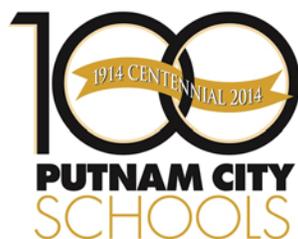


Putnam City Schools  
**Athletic Director and  
Coaches' Handbook**  
2014-2015

*“Winning takes talent, to repeat takes character.”*  
—*John Wooden*



*Putnam City Public Schools*

**Athletic Department**  
*Coach's Handbook*

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*Putnam City Public Schools*

**Athletic Department**

5401 NW 40<sup>th</sup> Street  
Oklahoma City, OK 73122  
405.495.5200, ext. 1260

Coach \_\_\_\_\_

School \_\_\_\_\_

Sport(s) \_\_\_\_\_

I have received the Putnam City Public Schools Coach's Handbook for the 2014-2015 school year. With its receipt, I understand the following:

*I am responsible for reading the information it contains and becoming familiar with its contents and following the guidelines.*

---

Coach's Signature

Date

Putnam City Public Schools  
Coaches' Handbook  
Updated SY 2014-2015  
Dr. Dick Balenseifen, District Athletic Director

# Structure Objectives



## Section I

## **MAJOR OBJECTIVES OF THE ATHLETIC PROGRAM**

The purpose of the school athletic program is:

1. Provide the very best for our student athletes, challenge them in athletics and academically and support the mission of our schools and District.
2. To improve the image of the school district, the individual school, and the athletic program.
3. To strive always for excellence that will produce winning teams and individuals.
4. To serve as a laboratory where students learn how to cope with real life problems and situations which include but not limited to:
  - a. Academic success
  - b. Physical and emotional growth and development
  - c. Acquisition and development of individual skills
  - d. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits
  - e. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously
  - f. A focus of interest on activity programs for student body, faculty, and the community that will generate a feeling of unity and pride
  - g. Achievement of initial goals as set by the school in general, and the student as an individual
  - h. Provisions for worthy use of leisure time in later life, either as a participant or spectator
  - i. Develop school pride
  - j. Grooming, appearance, and behavior that serve to make each individual and team an outstanding representative of Putnam City Public Schools

## CODE OF ETHICS

It is the duty of all concerned with school athletics to:

- Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play
- Eliminate all possibilities which tend to destroy the best values of the game
- Stress the values derived from playing the game fairly
- Show courtesy to visiting teams and officials
- Respect the integrity and judgment of sports officials
- Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility
- Encourage leadership, use of initiative, and good judgment by players on the team
- Recognize that the purpose of athletics is to promote physical, mental, moral, social, and emotional well-being of the individual players
- Remember that an athletic contest is only a game – not a matter of life or death for the player, coach, school, official, fan, community, state, or nation
- School and learning come first

# Responsibilities And Expectations



## Section II

## **RESPONSIBILITIES AND EXPECTATIONS**

- Review job description; refer any questions to Site Athletic Director. Evaluations are based on performance as it relates to job description.
- Evaluations: Head coaches will be evaluated at the conclusion of each sport coached by their principal or their designee.
- Attend the annual OCA Clinic.
- Attend professional development opportunities that promote professional growth in the coaching area.
- Join PCA (positive Coaching Alliance) on line.
- Attend all District Athletic Meetings.
- Athletic Files: It is the responsibility of the head coach to verify the following is included in each student's athlete file:
  - Physical
  - Transportation
  - "Private Transportation Permission Slip"
  - Emergency Information
  - Insurance Waiver
  - Equipment Sign-out
- Encourage parents to participate in Booster Club activities
- Attend Booster Club meetings during the season you coach
- Develop, maintain, and distribute practice and conditioning schedules
- Inventory, issue, collect all uniforms and equipment
- Start practice on the first day of the season and conduct continuous, safe, effective, and worthwhile practices each day
- Maintain highly organized, safe and productive practice sessions
- Organize and promote summer programs (team camps, summer workouts, etc.)
- Develop pride, teamwork, and a winning attitude among student athletes
- Produce a competitive program
- Provide and exemplify leadership and discipline
- Maintain open communications with athletes, parents, school personnel, media, and administration
- Supervise athletes at all times

You are expected to accept the challenge of developing and maintaining an excellent athletic program. We expect to see improvement during the school year. We need improvements in all areas.

# **Don't sponsor your sport. Coach and teach your sport!**

## **Professional and Personal Relationships**

Professional and personal relationships are the key to success. There are five basic concepts.

- **Rapport**

A coach must develop a good rapport with any number of individuals and groups with team personnel, with the student body, with members of the professional staffs involved (grounds, insurance, medicine, police, etc.), with the community as a whole, particularly with the spectator and support constituents, with the media representatives, with the corps of officials, and with the corresponding coaches of the league and district of which the school is a part. Under no circumstance does this become a mere popularity contest, but there is no denying the value of good public relations where winning and losing, and success and failure are concerned. Image is a matter of importance. Good rapport is invaluable.

- **Cooperation**

The Site Athletic Director expects a cooperative effort among all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with the Site Athletic Director, Principal, and other members of the staff. Limited budgets, expanded activity program schedules, and heavy demands on overtaxed facilities make "cooperation" the magic word. The ability to be flexible while upholding a good sense of humor is important.

- **Leadership**

A coach must have pride, diligence, enthusiasm, enjoyment; all parts of a professional pride that should be exhibited by any coach. Personal appearance, dress, and physical condition all should be exemplary. Such things as setting up practice, developing time integrity, and building attitudes are very important.

A coach should be in control at all times. Language, actions, and emotional displays come under close scrutiny, both in practice and in scheduled contests. A coach is also responsible for every facet of discipline. Good discipline is exemplified through the behavior of participants throughout the season (at home and away) and even to a degree for the conduct of the crowd (especially where the student body is concerned). The quality of leadership provided very often makes all the difference.

- Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops, clinics in specific fields, and in-service training is a must. Membership should be maintained in professional organizations, coaches' associations, and other related organizations. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also encouraged. Putnam City Public Schools coaches are expected to attend OCA State Meetings.

- Coaching and Techniques

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

- ✓ Uses sound and acceptable teaching practices, runs well-organized practice sessions
- ✓ Completes pre-season planning well in advance of the beginning of the season
- ✓ Adheres to a highly efficient and technically sound program of injury prevention.
- ✓ When injuries occur, follows a prescribed routine and maintains good communication with patient, doctor, and parents.
- ✓ Constructs a well- organized game plan so that problems are anticipated and kept to a minimum.
- ✓ Develops a sound system for equipment accountability, including seasonal inventory, repair and reconditioning, and replacement needs. Purchasing should be accomplished within the bounds of the purchasing procedures and within the allocated budget.
- ✓ Keeps assistant coaches, student managers, and statisticians well informed as to what is expected, cooperates with maintenance staff, transportation personnel, and others similarly involved in the overall program.

***“No written word, no spoken plea, can teach our youth what they should be, not all the books on all the shelves, it’s what the teachers are themselves.”*** - John Wooden

**Putnam City Public Schools Athletics Coordination of School Activities  
for Proper School – Parent Relations**

Most of the ill will between the school and community can be traced to improper communication. The following check list is designed in an effort to alleviate the major portion of these misunderstandings.

1. Make it clear to all involved concerning the exact departure time and location for events. Communicate plans plenty of time prior to the planned event.
2. Make it clear to all involved of the expected time and location returning from events.
3. If sack lunches are needed, communicate this with parents and students plenty of time prior to the event. If you are in a Title I school, this can be arranged through your cafeteria.
4. Purchasing refreshments or meals while on the road should be communicated to parents and students prior to traveling.
5. Plan to stay with students upon your return until all have departed.
6. Check the school bus following your return to see that it is presentable and vandalism has not taken place.
7. Communicate with your Site Athletic Director and Principal well in advance concerning all athletic events.
8. Communicate with your building Principal, attendance secretary, students, and parents regarding which athletes will be absent in regard to an event during the school day.
9. Send home the following information:
  - a. Schedule of games and practices
  - b. Location of games and practices
  - c. Names and phone numbers of coaching staff
  - d. A copy of “Tips for Honoring The Game”
10. Update your school’s website in regard to games, practices, etc.

## Putnam City Public Schools Athletics

During the past several years, plaintiff/defense attorneys have raised all of the following situations as possible examples of negligence on the part of the physical educator/coach and/or athletic administrator. Be proactive. Prevention is the key.

- ❖ No supervision in the locker rooms
- ❖ Permitting a player to officiate a game because an official did not show
- ❖ Leaving activity room doors open
- ❖ Giving your keys to a student
- ❖ Students moving equipment beyond their capabilities
- ❖ Permitting horseplay
- ❖ Taking that last phone call instead of supervising the arrival of the next class
- ❖ Letting one teacher supervise two classes because a teacher is absent or must leave for a coaching responsibility
- ❖ Placing one student in the role of a supervisor at practice or during gym class
- ❖ Not establishing specific rules of safety prior to an event or activity
- ❖ Emphasizing the outcome of the game over the experience
- ❖ Not getting involved
- ❖ Not properly preparing a class physically
- ❖ Skipping warm-up time
- ❖ Permitting unequal competition
- ❖ Physically overextending a student
- ❖ Not following the prescribed curriculum
- ❖ Athletes with no physicals
- ❖ No adequate preparation for an event or activity
- ❖ Bypassing fundamental skills
- ❖ Failing to warn people about the potential danger of an activity
- ❖ Failure to update or review a safety checklist
- ❖ No emergency plan
- ❖ Insufficient sized mats for an activity
- ❖ Permitting activity on a wet, slippery floor
- ❖ Leaving balls or equipment on the gym floor during activities or games
- ❖ Permitting students to participate in inappropriate attire (i.e. non athletic shoes)
- ❖ Using correct equipment in an improper manner
- ❖ Not taping wrestling mats
- ❖ Participating in improper area (i.e. hallways, locker rooms, parking lots)
- ❖ Leaving equipment on the field
- ❖ Progressing too quickly
- ❖ Inadequate lighting in the gym

- ❖ Not correcting an unsafe situation immediately
- ❖ Teaching/Coaching an activity or sport by yourself that you know nothing about
- ❖ Failure to go over safety rules/requirements for an activity
- ❖ Hiring unqualified personnel
- ❖ Lack of training for personnel in high risk sports
- ❖ Lack of supervision
- ❖ Failure to maintain written records
- ❖ Not posting safety rules
- ❖ Permitting running up stairs, in the street unsupervised, in snow, mud, etc.
- ❖ Failure to check field/equipment on a regular basis
- ❖ Inadequate protection behind both basketball goals
- ❖ Testing the ability of a student before teaching him/her the necessary skills
- ❖ Permitting players to stay after practice for additional practice
- ❖ Having equipment reconditioned by uncertified or disreputable companies
- ❖ Permitting players to travel by car and transporting teammates to games and/or practices
- ❖ Complacency: Having the attitude, "*No one will ever sue me.*"

Correcting the above scenarios is not the total answer to the litigious explosion in athletics, but it is a good start.

# JOB DESCRIPTIONS



## Section III

## Putnam City Public Schools Athletics

TITLE: School Site Director of Athletics

PURPOSE OF POSITION: Performs supervisory level duties to provide leadership in the development and improvement of the athletic program.

QUALIFICATIONS:

- Valid Oklahoma teaching certificate
- Communication skills (oral, written, business)
- Minimum 3 years coaching experience

REPORTS TO: Building Principal/ District Athletic Director

### PERFORMANCE RESPONSIBILITIES:

- Coordinate and schedule events concerning the school's athletic program.
- Organize the overall interscholastic athletic program for the school.
- Communicate with administrators and coaches district-wide regarding the athletic program.
- Communicate high expectations to staff, students, parents and community.
- Evaluate and submit recommended improvements for all athletic facilities.
- Communicate news concerning the school's athletic program to the District Athletic Director and Director of Communications. Provide the media any necessary information regarding the school's athletic programs and teams.
- Organize and create fundraising opportunities to raise money for the school's athletic program.
- Oversee all aspects of athletic residential and academic eligibility issues and requests.
- Make determinations of athletic hardship waiver requests for student-athletes to the District Athletic Director.
- Work and develop a relationship with the school's athletic booster club.
- Communicate professional development opportunities to the coaches.
- Express/ communicate the need for CDL training for coaches and sponsors.
- Administer interscholastic policies in OSSAA Administrators handbook as they pertain to

high school and middle school athletics.

- Educate building principals and coaches to OSSAA policies and procedures.
- Work with coaches in preparation and game management including hiring of officials, game contracts, ticket sales, security, game workers, media and all needs of visiting team. Assist in coordination of transportation to away athletic contests.
- Assist in selection, assignment and evaluation of head coaches and related staff members.
- Develop and maintain vertical alignment of each grade 6-12 sport. Work with principals, coordinators and head coaches to insure communication, cooperation, continuity and structure between grade levels and feeder schools.
- Attend athletic events and practices at the school.
- Assist principals with coaching personnel and conflict resolution.
- Coordinate athletic physicals for student-athletes and insure compliance of health examinations for all student-athletes.
- Produce and make available to all schools the necessary athletic forms such as insurance waiver forms, informed consent, emergency consent, sportsmanship pledge and student-athlete pledge.
- Make sure all coaches know the District Coaches Guide and expectations.
- Meet with District A.D. /Site Athletic Directors/ coaches as needed to discuss athletic issues.
- Foster good school-parent relations by maintaining communications relative to rules and regulations on athletics.
- Establish and enforce the physical, academic and training requirements of eligibility for participation in interscholastic athletics.
- Monitor compliance of colleges for student-athlete recruiting within the district.
- Prepare and administer the athletic program budget and purchases.
- Responsible for records, reports and statistics that relate to district athletics.
- Supervise the school recognition program for student-athletes.
- Any other athletic issue not mentioned above.
- Perform other duties as required by the principal and District Athletic Director

## **Putnam City Public Schools Athletics**

**TITLE:** Head High School Coach

### **POSITION DESCRIPTION:**

The head athletic coach assumes the extra duty of providing coaching leadership in a specified area of the school's athletic program. As a part of that leadership responsibility, the head coach delegates responsibility for specific tasks to the assistant coach(es) and must be a member of the Oklahoma Coach's Association (OCA).

### **JOB GOALS:**

To develop a winning record as a coach and a winning program that results in student athletes that achieve their potential academically, athletically, socially, and morality. Obtain a bus driver's certification (CDL).

### **QUALIFICATIONS:**

The head athletic coach must be employed by Putnam City Public Schools and must know the policies, rules and eligibility requirements of the specified sport as well as the Oklahoma Secondary Schools Activities Association rules. The head athletic coach must have completed *Care and Prevention of Athletic Injuries Class*. The head athletic coach must have the same work day as a high school teacher. Other necessary qualities include: ability to assume delegated responsibilities as directed by the site athletic coordinator, the ability to tolerate criticism, the ability to inspire the staff to help carry out the responsibilities assigned, and an attitude that will assume all players a fair opportunity to be a part of the athletic program.

### **PERFORMANCE RESPONSIBILITIES:**

- Accepts total responsibility for the specified sports program from grades 9 through 12.
- Assists the principals and site athletic coordinator in the selection of assistant coaches for that sport.
- Assist the site athletic director in monitoring performance of assistant coaches in his/her charge.
- Provides the following to the site athletic director before the season begins:
  - a. An eligibility list of players for certification purposes
  - b. A complete schedule of events for the year

c. Proof of physicals and insurance forms on each player before the player's first participation

- Accepts responsibility for the enrollment, physical conditioning and supervision of players in that sport
- Makes systematic grade, attendance and behavior checks on players to ensure their remaining eligible
- Supervises athletes during all games/matches and until the building and facilities are locked and secured after the conclusion of an event.
- Provides the Site Athletic Director with a list of students who complete the season in good standing for forwarding to the counselors
- Assists students to be academically eligible to compete in college athletics
- Assists student athletes with college selection
- Submits end of season report with requested information to the Site Athletic Director and the district's Athletic Office within one week after the conclusion of the season.
- Works with coaches at other levels and other schools to develop a consistent program in which student athletes try out for teams
- Accepts responsibility for teaching proper behavior, conduct and decorum on and off the athletic field or court
- Attends meetings, workshops, and clinics sponsored through the District and/or OSSAA and/or OCA.
- Assist in scheduling and ensure team participation in all OSSAA regional events and develops full schedules
- Ensure minimum student athlete participation numbers are maintained as directed by the District Director of Athletics
- Responsible for athletic fields and facilities used by the head coach
- Demonstrates loyalty to the athletic program
- Is present and on time for all events, including practice, unless excused or when an emergency arises
- Serves through the complete season for one sport before beginning a new one
- Ensures that the "Sportsmanship Pledge" is read aloud by the announcer at every home game.
- Meets at least once before your season begins with the head coach of your sport's middle school feeder school to discuss coaching strategies.
- Designates one home game as "PC Elementary/Middle School Night", for which every student wearing a PC elementary or middle school spirit shirt gets free admission.
- Collects a signed "Student Drug Testing Consent Form" from every player before the deadline as dictated by the Site Activity Director. Signed forms are to be remitted to the Site Activity Director.

## **Putnam City Public Schools Athletics**

Title: High School Assistant Coach

Reports To: Site Athletic Director, Head Coach & Building Principal

### **CLASS DEFINITION:**

An extra duty assignment made by the Site Athletic Director and Principal to assist head athletic coach in providing an athletic program in a specified sport.

### **POSITION DESCRIPTION:**

The assistant coach assumes the extra duty of assisting the head athletic coach in the total program of the specified sport. The assistant athletic coach reports to the head athletic coach and carries out the tasks assigned to that position, and are encouraged to become a member of the Oklahoma Coach's Association (OCA).

### **JOB GOALS:**

To develop a winning record as an Assistant Coach and a winning program that results in student athletes that achieve their potential academically, athletically, socially, and morality. Obtain a bus driver's certification (CDL).

### **PERFORMANCE RESPONSIBILITIES:**

- Works harmoniously and cooperatively with the head coach and other assistants.
- Works with the head coach to arrange after school and/or Saturday tutoring or additional tutoring for players.
- Carries through on all assigned tasks and reports on them to the head coach.
- Demonstrates loyalty to the athletic program
- Is present and on time for all events, including practices, unless excused or when emergency arises
- Serves through the complete season for one sport before beginning a new one
- Attends meetings, workshops, and clinics sponsored through the District and/or OSSAA and/or OCA.
- Assists students to be academically eligible to compete in college athletics
- Works with coaches at other levels and other schools to develop a consistent program in which student athletes try out for teams
- Accepts responsibility for teaching, proper behavior, conduct and decorum on and off the athletic field or court

## **Putnam City Public Schools Athletics**

**TITLE:** Head Middle School Coach

### **POSITION DESCRIPTION:**

The head athletic coach assumes the extra duty of providing coaching leadership in a specified area of the school's athletic program. As a part of that leadership responsibility, the head coach delegates responsibility for specific tasks to the assistant coach(es) and must be a member of the Oklahoma Coach's Association (OCA).

### **JOB GOALS:**

To develop a winning record as a coach and a winning program that results in student athletes that achieve their potential academically, athletically, socially, and morality. Obtain a bus driver's certification (CDL).

### **QUALIFICATIONS:**

The head athletic coach must be employed by Putnam City Public Schools and must know the policies, rules and eligibility requirements of the specified sport as well as the Oklahoma Secondary Schools Activities Association rules. The head athletic coach must have completed *Care and Prevention of Athletic Injuries Class*. The head athletic coach must have the same work day as a high school teacher. Other necessary qualities include: ability to assume delegated responsibilities as directed by the site athletic coordinator, the ability to tolerate criticism, the ability to inspire the staff to help carry out the responsibilities assigned, and an attitude that will assume all players a fair opportunity to be a part of the athletic program.

### **PERFORMANCE RESPONSIBILITIES:**

1. Accepts total responsibility for the specified sports program from grades seven and eight.
2. Assists the principals and site athletic coordinator in the selection of assistant coaches for that sport.
3. Assist the site athletic director in monitoring performance of assistant coaches in his/her charge.
4. Provides the following to the site athletic director before the season begins:
  - a. An eligibility list of players for certification purposes
  - b. A complete schedule of events for the year
  - c. Proof of physicals and insurance forms on each player before the player's first participation

5. Accepts responsibility for the enrollment, physical conditioning and supervision of players in that sport
6. Makes systematic grade, attendance and behavior checks on players to ensure their remaining eligible
7. Supervises athletes during all games/matches and until the building and facilities are locked and secured after the conclusion of an event.
8. Provides the Site Athletic Director with a list of students who complete the season in good standing for forwarding to the counselors
9. Assists students to be academically eligible to compete in college athletics
10. Assists student athletes with college selection
11. Submits end of season report with requested information to the Site Athletic Director and the district's Athletic Office within one week after the conclusion of the season.
12. Works with coaches at other levels and other schools to develop a consistent program in which student athletes try out for teams
13. Accepts responsibility for teaching proper behavior, conduct and decorum on and off the athletic field or court
14. Attends meetings, workshops, and clinics sponsored through the District and/or OSSAA and/or OCA.
15. Assist in scheduling and ensure team participation in all OSSAA regional events and develops full schedules
16. Ensure minimum student athlete participation numbers are maintained as directed by the District Director of Athletics
17. Responsible for athletic fields and facilities used by the head coach
18. Demonstrates loyalty to the athletic program
19. Is present and on time for all events, including practice, unless excused or when an emergency arises
20. Serves through the complete season for one sport before beginning a new one
21. Ensures that the "Sportsmanship Pledge" is read aloud by the announcer at every home game.

## **Putnam City Public Schools Athletics**

Title: Middle School Assistant Coach

Reports To: Site Athletic Director, Head Coach & Building Principal

### **CLASS DEFINITION:**

An extra duty assignment made by the Site Athletic Director and Principal to assist the head athletic coach in providing an athletic program in a specified sport.

### **POSITION DESCRIPTION:**

The assistant coach assumes the extra duty of assisting the head athletic coach in the total program of the specified sport. The assistant athletic coach reports to the head athletic coach and carries out the tasks assigned to that position, and are encouraged to become a member of the Oklahoma Coach's Association (OCA).

### **JOB GOALS:**

To develop a winning record as an Assistant Coach and a winning program that results in student athletes that achieve their potential academically, athletically, socially, and morality. Obtain a bus driver's certification (CDL).

### **PERFORMANCE RESPONSIBILITIES:**

- Works harmoniously and cooperatively with the head coach and other assistants.
- Works with the head coach to arrange after school and/or Saturday tutoring or additional tutoring for players.
- Carries through on all assigned tasks and reports on them to the head coach.
- Demonstrates loyalty to the athletic program
- Is present and on time for all events, including practices, unless excused or when emergency arises
- Serves through the complete season for one sport before beginning a new one
- Attends meetings, workshops, and clinics sponsored through the District and/or OSSAA and/or OCA.
- Assists students to be academically eligible to compete in college athletics
- Works with coaches at other levels and other schools to develop a consistent program in which student athletes try out for teams
- Accepts responsibility for teaching, proper behavior, conduct and decorum on and off the athletic field or court

# RULES AND POLICIES



## SECTION IV

## **Putnam City Public Schools Athletics**

### **EVENT GUIDELINES**

The following athletic event guidelines have been established to create a more secure and enjoyable environment for students, patrons, and staff at all Putnam City athletic events.

- ❖ There will be an administrator and/or head coach from each participating school at all athletic events. The site athletic director is considered an administrator at an event.
- ❖ There will be an administrator(s) at the entry area to make decisions on dress code standards and to identify any student prohibited from event attendance.
- ❖ Anyone not meeting the dress code standards will be denied admission.
- ❖ Students and fans attending all athletic events are required to remain on their teams designated side of the stadium, arena, or gymnasium.
- ❖ The District Athletic Director may remove a spectator from an event. In the absence or presence of the District Athletic Director, the event administrator also has this authority.
- ❖ All spectators will be seated during athletic events. We must use common sense on concessions and restrooms.

## Putnam City Public Schools Athletics

### GENERAL REGULATIONS

- ❖ The Oklahoma Secondary School Activities Association (OSSAA) rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, inform team members and parents, and enforce school and OSSAA regulations in these matters.
- ❖ Any law infraction or conduct by a student athlete that is determined by the head coach, school administrator, or site athletic director, to be detrimental to the athletic program, school, or school district will result in counseling by the head coach and a school administrator with possible suspension.
- ❖ A display of unsportsmanlike conduct toward an opponent or official or use of profanity during a practice or contest will result in counseling by the head coach and possible suspension or expulsion from the athletic activity.
- ❖ Absence from a scheduled practice may result in suspension from the team.
- ❖ Theft or malicious destruction of any school or individual's equipment or property is not tolerated and could result in suspension from the team and/or school.
- ❖ Completion of the sport's season is required in order for students to be eligible for a letter or other team or individual awards. With the exception of injury which limits participation. No awards will be given to any student suspended for the remainder of the season for an athletic policy violation.
- ❖ Grooming plays a part in the safety of the athletes. Athletes will be expected to adhere to grooming codes that allow safety standards to be followed according to each sport. These standards may vary from sport to sport, and the head coach of each team will be charged with the responsibility of assuring that these standards are met.
- ❖ Verification of the use or possession of any abusive drugs or alcohol by an athlete may result in immediate dismissal from the team, suspension for the remainder of the season in progress, probation for the next sport in which the athlete participates, and/or school suspension.
- ❖ Anytime a coach is ejected from a game, meet, or contest, the coach will not be allowed to occupy his/her normal coaching position during the next game, meet or contest in which the team participates. The coach must submit a written report to the Site Athletic Director.

## **Putnam City Public Schools Athletics**

- ❖ A disqualified student will be ineligible until reinstated by the Site Athletic Director and a written report of details of the incident and action taken has been filed with the OSSAA and the District's Athletic Office. The athlete may be required to sit out one or more games, depending upon the ruling the Site Athletic Director and the District Athletic Director.
- ❖ Fighting or taunting (as defined by the OSSAA) will result in the player's suspension for at least two games. Any player who leaves the bench/sidelines to participate will be suspended for the remainder of the season or possibly the entire year. Fighting rules are in force pre-contest, post-contest, and during the contest.
- ❖ From the time a person's name appears on the official eligibility list for an interscholastic sport, he/she may not quit and join another team or compete in another interscholastic sport until after the end of the first sport season. Mid-season change of teams may be permitted under either of the following conditions:
  - If the person presents to both coaches involved a doctor's certificate recommending that he/she drop the first sport for reasons of health and permits participation in the second sport. The coaches and Site Athletic Director will review and make a determination on these requests.
  - No athlete may quit one sport and try out for another after the season has begun without the mutual consent of both coaches. If the coaches fail to reach an agreement, the Site Athletic Director will make the final decision.

### **TRANSPORTATION**

- ❖ The building Principal and/or the Site Athletic Director must approve all trips.
- ❖ All transportation requests must be in the transportation office no less than five school days in advance. Coaches are responsible for ordering district buses.
- ❖ No student drivers of cars will be allowed to drive his/her car to a school sponsored event in which he/she is a participant nor will a student athlete be allowed to ride with a student driver unless a "Private Transportation Permission Slip" is signed by the parent and on file in the Coach's office.
- ❖ The Principal and the Site Athletic Director must approve all transportation arrangements that involve students.
- ❖ All athletes must fill out and return to the coach a permission slip that has been signed by his/her parent(s)/guardian(s). This should be kept on file for the entire school year.
- ❖ Coaches will not be paid to drive a bus for their sport.
- ❖ District buses must be cleaned and picked up after use.

## **Putnam City Public Schools Athletics**

### **TRANSPORTATION**

**Note:** Because of the extreme difficulty in getting drivers for athletics during the school day, it is necessary coaches to be certified to drive.

### **PURCHASING ATHLETIC EQUIPMENT/SUPPLIES**

When purchasing athletic equipment and/or supplies, coaches must go through the Site Athletic Director. The Site Athletic Director will make arrangements for the purchase from either the general fund or the school's activity fund.

Coaches are not to order any equipment, supplies, or services on their own without prior written approval of the Site Athletic Director. Neither the district athletics office nor any school will be responsible for orders made without a purchase order. Coaches will be held responsible for payment if procedures are not followed.

## **Putnam City Public Schools Athletics**

### **ATHLETIC ELIGIBILITY**

- **ALL** OSSAA rules must be followed to determine an athlete's eligibility.  
**NO EXCEPTIONS.**

### **ATTENDANCE**

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

### **NEW STUDENT FORM**

- All new students to a school **MUST FILL OUT THE NEW STUDENT FORM** provided by the OSSAA. For example, all 9<sup>th</sup> graders and transfer students to a high school must complete this form.

### **TRANSFER STUDENTS**

- Students attending a school on a transfer are not automatically eligible to participate in athletics. A hardship eligibility request must be completed through your Site Athletic Director.
- All hardships will follow the following process (with all documentation in writing with copies to the affected school and the district's athletic office):
  - ✓ Site Athletic Director panel
  - ✓ Panel of Executive Directors of Student Performance, unaffected Principals, and/or the District Athletic Director (appeals process).

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

## **Putnam City Public Schools Athletics**

### **NCAA CERTIFICATION**

The NCAA Clearinghouse for eligibility must certify any student athlete playing any sport who plans on participating in an NCAA Division I or II program. NCAA Forms 48-H must be completed by the school counselor and student and returned to the Clearinghouse for certification. The Clearinghouse sends 48-H Forms to each school's counselor. There is a fee payable by the student for processing. This report covers all reports to all institutions. *The student must pay the fee. It is an NCAA violation for the school, booster club, or supporter to pay the fee for the student.*

### **UNSPORTSMANLIKE CONDUCT/FIGHTING**

Fighting is defined but not limited to any player or non-player (bench personnel) striking an opponent with arms, legs, feet, or other objects; or attempting to strike an opponent, regardless if there is contact with an opponent; or instigating a fight by committing an act that causes an opponent to retaliate by fighting related to an OSSAA sponsored activity in which the players and non-players are participating. This will be a two game suspension (See OSSAA Handbook). Anyone leaving the bench/sidelines to participate in a fight will be suspended for the remainder of the season.

### **MEDICAL PERSONNEL AT EVENTS**

Contracted medical personnel at all games have the authority to make decisions involving student athletes during games at all district facilities. Their decision concerning a student's condition and/or ability to continue to play after an injury will be final.

## **Putnam City Public Schools Athletics**

### **GUIDELINES FOR SUMMER TEAMS, CLINICS AND CAMPS**

All summer teams, clinics, and camps that use Putnam City Schools facilities, students, equipment or the name of a Putnam City School, will notify the Site Athletic Director, school(s) and the District Athletics Office. The following information needs to be included:

- ✓ Schedule of Events (practices, games and/or sessions)
- ✓ Location(s) Used

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

### **USE OF FACILITIES**

#### **WEIGHT ROOMS**

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

#### **SUBMISSION OF REPORTS**

- All reports need to be submitted both electronically (via e-mail or flash drive) and hard copy (hand-in, mail, or fax) to the Site Athletic Director and the District Athletic Office. This includes the End of Season Reports, Coaches End of Year Report and inventory. All other forms are preferably submitted both electronically and paper, but it is not required.

#### **CANCELATIONS/ NO SHOWS**

- There should be no cancelations of any event except in extreme emergency situations. The Site Athletic Director must be notified immediately in these situations. Any school canceling an event or who does not show at an event will pay for all officials.

## **Putnam City Public Schools Athletics**

### **DRESS CODE**

- Bandanas are not to be worn in practice or games. (Refer to the Putnam City Schools Student and Parent Handbook). Also the District Dress Code will be strictly enforced at all athletic events.

### **PDA (PUBLIC DISPLAY OF AFFECTION)**

- Student athletes are representing Putnam City Schools, therefore while representing a team, all school rules apply to each player. Public Display of Affection is against school rules and coaches need to monitor and enforce this rule.

### **HOME TEAM RESPONSIBILITIES**

- Home Team Site Athletic Directors and coaches may be responsible for scheduling officials, scheduling events, picking up trophies, concessions, courtesy/hospitality room (if possible), scheduling support personnel (clock keepers, book keepers, gate, security, concession workers, chain gang), and notifying the teams of the event information and possible changes.

### **GAME OFFICIALS**

- The Site Athletic Director and/or coach of the home school is responsible for scheduling officials, notifying officials of cancellations or changes of times or dates scheduled events unless otherwise specified by the District Athletic Office.

#### **Taking Care of Game Officials**

- The team listed as the home team is responsible for paying officials; game officials should be paid AFTER the contest.
- Provide officials with refreshments if possible; access to restroom facilities, and a place to change their attire.

#### **Cancellation of Events**

- Officials are to be paid the contracted amount by the home school if the officials show up for the contest and it has been canceled for reasons other than the weather and the officials were never notified.
- No games are to be canceled without approval of the District Athletic Director.

# RECORD KEEPING AND FORMS



## SECTION V

**Putnam City Public Schools Athletics  
Practice Schedule**

**School** \_\_\_\_\_

**Sport** \_\_\_\_\_

**Location of Practice** \_\_\_\_\_

**Please complete the following information and fax to \_\_\_\_\_ before beginning practice.**

**Practice Schedule:**

Monday \_\_\_\_\_ to \_\_\_\_\_

Tuesday \_\_\_\_\_ to \_\_\_\_\_

Wednesday \_\_\_\_\_ to \_\_\_\_\_

Thursday \_\_\_\_\_ to \_\_\_\_\_

Friday \_\_\_\_\_ to \_\_\_\_\_

Weekend \_\_\_\_\_ to \_\_\_\_\_

**Putnam City Public Schools Athletics  
Concussion and Head Injury Acknowledgment**

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Name of School

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

I, \_\_\_\_\_, as a student athlete who participates in

\_\_\_\_\_ athletics and I \_\_\_\_\_

as the parent/legal guardian, have read the information material provided to us by

\_\_\_\_\_ related to concussions and head injuries occurring during

participation in athletic programs and understand the content and warning.

\_\_\_\_\_  
Signature of Student Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

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

**Putnam City Public Schools Athletics  
Player Profile**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address: \_\_\_\_\_

Email \_\_\_\_\_ Home phone \_\_\_\_\_ Cell \_\_\_\_\_

Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

**Parents'/Guardian Names:**

Father \_\_\_\_\_

Mother \_\_\_\_\_

Physical on File      YES              NO  
Physical is with Coach \_\_\_\_\_

Playing Experience \_\_\_\_\_

Position(s) for Sport \_\_\_\_\_

**Additional Important Information Pertinent to Student Athlete Playing Sport:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current Classes & Teachers**

Period	Class	Teacher	Room #
1			
2			
3			
4			
5			
6			
7			

**Putnam City Public Schools Athletics**  
**Acknowledgment of Insurance Coverage or Waiver Verification**

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

Student Athlete's Name: \_\_\_\_\_  
Please Print

Parent(s)/Legal Guardian Name: \_\_\_\_\_  
Please Print

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

<b>Home:</b>	<b>Cell:</b>	<b>Work:</b>	<b>Emergency:</b>
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Please initial one of the following:

\_\_\_\_\_ I am purchasing student accident insurance for my child.

\_\_\_\_\_ I have adequate insurance coverage for my child for injuries that may result from participation in athletics while representing a Putnam City School.

**Emergency Treatment Authorization**

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

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

Parent(s)/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Putnam City Public Schools Athletics  
Pre-Season Check List**

**School** \_\_\_\_\_

**Sport** \_\_\_\_\_

**Head Coach** \_\_\_\_\_

**Initial each item when it has been completed and return a copy to your Site Athletic Director before the first contest. Please attach a written explanation for any item that has not been initialed.**

<b>Initial</b>	<b>Check List</b>				
	Practice & game schedules submitted to athletic office and principal				
	Transportation requests				
	Physical	Player Profile	Athletic Contract	Eligibility	Concussion Form
	First Aid Kit for necessary supplies				
	Homecoming date confirmed with Site Athletic Director, Principal & all sponsors associated with Homecoming events				
	Booster Club organized (if applicable)				
	Parent Meeting (not mandatory, but strongly recommended)				
	Equipment check out completed				

**Putnam City Public Schools Athletics**  
**Home Football Game Check List**

- \_\_\_\_\_ Contact visiting school
- \_\_\_\_\_ Verify officials are scheduled
- \_\_\_\_\_ Have payment vouchers ready for all workers
- \_\_\_\_\_ Check on medical personnel
- \_\_\_\_\_ Arrange for staff workers
- \_\_\_\_\_ Arrange for flag ceremony
- \_\_\_\_\_ Check PA system
- \_\_\_\_\_ Check scoreboard
- \_\_\_\_\_ Check field lights
- \_\_\_\_\_ Check press box air conditioner/heater
- \_\_\_\_\_ Check flag pole lines
- \_\_\_\_\_ Chains, yardage, and down markers
- \_\_\_\_\_ Materials for ticket sellers and takers
- \_\_\_\_\_ Ensure field is marked, installation of flags and markers
- \_\_\_\_\_ Greet teams, show to dressing room
- \_\_\_\_\_ Greet officials, complete payment vouchers, show officials to dressing area
- \_\_\_\_\_ Refreshments for officials
- \_\_\_\_\_ Check for graffiti
- \_\_\_\_\_ Cover goal posts with pads
- \_\_\_\_\_ Place tables behind both team benches
- \_\_\_\_\_ Report game results to media



**Putnam City Public Schools Athletics  
Equipment Check Out Form**

**Student's Name** \_\_\_\_\_

**Sport** \_\_\_\_\_

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

**Student's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Equipment/Uniforms Checked Out to Student Athlete:

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**Putnam City Public Schools Athletics  
Season Summary Report**

**Sport** \_\_\_\_\_ **School** \_\_\_\_\_

**Head Coach** \_\_\_\_\_ **Date** \_\_\_\_\_

**Brief Summary of the Season:**

**Suggestions for Improving the Program:**

**Assistant Coaches or Lay Coaches:**



**Putnam City Public Schools Athletics  
New Records Set**

School \_\_\_\_\_ Sport \_\_\_\_\_

Coach \_\_\_\_\_

<b>Date Set</b>	<b>Record that was broken</b>	<b>New Record</b>	<b>Individual or Team Who Set New Record</b>







**Putnam City Public Schools Athletics  
Participation Form**

**School** \_\_\_\_\_ **School Year** \_\_\_\_\_

**Sport** \_\_\_\_\_ **Coach** \_\_\_\_\_

**Number of participants at the BEGINNING OF SEASON** \_\_\_\_\_

**Number who finished at the END OF SEASON** \_\_\_\_\_

**Reflection:**

**Putnam City Public Schools Athletics  
Athlete's Obligation Form**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Coach \_\_\_\_\_ Sport \_\_\_\_\_

Item(s) \_\_\_\_\_ Cost \_\_\_\_\_

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

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Students under obligation for one sport may not participate in another sport until the obligation is satisfied.*

**Putnam City Public Schools Athletics  
Athlete's Obligation Form**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Coach \_\_\_\_\_ Sport \_\_\_\_\_

Item(s) \_\_\_\_\_ Cost \_\_\_\_\_

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

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Students under obligation for one sport may not participate in another sport until the obligation is satisfied.*

**Putnam City Public Schools Athletics**  
**Middle School Philosophy & Middle School Coaching Assignments**

- ❖ **Varsity starters are to play only in the varsity games.**
- ❖ **No varsity player should step on the field or court of a JV game.**
- ❖ **JV players must play at least one quarter of each game.**
- ❖ **Games should be shortened during half time not by a running clock.**

**Middle School Coaching Assignments:**

Middle School Site Athletic Directors and Principals should assign one coach per sport (football, basketball, wrestling, softball, volleyball, track, soccer, etc.) when student participation numbers deem it necessary assistant coaches will be assigned. A ratio of one coach to 20 players is our goal (with basketball as the exception)

If a coach is assigned two sports in the same season conducting only one practice. (i.e. 7<sup>th</sup> and 8<sup>th</sup> grade girls basketball, he/she will be paid a 1.5 coaching stipend not 2 coaching stipends). If a coach conducts two practices he/she will be paid both stipends. A copy of the season practice schedule must be turned into the District Athletic Director and to H.R. office before the season begins.



**Putnam City Public Schools Athletics  
High School Coaching Assignments**

School \_\_\_\_\_ Date \_\_\_\_\_

Site Athletic Director \_\_\_\_\_

**FALL SPORTS**

Sport	Head Coach	Assistant(s)
Cross Country (boys)		
Cross Country (girls)		
Football Varsity		
Football JV		
Football Freshman		
Fast Pitch Softball Varsity		
Fast Pitch Softball JV		
Volleyball Varsity		
Volleyball JV		

**WINTER SPORTS**

Sport	Head Coach	Assistant(s)
Basketball Boys Varsity		
Basketball Boys JV		
Basketball Freshman (boys)		
Basketball Girls Varsity		
Basketball Girls JV		
Basketball Freshman(girls)		
Wrestling Varsity		
Wrestling JV		
Swimming Varsity (boys)		
Swimming Varsity (girls)		

**Putnam City Public Schools Athletics  
High School Coaching Assignments**

School \_\_\_\_\_ Date \_\_\_\_\_

Site Athletic Director \_\_\_\_\_

**SPRING SPORTS**

<b>Sport</b>	<b>Head Coach</b>	<b>Assistant(s)</b>
<b>Baseball Varsity</b>		
<b>Baseball JV</b>		
<b>Baseball Freshman</b>		
<b>Golf (boys)</b>		
<b>Golf (girls)</b>		
<b>Soccer Boys Varsity</b>		
<b>Soccer Boys JV</b>		
<b>Soccer Girls Varsity</b>		
<b>Soccer Girls JV</b>		
<b>Slow Pitch Varsity</b>		
<b>Tennis (boys)</b>		
<b>Tennis (girls)</b>		
<b>Track Boys Varsity</b>		
<b>Track Boys JV</b>		
<b>Track Girls Varsity</b>		
<b>Track Girls JV</b>		

**Putnam City Public Schools Athletics  
Middle School Coaching Assignments**

School \_\_\_\_\_ Date \_\_\_\_\_

Site Athletic Director \_\_\_\_\_

Sport	Head Coach	Assistant(s)
<b>6<sup>th</sup> Football</b>		
<b>7<sup>th</sup> Football</b>		
<b>8<sup>th</sup> Football</b>		
<b>6<sup>th</sup>-8<sup>th</sup> Volleyball</b>		
<b>6<sup>th</sup>-8<sup>th</sup> Softball</b>		
<b>6<sup>th</sup> – 8<sup>th</sup> Cross Country</b>		
<b>6<sup>th</sup> Basketball (boys)</b>		
<b>7<sup>th</sup> Basketball (boys)</b>		
<b>8<sup>th</sup> Basketball (boys)</b>		
<b>6<sup>th</sup> Basketball (girls)</b>		
<b>7<sup>th</sup> Basketball (girls)</b>		
<b>8<sup>th</sup> Basketball (girls)</b>		
<b>6<sup>th</sup>-8<sup>th</sup> Wrestling</b>		
<b>6-8<sup>th</sup> Track (boys)</b>		
<b>6<sup>th</sup>-8<sup>th</sup> Track (girls)</b>		
<b>7<sup>th</sup> Cheer</b>		
<b>8<sup>th</sup> Cheer</b>		

**Putnam City Public Schools Athletics**  
**Middle School Coaching Assignments for JV & Intramurals**

School \_\_\_\_\_ Date \_\_\_\_\_

Site Athletic Director \_\_\_\_\_

Sport	Head Coach	Assistant(s)
6 <sup>th</sup> grade JV boys basketball		
6 <sup>th</sup> grade JV girls basketball		
7 <sup>th</sup> grade JV boys basketball		
7 <sup>th</sup> grade JV girls basketball		
8 <sup>th</sup> grade JV boys basketball		
8 <sup>th</sup> grade JV girls basketball		
6 <sup>th</sup> grade boys soccer		
6 <sup>th</sup> grade girls soccer		
7 <sup>th</sup> grade boys soccer		
7 <sup>th</sup> grade girls soccer		
8 <sup>th</sup> grade boys soccer		
8 <sup>th</sup> grade girls soccer		

To be read by the announcer before every game

We look forward to some great individual and team performances during the course of the games. We challenge you the fans to be just as great in your support and behavior. The athletic arena is no place for inappropriate behavior or language. We challenge all fans to demonstrate strong-loud and enthusiastic support without crossing over the line. Be Rowdy but be RESPECTFUL!!!! We encourage you to cheer and support your team---Remember to Let the Players Play--The Coaches Coach--The Officials Officiate and the Fans be Positive. Let's All display Great Sportsmanship!

Private Transportation Permission Slip

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
(parent) (student)

to travel alone or with another student athlete or with a member of the coaching staff to designated games or tournaments during my student's sport(s) season.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Signature)

## Tips for Honoring the Game

Here are ways that parents can contribute to a positive youth sports culture so that children will have fun and learn positive character traits to last a lifetime.

### Before the Game

Commit to Honoring the Game in action and language no matter what others may do.  
Tell your children before each game that you will be proud of them regardless of how well they perform.

### During the Game

Fill your children's "Emotional Tanks" through praise and positive recognition to help them play their best.

Fill their teammates' tanks, too!

Do not instruct your child during game action or at breaks; let the coaches coach.

Cheer good plays by both teams.

Mention good calls by the official to other parents.

If you disagree with an official's call, Honor the Game – BE SILENT!

If other spectators yell at officials, gently remind them to Honor the Game.

Don't do anything in the heat of the moment that you will regret after the game. Ask yourself, "What do I want to model right now for my child?"

Remember to have fun and enjoy the game.

### After the Game

Thank the officials for doing a difficult job for little or no pay.

Thank the coaches for their commitment and effort.

When reviewing the game with your children, ask rather than tell. Instead of immediately sharing your opinions or telling them how they can improve, ask questions such as "What did you learn from that game?" or "What was your favorite play?" or "What was the most fun part of that game?"

Remember to give your children truthful and specific praise...not just the typical "good game" but, for example, "I saw how well you moved your feet on defense."

Tell your children again that you are proud of them whether the team won or lost.

For more PCA Tools for Parents, visit: [www.positivecoach.org/our-tool](http://www.positivecoach.org/our-tool)

**STUDENT DRUG TESTING CONSENT:**  
**ACTIVITY STUDENTS**

Student Printed Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

**Student Consent:**

I have read and understood the “Student Drug Testing Policy” and “Student Drug Testing Consent.” I understand that, out of care for my safety and health, District enforces the rules applying to the consumption or possession of illegal and/or performance-enhancing drugs. If I choose to violate school policy regarding the use or possession of illegal and/or performance-enhancing drugs any time while I am involved in in-season or off-season activities, I understand upon determination of that violation I will be subject to the restrictions on my participation as outlined in the Policy.

\_\_\_\_\_ YES, I CHOOSE TO PARTICIPATE IN THE DRUG TESTING PROGRAM.

\_\_\_\_\_ NO, I CHOOSE NOT TO PARTICIPATE IN THE DRUG TESTING PROGRAM.

Note: By selecting not to participate in the Drug Testing Program, I understand that I will not be able to participate in any activity covered under this policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Consent:**

I have read and understood the Student Drug Testing Policy and Student Drug Testing Consent. I desire that the student named above participate in the extra-curricular interscholastic programs of District, and I hereby voluntarily agree to be subject to its terms. I accept the obtaining of saliva samples, testing and analysis of such specimens, and all other aspects of the program. I further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

\_\_\_\_\_ YES, I AGREE TO THE TERMS OF THIS POLICY.

\_\_\_\_\_ NO, I DO NOT WANT MY SON/DAUGHTER TO BE TESTED ACCORDING TO THE TERMS OF THIS POLICY.

Note: By selecting not to participate in the Drug Testing Program, I understand that the student named above will not be able to participate in any activity covered under this policy.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Before an AD leaves for summer vacation:**

- Have you submitted a copy of every flyer for every upcoming summer camp/clinic to the District Athletic Director's office?
- Have you gone over heat safety tips and had your coaches watch the NFHS concussion safety video before any practices begin for the 2014-2015 school year?
- Have you submitted a list of every coaching position you believe you will need to fill for the upcoming school year to your principal?
- Have you submitted a copy of your school's end of the year report to both the District Athletic Director's office and the Communications Office?
- Have you submitted an electronic copy of all of the Fall Sports schedules in Word (to include practice dates and scrimmages as well as regular season games and tournaments) to both the Webmaster for your school and the District Athletic Director's office?
- Did you turn out the lights and lock the door? ☺