is allowed while performing or practicing. (OSSAA Regulation IV, Section H) Jewelry includes piercings.
10. Fingernails, including artificial nails, shall be kept at a length appropriate for safe participation. The appropriate length means the nails are not visible beyond the end of the fingers when viewed from the palm side of the hands.
11. Focus attention on the game at all times.
12. Stand in your designated place during the event.
13. Be on time for all events. Time will be determined by the coach.
14. Be at the designated meeting place on time for all away games.
15. During the National Anthem, Cheer and pom athletes must be in formation with no talking or disrespectful action.
16. No public displays of affection.
17. All tattoos must be covered while in uniform and/or representing your team.