

# Athletic Handbook

## 2016-17



Character - Class - Excellence

- NURTURING POTENTIAL - - INSPIRING EXCELLENCE - - DEVELOPING LEADERS -

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## Board Of Directors

- **Chair** - Kim Hicks - 16' (kimhicks@oxfordprep.org)
- **Vice-Chair** - Everett Byrd - 18' (byrde@oxfordprep.org)
- **Secretary** - Ana Vaughan - 17' (anavaughan@oxfordprep.org)
- **Treasurer** - Randy Reese - 17' (reese@oxfordprep.org)
- Rev. Charles Burwell - 16' (burwellcharles@oxfordprep.org)
- Marsha Edgerton-Garrett - 16' (megarrett@oxfordprep.org)
- Brian Greenway - 17' (greenwayb@oxfordprep.org)
- Dr. Andrew Stock - 18' (stocka@oxfordprep.org)
- Alison Wilson - 18' (alisonwilson@oxfordprep.org)
- **Ex-Officio** - Andrew Swanner (swannerab@oxfordprep.org)

The OPS Board meets the second Thursday of each month at 7:00 p.m. at the school (6041 Landis Rd.). These meetings are open to the public.

<b>School Name:</b>	<b>Oxford Preparatory School</b>
<b>Established:</b>	<b>2013</b>
<b>Grades:</b>	<b>7-12</b>
<b>Address:</b>	<b>6041 Landis Rd, Oxford, NC 27565</b>
<b>School Administration:</b>	<b>Andrew Swanner – Executive Director</b> ( <i>swannerab@oxfordprep.org</i> ) <b>Vici Bradsher – Assistant Director</b> ( <i>bradsherv@oxfordprep.org</i> )
<b>School Website:</b>	<b>www.oxfordprep.org</b>
<b>School Phone:</b>	<b>(919) 690-0360</b>
<b>School Fax:</b>	<b>(919) 690-0230</b>
<b>Athletic Director:</b>	<b>Rick Kenner</b> ( <i>kennerr@oxfordprep.org</i> )      ( <i>Cell 910- 273-6691</i> )
<b>Athletic Trainer:</b>	
<b>School Mascot:</b>	<b>Griffin</b>
<b>School Colors:</b>	<b>Orange &amp; Purple</b>
<b>State Affiliation:</b>	<b>NCHSAA (<a href="http://www.nchsaa.org">www.nchsaa.org</a>)</b>
<b>Conference Affiliation:</b>	<b>Tar Roanoke 1A</b>
<b>Sponsored Sports</b>	
<b>High School Varsity Varsity</b>	
Coed Cross Country	Otis Lyons      ( <i>otislyons@oxfordprep.org</i> )
Women’s Volleyball	Cassandra Daniel      ( <i>cassandradaniel@oxfordprep.org</i> )
Men’s Soccer	Larry Allen      ( <i>larryallens@oxfordprep.org</i> )
Women’s Basketball	Cassandra Daniel      ( <i>cassandradaniel@oxfordprep.org</i> )
Men’s Basketball	Otis Lyons      ( <i>otislyons@oxfordprep.org</i> )
Coed Swimming	Jackie McCawley      ( <i>mccawleyj@oxfordprep.org</i> )
Cheerleading	Kim Hedgepeth      ( <i>kimhedgepeth@oxfordprep.org</i> )
Men’s Golf	Rick Kenner      ( <i>kennerr@oxfordprep.org</i> )
Women’s Softball	Tommy Anstead      ( <i>tommyanstead@oxfordprep.org</i> )
Women’s Soccer	Gary Owens      ( <i>garyowens@oxfordprep.org</i> )
Men’s Baseball	Ryan Allen      ( <i>ryanallen@oxfordprep.org</i> )
<b>Middle School</b>	
Coed Cross Country	Jackie McCawley      ( <i>mccawleyj@oxfordprep.org</i> )
Girls’ Volleyball	
Boys’ Soccer	
Boys’ Basketball	Jon Juntunen      ( <i>jonjuntunen@pxfprd[re].org</i> )
Coed Swimming	
Cheerleading	Alexis Stadler      ( <i>alexisstadler@oxfordprep.org</i> )
Boy’s Golf	
Girls’ Softball	Joe Don Cooper      ( <i>joecooper@oxfordprep.org</i> )
Boy’s Baseball	

## **Goals of the Athletic Program**

The athletic programs at Oxford Preparatory School (OPS) will serve to enhance the educational process by providing a safe, healthy and fair atmosphere of competitive play for our student athletes. OPS will comply or exceed the regulations and guidelines in accordance with the North Carolina State Board of Education (SBE), North Carolina Department of Public Instruction (NCDPI) and the North Carolina High School Athletic Association (NCHSAA). All employees and approved volunteers who represent or administer to any role relevant to OPS middle and/or high school athletic programs should be familiar with the information contained the North Carolina High School Athletic Association (NCHSAA) Handbook, and the Middle/Junior High School Athletics Manual; available for review on-line at <http://www.ncpublicschools.org/curriculum/healthfulliving/athletics/>.

The SBE established athletic rules and regulations for the following purposes:

- to maintain consistency in the governance of the middle/junior high school athletic program throughout the state;
- to enhance opportunities for fair play and competitions;
- to promote safety for students who choose to participate in athletics at the middle/junior high school level; and
- to impose sanctions of schools, coaches, players, spectators, officials and anyone involved in the athletic program who does not adhere to the rules and regulations and subsequently violates the intent or substance of these rules and regulations.

### ***OPS Interscholastic Athletic Program Goals***

- To develop and maintain the highest level of sportsmanship.
- To maintain proper attitudes toward winning and losing, success and failure.
- To encourage and develop respect for fellow athletes, both teammates and members of opposing teams.
- To assure that the amount of time required for athletic participation does not interfere with academic success.
- To promote a healthy lifestyle that stresses the benefits of physical fitness and overall wellness.
- To orient all athletic staff members to abide by the rules, regulations, and officials' decisions that govern each sport.
- To maintain and promote the highest standards of ethical behavior.

### ***OPS Mascot Program***

#### ***Purpose***

***“The purpose of a mascot is to symbolize school and community spirit used to enhance the tradition and emotions of its audience through exaggeration, characterization, and entertainment”***

***(Universal Cheerleaders Association)***

Oxford Preparatory School's Griffin mascot may represent the school as an ambassador and entertainer at campus and off-campus (community) events.

Team members serve as public relations ambassadors of OPS and must act accordingly and in good taste. This is a high profile position within the school and actions/behaviors are under constant observation. Any swearing, spitting, crude gesturing, fighting, or otherwise lewd and inappropriate behavior will NOT be tolerated and may be grounds for suspension or immediate dismissal from the Mascot Program, in or out of uniform. Team members must NEVER initiate any inappropriate behavior. Furthermore, team members are responsible for abiding by the rules and regulations found in the OPS Student Athlete Handbook to include athletic eligibility standards.

### ***Mascot Qualifications***

- Enthusiasm
- Creativity
- Physically capable of performing required stunts and activities
- Ability to positively interact well with children
- Responsibility
- Spontaneity
- Self-discipline

Members of the mascot program must demonstrate sportsmanlike conduct at all athletic contests. **Do not encourage the crowd in dangerous or unsportsmanlike situations.** Moreover, the OPS mascot should:

- The Mascot's identity should be kept a secret at all times.
- Be a positive representative of school spirit
- Should not be distracting during the national anthem, when someone else has the floor at halftime (or timeouts during basketball), during serious injuries on the field/court, or at any other time that is deemed inappropriate
- Never degrade game officials, student-athletes or the opposing party's mascot
- Never dress/undress/remove head in public
- Never speak while in costume
- All NCHSAA regulations regarding mascots and game operations must be obeyed at all times and will be enforced by the Athletic Director or his/her designee.
- Excessive or risky stunts are prohibited
- Inappropriate photos of the Mascot shall not be taken nor are they permitted to appear on any social networking sites (i.e. Facebook, MySpace, others).

Members of the mascot program will fall under the Varsity Cheerleading coach for accountability and supervisory purposes.

### **Athletic Program: Delegation of Duties and Responsibilities**

The Executive Director of OPS, acting within federal, state and local guidelines, is responsible for all activities within the school. The following guidelines will not lessen the Executive Director's responsibilities but will delegate areas of responsibility to the Athletic Director and to all members of the athletic team.

## **Athletic Director**

The Athletic Director represents the school administration in matters pertaining to athletics and may need to vote at meetings at local, conference and state levels. When representing the school, the Athletic Director's vote should represent the thinking of the majority of the athletic staff, if possible. By working and planning together with school administration, the Athletic Director and athletic staff can continue to offer a healthy, safe and successful athletic program accessible to all students.

### ***Athletic Director Job Description***

#### **TITLE:**

ATHLETIC DIRECTOR

#### **QUALIFICATIONS:**

1. Certification as a teacher by the state education agency.
2. Employment as a teacher by Oxford Preparatory School.
3. Previous experience as coach is desirable
4. Knowledge of overall operation of an athletic program
5. Ability and willingness to administer a program with fellow teachers and students
6. Such other alternatives to the above qualifications as the board may accept for a particular candidate

#### **REPORTS TO:**

Executive Director

#### **JOB GOAL:**

To assist the Board in the fair and just discharge of its obligation to students and staff through performance of the Athletic Director's role over-and-beyond the duties of a classroom teacher.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Responsible to and work under the direction of the High School Executive Director and the overall athletic program.
2. Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the North Carolina High School Athletic Association.
3. Observe coaches sufficiently in order to make future recommendations of job expectancies and job assignments.
4. Evaluate all new candidates for original appointments.
5. Responsible for all recommending facility improvements to Executive Director consideration and referral.
6. Responsible for the development of all interscholastic game schedules (supported by a filed contract form) and approval schedule publication.
7. Responsible for contracting all game officials.
8. Interpret Board Policy to the extent necessary to provide guidance for the school and coaches under his jurisdiction.
9. Resolve conflicts that may develop within the Athletic Department.
10. Discover ways for appropriately supporting and financing the athletic program.
11. Submit a year-end financial report to the Executive Director annually.
12. Arrange for transportation, lodging, and meals for all interscholastic events, when required.

13. Receive and evaluate equipment quotations and approve appropriate orders from authorized coaches.
14. Attend all home athletic contests and/or arrange for proper supervision of home athletic contests by administrative personnel.
15. Responsible after for the cancellation or postponement of contests because of non-playing conditions.
16. Supervise all radio broadcasts, as well as public address system operation at the various games.
17. Maintain a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payment, etc.
18. Maintain permanent records for each sport, such as wins and losses, outstanding records, letterpersons, etc.
19. Maintain a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "Due Process."
20. Responsible for determining scholastic eligibility of all candidates for athletic teams on semester basis and for certifying their eligibility on the proper state forms.
21. Coordinate with coaches' to attend coaching clinics.
22. Work in conjunction with the Executive Director in developing the yearly budget for the athletic program, as requested by the head coaches.
23. Work with the Executive Director, cheerleading advisors, and coaches involved in scheduling all athletic assemblies and pep rallies.
24. Coordinate the use of all athletic facilities in the school with the Executive Director by groups outside the school.
25. Responsible for game management at all home interscholastic contests and, when admission is charged, is responsible for the safekeeping and deposit of gate receipts.
26. Provide for the cleaning, repairing, and storing of all athletic equipment and maintaining a perpetual inventory of all equipment.
27. Establish procedures for the control of the training room.
28. Supervise the physical equipment and schedule facilities for all interscholastic athletic contests.
29. Plan, organize, and supervise all athletic awards programs with the Booster Club.
30. Promote publicity for all interscholastic sports, such as sports brochures, press, and radio for all schools and shall assist the Booster Club in the organization of the game programs.
31. Coordinate with the Executive Director the repair and maintenance of gymnasium.
32. Manage athletic facilities and control their use, Hire or make necessary arrangements to provide ushers, parking, security and other services required by the athletic operation.
33. Assume responsibility for assignment of keys to athletic facilities and gymnasiums, including physical education facilities.
34. Represent the school in all athletic business at Conference, State, and National meetings.
35. Design a reasonable and equitable program for the utilization of the concession stands.
36. Responsible for scheduling physical examinations in accordance with the requirements of the North Carolina High School Athletic Association.
37. Responsible for the operation and organization of the press boxes.
38. Attend and serve as school liaison at all Athletic Booster Club meetings.
39. Liaises between the coaches and the Athletic Booster Club.
40. Responsible for the sales of any athletic supplies and jackets to qualified athletes through the athletic office.
41. Maintain an active program that promotes sportsmanship and welcomes the competing teams and guests.
42. Responsible for the annual review of the Athletic Policy and Staff Handbook.
43. Constantly evaluate the program, always seeking ways of improving interscholastic athletics.



**TERMS OF EMPLOYMENT:**

Employment is on an annual basis. Remuneration per the Board-approved schedule.

**EVALUATION:**

Performance is to be evaluated annually by the Executive Director.

**Coaches**

***Selection of Coaches***

It is the intent that head coaches of all athletic teams be selected from the full-time faculty members. In circumstances when all options have been considered and no qualified faculty member can be identified to serve as the head coach of an athletic team, the Athletic Director may recommend an individual who is not otherwise a school employee to fill the vacancy. All individuals assigned to work with athletes must have a satisfactory background check performed prior to assuming his/her duties.

***Head Coach Job Description***

**TITLE:**

HEAD ATHLETIC COACH

**QUALIFICATIONS:**

1. Previous successful coaching experience in assigned sport (major sports).
2. Ability and willingness to organize and supervise the sport program.
3. Head Coach must have substantial knowledge of the technical aspects of the sport and must continue to examine new theories and procedures pertinent to the field.

**REPORTS TO:**

Athletic Director

**JOB GOAL:**

To assist Oxford Preparatory School in the fair and just discharge of its obligation to students and staff through performance of the Head Coach.

**PERFORMANCE RESPONSIBILITIES:**

1. Thorough knowledge of all the Athletic Policies enacted by Oxford Preparatory School and is responsible for its implementation by the entire staff of the sports program.
2. Knowledge of existing system, state, and conference regulations; implement them consistently and interprets them for staff.
3. Understand the proper administrative line of command and refer all requests of grievances through proper channels. Awareness of all public/staff/departmental meetings that require attendance.
4. Establish the fundamental philosophy, skills, and techniques to be taught by staff. Design conferences, clinics and staff meetings to insure staff awareness of overall program.
5. Train and inform staff, encourage professional growth by encouraging clinic attendance according to local clinic policy.
6. Delegate specific duty, supervise implementation, and at season’s end, analyze staff effectiveness and evaluate all assistants.
7. Maintain discipline, adjust grievances, and work to increase morale and cooperation.

8. Assist the Athletic Director in scheduling, providing transportation, and requirements for tournament and special sport events.
9. Assist in the necessary preparation to hold scheduled sport events or practices and adhere to scheduled facility times. Coordinate program with maintenance and school employees.
10. Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
11. Provide proper safeguards for maintenance and protection of assigned equipment and practice/contest sites.
12. Advise the Athletic Director and recommend policy, method or procedural changes.
13. Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
14. Give constant attention to a student athlete's grades and conduct.
15. Be present at all practices and games. Provide assistance, guidance, and safeguards for each participant.
16. Initiate programs and policies concerning injuries, medical attention, and emergencies.
17. Complete and submit proper paperwork on all disabling athletic injuries to Athletic Director within 24 hours.
18. Direct student managers, assistants, and statisticians.
19. Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary and contact parents when a student is dropped or becomes ineligible.
20. Assist athletes in their college or advanced educational selection.
21. Participate in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommend guidelines as to type, style, color, or technical specifications of equipment. Responsible for operating within budget appropriations.
22. Accountable for all equipment and/or collection of fees for any lost or unreturned equipment. Arrange for issuing, storing, and reconditioning of equipment and submit annual inventory and current records.
23. Properly mark and identify all equipment before issuing or storing.
24. Permit the athletes to only be in authorized areas of the building at the appropriate times.
25. Examine locker rooms before and after practices and games, checking on general cleanliness of the facility. Be responsible for cleanliness and maintenance of specific sport equipment.
26. Secure all doors, lights, windows, and locks before leaving building if custodians are not on duty.
27. Instill in each player a respect for equipment and school property, its care and proper use.
28. Organize parents, coaches, players, and guests for pre-season meetings.
29. Promote the sport within the school through recruiting athletes who are not in another sports program. Promote the sport outside the school through news media, Little League programs, or in any other feasible manner.
30. Responsible for the quality, effectiveness and validity of any oral or written release to local media.
31. Responsible for maintaining good public relations with news media, Booster Club, parents, officials, volunteers, and fans.
32. Present information to news media concerning schedules, tournaments, and results.

**TERMS OF EMPLOYMENT AND EVALUATION:**

Employment is on an annual basis. Remuneration per the Board-approved schedule.

**EVALUATION:**

Performance is to be evaluated annually by the Athletic Director.

## ***Assistant Coach Job Description***

### **TITLE:**

ASSISTANT ATHLETIC COACH

### **QUALIFICATIONS:**

1. Previous coaching experience in assigned sport is desirable.
2. Has knowledge and background in the assigned sport.
3. Ability and willingness to work in the assigned sport.

### **REPORTS TO:**

The Head Coach in conjunction with the Athletic Director.

### **JOB GOAL:**

To assist Oxford Preparatory School in the fair and just discharge of its obligations to students and staff through performance of the Assistant Athletic Coach.

### **PERFORMANCE RESPONSIBILITIES:**

1. Thorough knowledge of all the athletic policies approved by Oxford Preparatory School and is responsible for their implementation.
2. Knowledge of the existing system, state, and conference regulations; implements them consistently.
3. Understand the proper administrative line of command and refer all student and parent requests of grievances through proper channels. Awareness of all public/staff/departmental meetings that require attendance.
4. Maintain discipline and work to increase morale and cooperation within the school sports program.
5. Assist the Head Coach in scheduling, providing transportation to tournaments and special sport events.
6. Assist in the necessary preparation to hold scheduled sport events or practices and adhere to scheduled facility times. Coordinate program with maintenance and school employees.
7. Provide documentation to the Athletic Director to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
8. Provide proper safeguard for maintenance and protection of assigned equipment and sites.
9. Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
10. Presence at all practices and games. Provide assistance, guidance, and safeguards for each participant while traveling.
11. Direct student managers and statisticians on respective teams.
12. Determine discipline, delineate procedure concerning due process when the enforcement of discipline is necessary contact parents when a student is dropped or becomes ineligible.
13. Accountable to the Head Coach for all equipment. Collect the cost of any equipment lost or not returned. Arrange for issuing and storing of equipment and submit an annual inventory and current records to the Head Coach.
14. Recommend program area budgetary items for subsequent year to the Head Coach.
15. Authorize approved areas and times for athletes to enter building.
16. Examine locker rooms for general cleanliness before and after practices and games. Responsible for cleanliness and maintenance of specific sport equipment.
17. Secure all doors, lights, windows, and locks before leaving building if custodians are not on duty.
18. Instill in each player a respect for equipment and school property, its care, and proper use.

19. Assist the Head Coach in carrying out his responsibilities.
20. Make press releases and school announcements.
21. Instruct team members as to changes in the rules and teach fundamentals of the sport as outlined by the Head Coach.
22. Maintain a record of team statistics and requirements for lettering (for both Head Coach and Athletic Director).
23. Work within the basic framework and philosophy of the Head Coach of that sport.
24. Attend all staff meetings and carry out scouting assignments as outlined by the Head Coach.
25. Arrive early enough before practice, contests, and meetings to adequately prepare and remain long enough afterwards to help players with problems and/or be involved in staff discussions.
26. Help in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
27. Never criticizes, admonishes, or argues with Head Coach or any staff member within ears or eyes of players or parents.
28. Strive to improve skills by attending clinics and using resources made available by the Head Coach.
29. Attend most of the contests, when possible, of other teams in the program.

**TERMS OF EMPLOYMENT AND EVALUATION:**

Employment is on an annual basis. Remuneration per the Board approved schedule.

**EVALUATION:**

Performance is to be evaluated annually by the Athletic Director in conjunction with the Head Coach.

***Head Cheerleading Coach Job Description***

**TITLE:**

CHEERLEADING COACH

**QUALIFICATIONS:**

1. Previous coaching experience is desirable.
2. Previous experience in Cheerleading as participant and/or coach or related position (preferred).
3. Ability and willingness to work with student cheerleaders.

**REPORTS TO:**

Athletic Director

**JOB GOAL:**

To assist Oxford Preparatory School in the fair and just discharge of its obligation to students and staff through performance of the Cheerleading Coach.

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for the directing, supervising, and training of the cheerleaders.
2. Responsible for completing the NCHSAA Cheerleading Coaches requirements.
3. Responsible for the conduct of the cheerleaders at practice sessions and at all contests.
4. Schedule, attend, and supervise cheerleader practice sessions.
5. Lead and direct the cheerleaders in such a way as to encourage good sportsmanship by example and leadership.
6. Conduct himself/herself before the students and the community so as to instill respect and good sportsmanship.

7. Assume responsibility for an energetic public relations program for the cheerleaders and their activities.
8. Responsible for uniforms and supplies.
9. Assure cheerleaders carry out all the duties set forth in their guidelines.
10. Serve as the liaison between cheerleaders and the school administration.
11. Ensure that OPS policy and sound business practices are followed in planning school trips, fundraisers, and other activities.

#### **TERMS OF EMPLOYMENT AND EVALUATION:**

Employment is on an annual basis. Remuneration per the Board approved schedule.

#### **EVALUATION:**

Performance is to be evaluated annually by the Athletic Director.

#### ***Code of Conduct for Coaches***

(Adapted from the NCHSAA and the NC Coaches Association)

When entering the coaching profession, a coach accepts certain obligations and responsibilities to the players, fellow coaches, and to the game each coach directs. If we are to keep the coaching profession on a high level, we must assume all the responsibilities in such a way that we will give our profession honor and dignity.

- The coach has tremendous influence upon student-athletes and shall never place winning a contest above the value of instilling the highest desirable ideals of character.
- The coach shall strive to set an example of the highest ethical and moral conduct with the student-athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public.
- The coach shall discipline athletes who display unacceptable behavior.
- The coach shall know the game rules and be responsible for his/her interpretation to team members. Additionally, the coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall promote and work in harmony with the entire interscholastic program of the school.
- The coach shall respect and support contest officials by avoiding conduct which will incite players and spectators against the officials.
- Coaches shall actively promote good sportsmanship of spectators by working closely with administrators, cheerleaders, pep club sponsors and boosters.
- The coach shall meet and exchange greetings with the opposing coach before and after each contest to set and maintain a positive tone for the event.
- The coach shall take an active role in the prevention of alcohol, tobacco and other drug abuse while stressing the importance of a healthy lifestyle.

## ***Coaching Responsibilities***

In addition to complying with the *Code of Conduct for Coaches*, coaches should adhere to the following:

- To encourage leadership, use of initiative and good judgment of all players on the team.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- To avoid expression or unfavorable criticism of other coaches and school officials, except as formally presented to the proper authorities. Coaches should remember the position he/she hold in the school and that he/she must support the administration in all policies, rules, and regulations. Differences should be discussed behind closed doors.
- To advise players as to the proper conduct in meetings with the press, radio, and how to conduct him/herself in player interviews, both for his/her protection and to avoid any embarrassment.
- Promote community support, head coaches should have a good rapport with local media and share news of school sponsored sporting competition outcomes and future planned events as requested by the Athletic Director.
- To inspire every student to achieve the highest academic success possible. The coach shall work in harmony with the OPS team (Administration, Teachers, Staff, AD, etc...)
- Be knowledgeable of injury and disease prevention strategies; be able to modify training in response to injury and illness and to ensure that every injured athlete is given immediate medical attention. Head coaches should consult with the student's parent/guardians to ensure the completion of an OPS Athletic Participation Form (Appendix F) and ensure an adequate Emergency Action Plan/Individual Action Plan is developed and proper training of school staff is conducted to properly care for student athletes suffering from a chronic disease such as asthma, diabetes, sickle cell, etc...
- To inform parents and/or guardians of all high and middle school athletes that he/she is required to attend a pre-season sports meeting to review NCHSAA, DPI/SBE, and OPS rules and guidelines. However, if parents and/or guardians do not attend the meeting, student athletes will not be allowed to participate in practice or contests without submitting the following completed documents: OPS Waiver/Release, (Appendix A), Concussion Statement Form (Appendix B), NCHSAA Eligibility and Authorization Statement (Appendix C), Athletic Pre-Participation Physical (Appendix D), NCHSAA/OPS Sportsmanship Pledge (Appendix E), and OPS Participation Form (Appendix F).
- The head coach is responsible for supplying the Athletic Director an alphabetical roster of team members indicating his/her grade level prior to the first contest assuring that every participant fulfills all the rules and regulations for eligibility. Coaches will be subject to paying the state fines if he/she is late turning in his/her list for eligibility purposes.

- To supervise the care of all equipment, supplies, and facilities in his/her area of responsibility. Count, pack, clean, complete a detailed inventory list of all athletic equipment for each sport, and return all equipment to the Athletic Director within two weeks of the last contest. The coach should keep a copy for his/her records. With the aid of the Athletic Director, list new equipment needs for next year and keep a copy and submit the list to the AD. The Athletic Director will then secure permission to purchase from the Executive Director.
- To expertly supervise all team personnel during practice, at games, and on trips.
- To keep the Athletic Director informed of normal and abnormal happenings surrounding the team and coaches.
- Coaches will need to make the Athletic Director or Executive Director aware if he/she will need classroom coverage due to an athletic event.
- Coaches will consult with the Athletic Director before rescheduling a contest.
- To supply the Athletic Director with forms, information, summaries, statistics or other data that the Athletic Director feels is needed to operate an efficient department.
- To work with the Athletic Director to ensure that every student athlete, student trainer, manager, scorekeeper, cheerleader, etc. parent or legal guardian has signed a Waiver form (Appendix A).
- All team rules are to be reviewed and approved by the Athletic Director and/or Executive Director before being put into place. No rules should violate freedom of expression.
- All coaches should review all student athletes completed Athletic Pre-Participation Examinations and follow-up on any noted concerns.
- Coaches are encouraged to record daily Heat and Humidity Data during (summer months) on the form provided (Appendix H).
- All coaching staff should be familiar with the Athletic Injury/Illness Emergency Action Plan (Appendix G) and specifics for his/her individual sport and venue.

### ***Coaches – Training***

- **All** coaches, paid and volunteer, are required to take the "Fundamentals of Coaching" certification course prior to the first play date of the sport he or she coaches in order to coach an NCHSAA team. The course can be accessed online at [nfhslearn.com](http://nfhslearn.com). Required fees for this course will be reimbursed upon presentation of certificate of completion to the Athletic Director.
- **All** coaches, paid and volunteer, must annually take the NFHS "Concussion in Sports" course or an equivalent concussion curriculum prior to the first date of practice in his/her sport.
- The head cheerleading coach is required to take the NFHS "American Association of Cheerleading Coaches Spirit Safety Certification" course prior to the first date of practice in his/her sport beginning August 1, 2016.

- It is recommended that at least one member of each sport/activity staff take and pass the NFHS First Aid for Coaches course, be CPR/AED certified, and be present at all contests and practices. All coaches must be CPR/AED certified by August 1, 2017.
- Coaches must annually review information regarding communicable diseases (MRSA) in the athletic setting.
- All coaching staff should annually review the Athletic Injury/Illness Emergency Action Plan (Appendix G) and specifics for his/her individual sport and venue.

### ***Coaches – Fines and Penalties***

Any coach who violates NCHSAA guidelines is subject to fines and penalties. Each situation will be reviewed and determination made as to who is responsible for paying the fines. The coach can be held responsible for paying the fines.

- The head varsity coach must attend one of the NCHSAA clinics in basketball, volleyball, baseball, softball, soccer, swimming, and golf. (attendance at the rules sessions of the NCCA is acceptable in lieu of NCHSAA clinics in these sports). For failure to comply, see Penalty Codes 3.2.2.c.12 and 3.2.2.e.5.
  - If the requirement for attending clinic is not met prior to the first play date in the sport, the coach will not be allowed to coach in contests until he or she is compliant, absent showing cause as currently occurs. This does not replace the \$400 fine.
  - (2) Head coach coaching in a contest prior to satisfying the rules clinic attendance requirement is a \$500 fine. If coach in question coaches in subsequent games without satisfying requirement, NCHSAA has authority to impose forfeitures if there is a willful violation.
- Middle School coaches are highly encouraged to attend either the NCHSAA clinic or a NCCA clinic in their sport.

### ***Athletic Contest Ejection***

Any coach or other school official who is ejected from an athletic contest are subject to the penalty guidelines of the NCHSAA and are required to meet with the Athletic Director and school administration within one week of the ejection.

### ***Negligence***

The head coach is responsible for knowing and following the NCHSAA and OPS policies for eligibility, academic probation, and medical clearance. Any coach that violates these policies may be subject to pay fines levied from the NCHSAA, administrative action, or dismissal.

### ***Volunteer Coaches***

Volunteer coaches may only serve as an assistant coach and are allowed only within the following guidelines:

- Volunteer coaches are permitted if approved by the Head Coach and Athletic Director.



- Volunteer coaches must be thoroughly knowledgeable of the rules of the sport as well as be knowledgeable of local and state guidelines.

### **Team Selection and Playing Time**

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program at Oxford Preparatory School, we encourage coaches to select as many students as he/she can without compromising the integrity of his/her sport. Obviously, time, space, facilities, equipment, athletic ability and other factors will place limitations on the most effective active squad size for any particular sport. However, when developing procedures in this regard, coaches should strive to maximize the opportunities for student athletes as much as reasonably possible.

#### ***Team Selection***

An athlete that is an active member of an in season sport may not participate in any skill-development session, tryout, or practice for an off season sport until the end of the current season. The end of the season is defined as when the last game/match has been played; regular season, conference tournament, or state playoff. Conversely, the coach of an incoming season sport must allow for student athletes of an in season sport to have a fair and equitable tryout.

The coach will provide the following information to all candidates trying out for the team:

- Extent of the tryout period;
- Criteria used to select the team;
- Practice commitment for those who make the team;
- Game commitments and general expectations of the team.
- Each student will have a minimum of three practice sessions. Illness and injury to a student athlete during a tryout period must not be held against the student athlete, but the coach must make a fair judgment about time restrictions for tryouts.
- Cost of required equipment not paid for by OPS (swimsuit, basketball team shoes, etc...)
- Commitment required for placement on the inactive/developmental squad

Any athlete that is not able to make it to try-outs, for any reason other than finishing a season with another OPS team, may be given the opportunity to be on the developmental squad (practice only) and at the coach's discretion, may earn their way onto the active squad.

#### ***Playing Time***

Head coaches are responsible for making all decisions regarding playing time. The following factors (in no particular order) are considerations for affecting playing time: grades, effort, practice attendance, ability, team chemistry, attitude, or any other factor established by the coach. Players and parents concerned about playing time should discuss with the coach what can be done to earn more playing time. Such discussions should be conducted in a private setting, in a courteous manner, and at least 24 hours prior to or following a game. Players and parents should understand that coaches will not discuss the playing time of others and cannot promise additional playing time. The primary concern of the coach in terms of playing time is to put the best possible team on the field and put the team in the best possible position for success while encouraging character development. Players and parents should understand that this is not a

recreational league where everyone gets to participate in every game. Playing time must be earned.

### ***Developmental Squads***

With “no-cut” philosophy in mind the coach may form an inactive/developmental squad not to exceed 75% of the active squad. All student athletes that are selected for the inactive/developmental squad:

- must meet the same basic eligibility requirements of the active squad however if placed on academic probation he/she will be removed from the inactive/developmental squad
- can practice with the team
- may not be active in any game
- would be considered as (active) in regards to the NCHSAA 8-semester rule.

### **Eligibility Regulations**

Participation in athletics is a privilege, not a right. Oxford Preparatory school establishes basic eligibility standards for participation in athletics. Each participant must meet the minimum standard in order to try out for a team, eligibility requirements must be met prior to dressing or participating in any interscholastic contest whether or not the sport is sponsored by the NCHSAA. Both high and middle school student athletes must meet requirements in accordance with both school promotion and school attendance policies. All eligibility requirements for high school athletes are to be complied with as stated in the North Carolina High School Athletic Association Handbook. Eligibility requirements for middle school athletes are also addressed in the Public Schools of North Carolina State Board of Education and Department of Public Instruction publication, “Middle/Junior High School Athletic Manual”. The head coach is to ensure that every participant fulfills all the rules and regulations for eligibility.

### ***Athletic Pre-Participation Forms***

A completed OPS Sports Forms Packet, to include the Athletic Pre-Participation Evaluation form (Appendix D) must be on file for each student athlete prior to participation in tryouts, practices or contests. The pre-participation medical examination must be completed by a duly licensed physician, physician assistant or nurse practitioner and must be renewed annually (each 395 days). The parent /guardian is required to complete and sign the included questionnaire and release portion of this form prior to tryouts, practice or play.

### ***Residency***

1.1.9 Residence: A student’s eligibility to participate based on residency will be determined by the parameter set forth in section 1.1.9 Residence and 1.1.10 Transfer Policy of the NCHSAA Handbook 2015-16.

### ***Academic Standard***

A student must have passed a minimum load of work, while maintaining a minimum 2.0 weighted GPA during the preceding semester, (1.5 – 1.99 GPA will be placed on academic probation), to be eligible at any time during the present semester. All students must also meet OPS promotion standards; Promotion is defined as progressing to the next level. A minimum load is defined as 6 courses; a student must pass six of eight courses during what would traditionally be defined as a semester (or earned 3+ credits). Any student, including seniors, must

pass that minimum load, even if he/she need fewer for graduation. If an athlete is academically eligible or academically ineligible at the beginning of any semester, that status is retained throughout the full semester. If a student is academically ineligible for two consecutive semesters (**academic probation is considered academically ineligible for this purpose**) he/she will be ineligible to participate on any athletic team the following semester. It is the responsibility of the Coach and Athletic Director to check the academic status of each athlete enrolled in school at the beginning and close of a semester. A student, upon first entering grade nine, is academically eligible for competition on high school teams. A student first entering grade seven is academically eligible for competition on middle school teams.

### ***Academic Probation***

Student athletes are students first. All students at OPS are expected to maintain a 2.0 GPA or higher, formally determined at the end of each semester. Student athletes may only be placed on academic probation at the end of a semester. If at any time, however, a student athlete's GPA drops below a 2.0, coaches have the authority to raise this standard and/or temporarily withdraw participation at a team level, to help the student re-prioritize his/ her academic goals, as well as provide the assistance needed to raise his/her GPA. It will begin with a parent/guardian meeting, so as all parties are aware of the situation.

If placed on academic probation the student athlete will:

- not participate in any interscholastic contest (may practice with team)
- be required to attend remediation 4 times per week
- present documentation of attendance (Appendix I) to the Athletic Director

Probationary status will be reviewed bi-weekly by the Athletic Director and Executive Director. When the Executive Director deems the student athlete has sufficiently recovered academically the athlete may return to full eligibility status.

### ***Attendance Standard***

A student athlete may not practice/play if he/she is absent from school unless he/she:

- Arrives at school by 11:00 a.m. and remains until regular dismissal time;
- Provides an acceptable parent's or doctor's excuse to the Athletic Director;
- Is granted permission by the Executive Director.
- The same philosophy indicated in the first bullet pertains also to a student-athlete who has an early dismissal.

In general, attendance for the one-half of the school day is required for practice/play.

In accordance with the North Carolina High School Athletic Association (NCHSAA) rule for eligibility, a student must meet LEA standards for attendance for the previous semester. OPS students may not have more than 5 unexcused absences for a semester long class or 10 days for a yearlong class.

### ***Semester Rule***

No student may be eligible to participate at the middle school level for a period lasting more than four (4) consecutive semesters, beginning with the student's entry into seventh grade. The

Athletic Director shall have evidence of the date of each player's entry into the seventh grade and monitor the four (4) consecutive semesters.

No student may be eligible to participate at the high school level for a period lasting more than eight (8) consecutive semesters, beginning with the student's first entry into grade nine (9) or participation on a high school team, whichever occurs first. The Executive Director shall have evidence of the date of each player's entry into ninth grade. The North Carolina cumulative record is sufficient.

### ***Behavioral Standard***

Students who are choosing to become a part of an athletic team are choosing to be held to a higher standard of behavior. Every action then becomes a reflection of his/her coaches and teammates, school and community. As such, students shall not be allowed to participate if he/she is not a student in good standing with the school. A student who violates school policy or misrepresents the team in the community in any way should expect to be held accountable for his/her actions.

### ***Age***

A student shall not participate on a seventh or eighth grade team if the student becomes 15 years of age on or before August 31<sup>st</sup> of that school year. No student shall participate in a ninth grade junior high school team contest if his or her 16<sup>th</sup> birthday comes on or before August 31<sup>st</sup> of that school year. No student shall participate in a high school contest if his or her 19<sup>th</sup> birthday comes on or before August 31<sup>st</sup> of that school year. An eighth grade student who is overage for middle school competition shall be eligible for high school participation.

The Athletic Director must be presented evidence of a student athlete's legal birth date by providing a copy of the student's birth certificate, or documents from one of the following: a record from the State Bureau of Vital Statistics, Raleigh; a record from a county register of deeds office; an infant baptismal record; a recording from the attending doctor's registry or cashbook; a news item at the time of birth from a local newspaper; and official sheet from first grade.

Any student who is subject to the four or eight semester rule who is convicted of a crime classified as a felony under North Carolina or federal law, is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in any North Carolina High School Athletic Association or OPS Middle School sports program.

### ***Gender***

*NCHSAA Handbook 2.1.3:*

Women shall not participate on a men's interscholastic athletic team where the school has a women's team in the same sport or where a school sends an entry to the women's state play-offs in the same sport.

- In cases where women are permitted on a men's team, the school forfeits all participation in the women's play-offs in the same sport.
- Men's rules will be used where women play on men's teams.
- Under no condition shall men participate on women's teams in any sport.
- A student's gender is determined by the gender noted on his or her certificate of birth.

### ***Changing a Sport***

If a student athlete is cut from a team, he/she may join another team in that sport season. A student athlete cannot quit one sport to join another until his/her original sport season has concluded. However, athletes will be allowed to transfer from one sport to another during a given season upon mutual agreement of both coaches and the Athletic Director.

### ***Quitting a Team***

Once an athlete begins practice in a sport and his/her team membership is terminated by either the athlete, or the coach, for a reason other than being “cut” due to lack of ability - he/she is ineligible to practice or participate in another sport during that season. Any athlete who quits a team may not try out for a sport of the next season until the team he/she quits finishes his/her respective season. This restriction includes pre-season conditioning as well. Exceptions to this rule must be approved by the Executive Director.

### **Guidelines for Student Athletes**

#### ***Insurance for Student Athletes***

Parents are encouraged to assure adequate health insurance coverage for his/her child(ren). Parents are required to complete and sign a Waiver form (Appendix A), which indicates that he/she have adequate personal health insurance to cover his/her son or daughter if he/she are injured as well as a statement releasing Oxford Preparatory School and its employees from responsibility of any and all charges not covered by insurance. This requirement applies to all sports and must be met before all team tryouts.

#### ***Medical Release to Return to Practice or Play***

Students suspected of a possible concussion must provide written clearance from a duly licensed physician, physician assistant, or nurse practitioner prior to returning to practice or play.

Students suffering from heat-illness not easily relieved with cooling measures or those who have chronic conditions such as sickle cell or obesity which would cause them to be more susceptible to heat-illness, must be cleared in writing from his/her physician, physician assistant or nurse practitioner prior to returning to practice or play.

Students participating in contact sports, who may be exhibiting a skin condition consistent with MRSA, must have written clearance from his/her physician prior to returning to practice or play.

Students who have missed practice due to significant injury or prolonged illness **must** provide physician clearance prior to returning to practice or play.

#### ***Player Conduct***

All players are representatives of OPS and are expected to display positive conduct and good sportsmanship at all times. The coach may discipline any player guilty of willful misconduct to include dismissal or possible denial of participation in the next contest or contests. The coach, Athletic Director, and Executive Director will make this determination within the expectations and guidelines in accordance with local policy and penalties outlined in the NCHSAA Handbook.

### ***Absences from Participation during Holiday Breaks***

Coaches along with Athletic Directors will evaluate special/unique circumstances with parents and athletes regarding absences from practices/non-conference games during school holidays and breaks. Parents and athletes must fully understand this may affect his/her playing status on the team from this point forward per coach's discretion.

### ***Cloth Goods Purchase***

Student athletes who purchase cloth goods as part of being on a team roster, i.e. hooded sweatshirts, equipment or shoes etc., are responsible for the cost of those items regardless of whether he/she remain with the team or quit prior to or during the season. Failure to pay will result in those costs being placed on the arrears list with Oxford Preparatory School.

### **General Guidelines and Practices**

#### ***Athletic Purchasing***

Every effort will be made by the school to ensure that every athlete has adequate uniform and safe equipment. Uniforms are very expensive and should be used for as many years as possible.

All purchases for or donations to athletic programs by booster organizations, clubs, or individuals must have prior approval from the Athletic Director. Coaches will not request purchases without prior approval of the Athletic Director.

#### ***Law Enforcement at Athletic Contests***

North Carolina High School Athletic Association requires a law enforcement officer in uniform shall be present at all high school varsity basketball games. The officers should have an understanding he/she are there to patrol the area and not to be spectators. Specific duties include, but are not limited to, promoting safety and to uphold school policies and any additional duties as requested by school administration. A staff or administrative person will be on duty at every home athletic event.

#### ***Tobacco Products, Alcoholic Beverages, and Controlled Substances***

OPS and The North Carolina High School Athletic Association emphatically opposes the use of tobacco (including e-cigarettes/vapor cigarettes), alcohol and other drugs by student-athletes, coaches (including volunteer coaches) and officials.

- Participants, coaches and other team representatives and officials, including, official scorers and timers, should not use any tobacco product, alcoholic beverage or controlled substance at a game site; violation of the policy will result in ejection from the contest.
- School property, vehicles including charter buses used by participants, and particularly game sites are tobacco-free and alcohol-free zones.
- OPS will cooperate fully with police agencies in the enforcement of the criminal laws prohibiting the sale or use of tobacco products, alcoholic beverages, and controlled substances to minors.
- In order to minimize health and safety risks to North Carolina's student-athletes, maintain ethical standards as well as reduce liability risks, school personnel and coaches will never knowingly supply, recommend, or permit the use of any drug, medication or food supplement solely for performance enhancing purposes.

## **Responsibilities**

Players, coaches, and parents all have basic responsibilities when it comes to participation in interscholastic athletics. A summary of these responsibilities is delineated here, but this by no means constitutes an exhaustive list. Without each party committing wholly to the program, success – however it is defined – is difficult to achieve.

### ***Player Responsibilities***

Student-athletes are responsible for portraying a positive image of the OPS community. Athletics is an opportunity to demonstrate the positive character traits that the Athletic Department works hard to instill in each student-athlete. When choosing to participate in athletics, student-athletes are agreeing to be held to a higher standard than the average student. Exemplary behavior is expected at all times, whether in uniform or not, whether with the team or not, because every action that student-athletes take reflects on each and every member of his/her team, the school, and the OPS community.

Student-athletes are expected to attend every team function. Excuses are not acceptable; commitment is expected. No outside event should interfere with a student-athlete's attendance at team functions. Players are expected to have appropriate gear for each team function.

Academic performance is expected. Head coaches have the right to establish team policy regarding academic performance. It is the responsibility of each student-athlete to keep an accurate record of his/her academic standing, manage time so that class assignments are completed on time, and discuss any academic problems with his/her respective head coach.

Much like OPS' honor code, student-athletes should be responsible for the behavior of his/her teammates because any action taken by a teammate is a reflection upon the entire team. Image is everything and it is easier to establish integrity than it is to rebuild it. If student-athletes misbehave, he/she should expect his/her teammates to call them on the behavior. If student athletes observe inappropriate behavior, he/she should feel comfortable discussing the issue with his/her teammates and / or coach without repercussions. Teammate watching out for teammate is not just acceptable, it is expected. Student-athletes are expected to communicate with the coach when problems arise such as injuries or interpersonal problems with other team members or classmates. The coaching staff is there to help, but without communication, there is nothing that can be done. Student-athletes are expected to be available for any media interviews. Appropriate conduct is expected and the student-athlete should only speak of his/her team's performance. Negative comments or team discipline issues should be referred to the coaching staff.

### ***Coach Responsibilities***

It is the responsibility of each head coach to develop a program that sets the OPS Mission on the forefront of all activities. Coaches should be a leader for the program, focusing not just on current year success, but the establishment of a competitive program year in and year out.

To achieve this, a coach must develop a competitive environment in which his/her team can develop fundamental skills and a thorough understanding of the rules and tactics of the game while also encouraging character development of each student-athlete. The head coach should develop team goals for each season and meet with the Athletic Director regularly to assess progress toward completion of those goals. Head coaches have the right to set practice times, team meeting times, as well as develop out-of-season skill development sessions. Head coaches are also responsible for making all decisions regarding playing time. The following factors (in no

particular order) are considerations for affecting playing time: grades, effort, practice attendance, ability, team chemistry, attitude, or any other factor established by the coach.

The very nature of athletics and the relationships built during a season of work-outs traditionally makes the coach a confidant for student-athletes. The coach should take this responsibility seriously and stay attuned to changes in behavior that could be an indicator of personal problems. The head coach should act, inquire, and counsel as necessary; however, certain information must legally be passed on to the appropriate school personnel. It is the responsibility of the Athletic Director and the school guidance counselor to be a resource in terms of educating coaches as well as being a reporting source. Each head coach should also concern themselves with the academic performance of each student-athlete under his/her leadership. The head coach reserves the right, under the guidance of the Athletic Director, to set policy regarding participation and suspension based on poor academic performance.

Coaches are expected to demonstrate a desire to learn by staying abreast of new concepts in his/her sport and training in general. The NCHSAA and the school require most head coaches to attend an annual rules clinic. It is also expected that coaches stay current in First Aid and CPR. The National Federation of High Schools offers an online coaches education program that all coaches are expected to complete.

### ***The Fourteen Legal Duties of a Coach***

Over the past 20 years, through thousands of lawsuits, the courts have defined and continue to define the legal duties as a coach. These duties may vary from state to state and may change as sport litigation continues unabatedly over the years. The NIAAA, National Federation of High School Associations, The Coalition of Americans to Protect Sports and the National Association for Sport and Physical Education all recognized these legal duties. Your fourteen legal duties as a coach are:

- Duty 1: Properly plan the activity.
- Duty 2: Supervise the activity closely
- Duty 3: Provide a safe physical environment.
- Duty 4: Evaluate athletes for injury or incapacity
- Duty 5: Provide adequate and proper equipment.
- Duty 6: Provide proper instruction.
- Duty 7: Duty to condition properly
- Duty 8: Warn of inherent risks.
- Duty 9: Provide Emergency Care
- Duty 10: Design an Emergency Response Plan
- Duty 11: To Select Train and Supervise Coaches
- Duty 12: To Match/Equate Athletes
- Duty 13: To Provide Safe transportation
- Duty 14: To Provide Insurance Disclosure

### ***Disclosure***

Coaches are also responsible for submitting necessary event summaries to the department and reporting scores to the appropriate media outlets and reporting tools (MaxPreps, MileSplit, etc.). Coaches should be available to meet with any interested media representatives and monitor and supervise the media's interaction with the student-athletes. Negative comments regarding



officials can result in a fine from the state office that will be paid by the coach. It is important that coaches maintain accurate records of statistics, wins/losses, playing time, school records, etc. Failure to do so minimizes the performance goals established at the beginning of the season and makes it impossible to determine who is eligible for letters and awards. Coaches must represent his/her players in all-conference and all-county balloting and will need statistics to justify selections.

### ***Parent Responsibilities***

It is the responsibility of parents to encourage and support his/her student-athlete in a manner that properly represents the OPS community. Sportsmanship is a focus for OPS athletics and the Athletic Department believes firmly that parents and spectators are a vital part of that focus. It is essential that parents portray appropriate behavior as improper behavior is often carried over to the field. Inappropriate behavior includes using profanity or berating officials, coaches, or opponents.

Parents are a vital part of the athletic department's ability to accomplish its goals. Most of these goals are character-based and require help from all directions: parents, teachers, administration, and coaches. It is essential that all parties be on the same page as far as the development of the character of each student-athlete.

By allowing his/her children to participate in athletics, parents are agreeing to make transportation arrangements for team activities such as practices, games, meetings, and workouts. Parents should understand the commitment associated with sports and work diligently to schedule doctor's appointments, dental appointments, and other activities around team functions.

### **Injury and Illness Prevention and Management**

Students diagnosed with a chronic diseases such as asthma, diabetes, sickle cell, etc. may need medication available while participating in athletic programs. While most middle and high athletes are cleared by his/her parent and physician to carry and self-administer asthma inhalers, insulin, glucagon and epinephrine, it would be prudent for head coaches and athletic trainers/first responders to be aware and have knowledge of what, when and how to administer medication if assistance is needed. School faculty and staff may administer medication to students only in accordance with board policy.

### **Appropriate Medical Care**

Appropriate medical care of the school-aged athlete involves more than basic emergency care during sports participation; it will be comprised of on-going daily athletic health care and may encompass the provisions of other health care services. To facilitate this effort, communication between health care providers, coaches, school administration, parents and athletes is crucial for optimum management of injury and illnesses of student athletes.

### ***Reducing the Risk of Contracting Blood borne Infections***

In accordance with the guidelines recommended by the NCHSAA, Oxford Preparatory School will comply with the following with regard to athletics:

1. Before competing, athletes must cover any open wounds in an effort to reduce the transfer of blood from one person to another.

2. Athletes should render first-aid to his/her self and cover his/her own wounds, whenever possible. This reduces risk of transmitting a blood borne pathogen from one person to another.
3. When rendering first-aid to others, wear protective gloves any time blood or other bodily fluids containing visible blood, such as open wounds, or mucus membranes are involved. Clean gloves should be worn for each athlete or the reoccurrence of an injury with the same athlete if any practice or competition has occurred following treatment.
4. If blood or other body fluids containing visible blood are present during practice or competition, play should be stopped, the injured athlete removed from activity and given proper attention, and any contaminated surfaces should be cleaned. A uniform saturated with blood should be changed, any open wounds should be cleaned, the bleeding should be stopped, and the wounds should be securely covered before the athlete is allowed to continue participation in practice or play.
5. Do not use common/shared towels to clean surfaces contaminated with blood or other body fluids containing visible blood; disposable towels should be used. The use of common/shared towels anytime during athletics is a very poor health habit. Personalized towels, cups, and water bottles with individual's name or number should be used.
6. All contaminated linens such as uniforms and towels should be pre-soaked and then washed in hot, soapy water.
7. Wash all soiled uniforms, towels, and other dirty linen in warm or hot soapy water. Use a normal laundry cycle and follow the washer and detergent manufacturer's recommendations.
8. In general, student athletes should be encouraged to use good hygiene practices. Shower after each practice or competition, using a liberal amount of soap and water. Avoid sharing towels, cups, and water bottles.

Coaches, athletic trainers/first responders are encouraged to be properly immunized against Hepatitis B. Hepatitis B is the only blood borne disease which is vaccine preventable and the most prevalent of the more common blood borne diseases. Employees exposed to blood or blood borne pathogens must be evaluated by a health care provider.

### ***Concussion***

The definition of a concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in loss of consciousness. Any student-athlete who is exhibiting signs or symptoms consistent with a concussion must be removed from athletic activity immediately and not be allowed to return to practice or play that day or on any subsequent day until he or she has been evaluated and received written clearance for participation from a licensed physician, neuropsychologist, athletic trainer, physician assistant or a nurse practitioner licensed as required in NCGS.

Completion of the Gfeller-Waller Concussion Clearance form (Appendix B) will be required for return to athletic practice or play. Presentation of this document will then give way to the gradual return to play plan with the oversight and approval of an athletic trainer and/or the Athletic Director.

Pre-season documentation regarding concussion and head injury information will be shared annually with all coaches, nurses, Athletic Directors, first responders, volunteers, student athletes and parents of student athletes prior to any practice or competition. The Concussion - Information for Student-Athletes and Parents/Legal Custodians (Appendix B) must be maintained and filed annually prior to practice.

### ***Heat Illness***

Students known to be susceptible to heat-illness (e.g. obesity or sickle cell and sickle cell trait) must be removed from participation immediately if any sign of “exhaustion” or “struggling” is observed. If heat-illness is suspected, the student must be evaluated by a physician or a licensed athletic trainer and may only return to practice or play with written clearance.

### ***Chronic Health Conditions***

Students with known chronic health conditions such as asthma, diabetes or anaphylaxis must have individual emergency actions plans and any prescribed emergency medications or treatment needs available for all athletic events. Usual school health forms can fulfill this requirement. It is the responsibility of the head coach to ensure emergency care of student athletes suffering from a chronic disease. In addition to a completed OPS Waiver-Release form (Appendix A), students with known chronic health conditions should have available a completed Emergency Action Plan/Individual Health Plan addressing specifics of his/her disease.

### ***Team First Aid Kits***

Absent athletic trainers/first responders at athletic contests, the head coach should be prepared to manage injuries according to the AHA Guidelines. An adequately stocked first aid kit should travel with all athletic teams.

Minimal recommended supplies contained in a first aid kit:

- Gloves (latex free preferred) 3-5 pair
- Sterile 4X4 Gauze Bandages (15 individual pads)
- Non-Sterile Gauze bandages (1 sleeve)
- Conforming roller bandage 2” and 4” inch gauze wrap (2 each)
- Athletic tape (2-4 rolls of varying sizes)
- Zip Lock bags for ice (10) or instant cold packs (5) (Zip lock bags can also be temporarily used to discard soiled gauzes or wound dressings)
- Alcohol pads (25 pads)
- Band aids of varying sizes (20 small; 10 large)
- CPR Barrier
- Heartsaver Quick Reference First Aid Guide
- Eye covering (2 with means of attachment: wrap or tape)
- Eye wash (1 small bottle)

- Antiseptic towelettes (20)
- Sanitizing hand gel

This phone number should be placed in all first aid kits:

**Carolinas Poison Center: 1-800-222-1222**

**Administrative Procedures for Inclement Weather**

***Lightning Guidelines***

The game official, Athletic Director, Executive Director or Assistant Director will make the official call to remove individuals from the game field. The Athletic Director or Head Coach will make the call to remove individuals from the practice field(s). However, when thunder is heard or cloud to ground lightning is seen, the thunderstorm is close enough for lightning to strike your location. Play will be suspended and all persons shall take to safe shelter immediately. Safe shelters have four walls and a ceiling, with plumbing/wiring that will act to electrically ground the structure. The secondary safe shelter choice for some venues may be a fully enclosed vehicle with a metal roof and the windows completely closed such as a bus.

- An Assistant Coach or responsible adult will be designated weather watcher, actively looking for signs of threatening weather. The athletic trainer or Athletic Director can monitor weather through the use of a Sky Scan or either web site below.  
<http://www.wral.com/weather/doppler5000/?m=centralnc&p=1hrloop> or [www.weather.com](http://www.weather.com) .
- Suspension and resumption of play will be determined as follows: When thunder is heard or a cloud to ground lightning bolt is seen, the thunderstorm is close enough for lightning to strike your location. Play must be suspended and all players and staff moved to safe shelter immediately.
  - 30-Minute Rule: Once play has been suspended, wait at least 30-minutes after the last thunder is heard or flash of lightning is witnessed to resume play. Any subsequent thunder or lightning after the beginning of the 30-minute count means the count must be restarted.
- Safe shelters for each venue may be as follows:
  - Soccer/Cross Country - Fieldhouse and/or Concession Stand; Vehicle
  - Baseball - Concession Stand and/or Fieldhouse; Vehicle
  - Softball - Concession Stand and/or Fieldhouse; Vehicle

The following first aid will be observed for lightning strike victims:

- survey the scene for safety
- activate EMS
- if necessary move lightning victims to a safe shelter

- evaluate airway, breathing, circulation, and begin CPR if necessary
- evaluate and treat for hypothermia, shock, fractures, and/or burns

### ***Hot Weather Guidelines***

Dehydration can compromise athletic performance and increase the risk of exertional heat related injury. Athletes do not voluntarily drink sufficient water to prevent dehydration during physical activity. Drinking behaviors can be modified by education, increasing fluid accessibility, and optimizing palatability. However, excessive overdrinking should be avoided because it can also compromise physical performance and health.

Practical guidelines regarding fluid replacement for athletes will be provided prior to the start of fall practices.

- Acclimatization will take place over 9 days.
- Unlimited amounts of water will be made readily available and for events lasting more than 90 minutes, a sports drink will be made available to help replace electrolytes.
- It is recommended that 6-10 ounces of water be consumed every 20 minutes.

Measure wet bulb globe temperature (WBGT) reading using a scientifically approved instrument for measuring WBGT. Readings should be taken every hour beginning 30 minutes before the beginning of practice. Refer to the WBGT chart. If unable to obtain WBGT reading, obtain onsite levels for heat and humidity and refer to the heat index chart. Reliable heat and humidity levels should be taken on site. Avoid using readings from locations more than 5 miles away.

<b>Heat Index and Physical Exercise Chart</b>		
<b>WBGT Index (F)</b>	<b>Color Code</b>	<b>Athletic Activity Guideline</b>
Less than 80	White	Unlimited activity with primary cautions for new or unconditioned athletes or extreme exertion; schedule mandatory rest / water breaks (5 min water / rest break every 30 min)
80-84.9	Green	Normal practice for athletes; closely monitor new or unconditioned athletes and all athletes during extreme exertion. Schedule mandatory rest / water breaks. (5 min water / rest break every 25 min)
85-87.9	Yellow(Amber)	New or unconditioned athletes should not practice. Well conditioned athletes should have more frequent rest breaks and hydration as well as cautious monitoring for symptoms of heat illness. Schedule frequent mandatory rest / water breaks. (5 min water / rest break every 20 min) Have immersion pool on site for practice.
88-89.9	Red	All athletes must be under constant observation and supervision. Remove pads and equipment. Schedule frequent mandatory rest / water breaks. (5 min water / rest break every 15 min) Have immersion pool on site for practice.
90 or Above	Black	SUSPEND PRACTICE

(Color codes are for your use if desired)

1. As temperatures increase, minimize clothing and equipment.
2. Provide unlimited drinking opportunities during hotter practices. NEVER withhold water from athletes.
3. If and when possible, pre and post-practice weigh-ins should be conducted. (NOTE: an athlete who is not within 3% of the previous pre-practice weight should be withheld from practice. These athletes should be counseled on the importance of re-hydrating. )

## Heat Index

Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

### Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution     
  Extreme Caution     
  Danger     
  Extreme Danger

Bright Yellow Zone – **CAUTION:** Normal practice for athletes, closely monitor new or unconditioned athletes or all athletes during extreme exertion. Schedule mandatory rest / water breaks. (5 min water / rest break every 25 min)

Gold Zone – **EXTREME CAUTION:** New or unconditioned athletes should not practice. Well-conditioned athletes should have more frequent rest breaks and hydration as well as cautious monitoring for symptoms of heat illness. Schedule frequent mandatory rest / water breaks. (5 min water / rest break every 20 min) Have immersion pool on site for practice.

Orange Zone – **DANGER:** All athletes must be under constant observation and supervision. Remove pads and equipment. Schedule frequent mandatory rest / water breaks. (5 min water / rest break every 15 min) Have immersion pool on site for practice.

Dark Red Zone – **EXTREME DANGER: SUSPEND PRACTICE**

### *Managing Communicable Diseases in the Athletic Setting*

A safe and secure school environment shall be provided for all students and employees. Some cases of communicable diseases or conditions warrant students to be excluded from school for the duration as recommended in the following precautions and procedures for non-reportable diseases and conditions. When a student is suspected of having a non-reportable communicable disease, it is the responsibility of the parent to take the child to the health department or his/her health care provider for verification and treatment before that student can or should return to school. Coaches who have reason to suspect that a student is suffering from a communicable disease should consult with the athletic trainer, school nurse or request parents have the student evaluated by his/her health care provider.

Communicable diseases can be spread by person to person through casual contact (touching or being touched by contaminated objects) or through respiratory droplets (cough, sneeze, spitting). Common indicators that someone may be suffering from a communicable disease may include one or more of the following symptoms:

- ill with fever of 100 degrees F or above
- experiencing deep cough that is either productive or dry
- sore throat
- body aches
- congestion
- unusually tired

Communicable diseases have varying periods of communicability (ability to spread). Therefore, the best rule of practice is not return to school or play until you are fever free for at least 24 hours (without taking fever reducing medications). If, however, a diagnosis is confirmed by a health care provider, the period of communicability for that specific disease will determine when the student may return to school and athletic participation (e.g. Chicken Pox: may return in 5-7 days when all pox have dry scabs).

Good hygiene practices are the best defense against communicable diseases and should be practiced by everyone. All staff members are expected to educate and encourage students to practice good hygiene and maintain discretion when dealing with the health issues concerning fellow staff and students. Our brochure, "Prevention and Management of Injuries and Disease in School Athletic Programs" (Appendix K) is a good tool to share at the beginning of all sport seasons with student athletes and his/her parents.



## **Appendices**

Appendix A	OPS Minor Waiver/Release
Appendix B	Student-Athlete & Parent/Legal Custodian Concussion Statement
Appendix C	North Carolina High School Athletic Association Eligibility and Authorization Statement
Appendix D	NORTH CAROLINA HIGH SCHOOL ATHLETIC ASSOCIATION SPORT PREPARTICIPATION EXAMINATION FORM
Appendix E	NCHSAA/OPS Sportsmanship Pledge
Appendix F	OPS Athletic Participation Form
Appendix G	Oxford Preparatory School Athletic Injury / Illness Emergency Action Plan
Appendix H	Heat and Humidity Data
Appendix I	Athletic Academic Probation Remediation Log
Appendix J	NCHSAA Master Eligibility Form
Appendix K	Prevention and Management of Injuries and Disease in School Athletic Programs Pamphlet
Appendix L	Methicillin Resistant Staphylococcus Aureus (MRSA) Outbreak Notification
Appendix M	UNIFORM INVENTORY
Appendix N	EQUIPMENT INVENTORY
Appendix O	ATHLETIC EQUIPMENT CHECK-OUT SHEET
Appendix P	Coach Information Form
Appendix Q	COACH SELF-EVALUATION
Appendix R	HEAD COACH EVALUATION FORM
Appendix S	ASSISTANT COACH EVALUATION FORM
Appendix T	Assessment of Coaches' Attitudes Concerning Athletic Administrator Performance
Appendix U	Assessment of Parental Attitudes Concerning the Athletic Program
Appendix V	Assessment of Student Athlete Attitudes Concerning the Athletic Program

# OPS Minor Waiver/Release

## RELEASE OF LIABILITY FOR MINOR PARTICIPANTS READ BEFORE SIGNING

Baseball \_\_\_ Basketball \_\_\_ Cross Country \_\_\_ Cheerleading \_\_\_ Golf \_\_\_  
Soccer \_\_\_ Softball \_\_\_ Swimming \_\_\_ Volleyball \_\_\_

IN CONSIDERATION OF \_\_\_\_\_, my child/ward, being allowed to  
*(Name Of Minor Child/Ward)*

participate in any way in the Oxford Preparatory School related events and activities undersigned acknowledges, appreciates, and agrees that: The risk of injury to my child from the activities involved in these programs is significant, including the potential for permanent disability and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,

- 1) **FOR MYSELF, SPOUSE, AND CHILD, I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS**, both known and unknown, **EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES** or others, and assume full responsibility for my child's participation; and,
- 2) I willingly agree to comply with the program's stated and customary terms and conditions for participation. If I observe any unusual significant concern in my child's readiness for participation and/or in the program itself, I will remove my child from the participation and bring such attention of the nearest official immediately; and,
- 3) I myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, **HEREBY RELEASE AND HOLD HARMLESS** Oxford Preparatory School, its directors, officers, officials, agents, employees, volunteers, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("Releasees"), **WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH**, or loss or damage to person or property incident to my child's involvement or participation in these programs, **WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE**, to the fullest extent permitted by law.
- 4) I, for myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, **HEREBY INDEMNIFY AND HOLD HARMLESS** all the above Releasees from any and all liabilities incident to my involvement or participation in these programs, **EVEN IF ARISING FROM THEIR NEGLIGENCE**, to the fullest extent permitted by law.

**I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

### UNDERSTANDING OR RISK (Student/Participant)

I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulation, and accept them as a participant.

\_\_\_\_\_  
*(Parent/Guardian Print Name)*

\_\_\_\_\_  
*(Student/Participant Print Name)*

\_\_\_\_\_  
*(Parent/Guardian Signature)*

\_\_\_\_\_  
*(Student/Participant Signature)*

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

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

# CONCUSSION

## INFORMATION FOR *STUDENT-ATHLETES & PARENTS/LEGAL CUSTODIANS*

**What is a concussion?** A concussion is an injury to the brain caused by a direct or indirect blow to the head. It results in your brain not working as it should. It may or may not cause you to black out or pass out. It can happen to you from a fall, a hit to the head, or a hit to the body that causes your head and your brain to move quickly back and forth.

**How do I know if I have a concussion?** There are many signs and symptoms that you may have following a concussion. A concussion can affect your thinking, the way your body feels, your mood, or your sleep. Here is what to look for:

Thinking/Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly	Headache	Irritability-things bother you more easily	Sleeping more than usual
Taking longer to figure things out	Fuzzy or blurry vision	Sadness	Sleeping less than usual
Difficulty concentrating	Feeling sick to your stomach/queasy	Being more moody	Trouble falling asleep
Difficulty remembering new information	Vomiting/throwing up	Feeling nervous or worried	Feeling tired
	Dizziness	Crying more	
	Balance problems		
	Sensitivity to noise or light		

*Table is adapted from the Centers for Disease Control and Prevention (<http://www.cdc.gov/concussion/>)*

**What should I do if I think I have a concussion?** If you are having any of the signs or symptoms listed above, you should tell your parents, coach, athletic trainer or school nurse so they can get you the help you need. If a parent notices these symptoms, they should inform the school nurse or athletic trainer.

**When should I be particularly concerned?** If you have a headache that gets worse over time, you are unable to control your body, you throw up repeatedly or feel more and more sick to your stomach, or your words are coming out funny/slurred, you should let an adult like your parent or coach or teacher know right away, so they can get you the help you need before things get any worse.

**What are some of the problems that may affect me after a concussion?** You may have trouble in some of your classes at school or even with activities at home. If you continue to play or return to play too early with a concussion, you may have long term trouble remembering things or paying attention, headaches may last a long time, or personality changes can occur. Once you have a concussion, you are more likely to have another concussion.

**How do I know when it's ok to return to physical activity and my sport after a concussion?** After telling your coach, your parents, and any medical personnel around that you think you have a concussion, you will probably be seen by a doctor trained in helping people with concussions. Your school and your parents can help you decide who is best to treat you and help to make the decision on when you should return to activity/play or practice. Your school will have a policy in place for how to treat concussions. You should not return to play or practice on the same day as your suspected concussion.

***You should not have any symptoms at rest or during/after activity when you return to play, as this is a sign your brain has not recovered from the injury.***

*This information is provided to you by the UNC Matthew Gfeller Sport-Related TBI Research Center, North Carolina Medical Society, North Carolina Athletic Trainers' Association, Brain Injury Association of North Carolina, North Carolina Neuropsychological Society, and North Carolina High School Athletic Association.*

## Student-Athlete & Parent/Legal Custodian Concussion Statement

*\*If there is anything on this sheet that you do not understand, please ask an adult to explain or read it to you.*

Student-Athlete Name: \_\_\_\_\_

*This form must be completed for each student-athlete, even if there are multiple student-athletes in each household.*

Parent/Legal Custodian Name(s): \_\_\_\_\_

- We have read the *Student-Athlete & Parent/Legal Custodian Concussion Information Sheet*.  
If true, please check box.

After reading the information sheet, I am aware of the following information:

Student-Athlete Initials		Parent/Legal Custodian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or medical professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a medical professional trained in concussion management to return to play or practice after a concussion.	
	Based on the latest data, most concussions take days or weeks to get better. A concussion may not go away right away. I realize that resolution from this injury is a process and may require more than one medical evaluation.	
	I realize that ER/Urgent Care physicians will not provide clearance if seen right away after the injury.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion Information Sheet.	

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Custodian

\_\_\_\_\_  
Date

**2016-2017 North Carolina High School Athletic Association Eligibility and Authorization Statement**  
This document is to be signed by the participant of an NCHSAA member school and by the participant's parent.

I have read, understand and acknowledge receipt of the eligibility rules of the North Carolina High School Athletic Association. I understand that a copy of the *NCHSAA Handbook* is on file with the principal and athletic administrator and that I may review it, in its entirety, if I so choose. All NCHSAA bylaws and regulations from the *Handbook* are also posted on the NCHSAA web site at [www.nchsaa.org](http://www.nchsaa.org)

I understand that an NCHSAA member school must **adhere to all rules and regulations** that pertain to the interscholastic athletics programs that the school sponsors, but that local rules may be more stringent than NCHSAA rules.

I understand that participation in interscholastic athletics is a **privilege not a right**.

**Student Code of Responsibility**

As a student athlete, I **understand and accept** the following responsibilities:

I will **respect the rights and beliefs** of others and will treat others with courtesy and consideration.

I will be **fully responsible** for my own actions and the consequences of my actions.

I will **respect the property** of others.

I will **respect and obey the rules** of my school and laws of my community, state and country.

I will **show respect to those who are responsible for enforcing the rules** of my school and the laws of my community, state and country.

I **understand that a student whose character or conduct violates** the school's Athletic Code or School Code of Responsibility could be deemed ineligible for a period of time as determined by the principal or school system Administration

I **understand that if I drop a class**, take course work through Post Secondary Enrollment Option, or other educational options, this action could affect compliance with NCHSAA academic standards and my eligibility.

**Informed Consent** – By its nature, participation in interscholastic athletics includes risk of injury and transmission of infectious disease such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have a responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. **PARENTS, LEGAL CUSTODIAN'S OR STUDENTS WHO MAY NOT WISH TO ACCEPT RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN AN NCHSAA-SPONSORED SPORT WITHOUT THE STUDENT'S AND PARENT'S/GUARDIAN'S SIGNATURE.**

I understand that in the case of **injury or illness requiring treatment by medical personnel and transportation to a health care facility**, that a reasonable attempt will be made to contact the parent/legal custodian in the case of the student-athlete being a minor, but that, if necessary, the student-athlete will be treated and transported via ambulance to the nearest hospital.

I **consent to medical treatment** for the student following an injury or illness suffered during practice and/or a contest.

I **understand all concussions are potentially serious** and may result in complications including prolonged brain damage and death if not recognized and managed properly. Further I understand that if my student is removed from a practice or competition due to a suspected concussion, he or she will be unable to return to participation that day. After that day, written authorization from a physician (M.D. or D.O.) or an athletic trainer working under the supervision of a physician will be required in order for the student to return to participation.

I **have received, read and signed the Gfeller-Waller Concussion Information Sheet.**

I **consent to the NCHSAA use of the herein named student's name**, likeness, and athletic-related information in reports of contests, promotional literature of the Association and other materials and releases related to interscholastic athletics.

**By signing this document, we acknowledge that we have read the above information and that we consent to the herein named student's participation.**

**Must Be Signed Before Participation**

Student's Signature	Birth date	Grade in School	Date
Signature of Parent or Legal Custodian			Date



# NORTH CAROLINA HIGH SCHOOL ATHLETIC ASSOCIATION SPORT PREPARTICIPATION EXAMINATION FORM

Patient's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

*This is a screening examination for participation in sports. **This does not substitute for a comprehensive examination** with your child's regular physician where important preventive health information can be covered.*

**Athlete's Directions:** Please review all questions with your parent or legal custodian and answer them to the best of your knowledge.

**Parent's Directions:** Please assure that all questions are answered to the best of your knowledge. If you do not understand or don't know the answer to a question please ask your doctor. Not disclosing accurate information may put your child at risk during sports activity.

**Physician's Directions:** We recommend carefully reviewing these questions and clarifying any positive or Don't Know answers.

Explain "Yes" answers below	Yes	No	Don't know
1. Does the athlete have any chronic medical illnesses [diabetes, asthma (exercise asthma), kidney problems, etc.]? List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the athlete presently taking any medications or pills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the athlete have any allergies (medicine, bees or other stinging insects, latex)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the athlete have the sickle cell trait?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the athlete ever had a head injury, been knocked out, or had a concussion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the athlete ever had a heat injury (heat stroke) or severe muscle cramps with activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the athlete ever passed out or nearly passed out DURING exercise, emotion or startle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has the athlete ever fainted or passed out AFTER exercise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Has the athlete had extreme fatigue (been really tired) with exercise (different from other children)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Has the athlete ever had trouble breathing during exercise, or a cough with exercise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Has the athlete ever been diagnosed with exercise-induced asthma?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Has a doctor ever told the athlete that they have high blood pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Has a doctor ever told the athlete that they have a heart infection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Has a doctor ever ordered an EKG or other test for the athlete's heart, or has the athlete ever been told they have a murmur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Has the athlete ever had discomfort, pain, or pressure in his chest during or after exercise or complained of their heart "racing" or "skipping beats"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Has the athlete ever had a seizure or been diagnosed with an unexplained seizure problem?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Has the athlete ever had a stinger, burner or pinched nerve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Has the athlete ever had any problems with their eyes or vision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the athlete ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injury of any bones or joints? <input type="checkbox"/> Head <input type="checkbox"/> Shoulder <input type="checkbox"/> Thigh <input type="checkbox"/> Neck <input type="checkbox"/> Elbow <input type="checkbox"/> Knee <input type="checkbox"/> Chest <input type="checkbox"/> Hip <input type="checkbox"/> Forearm <input type="checkbox"/> Shin/calf <input type="checkbox"/> Back <input type="checkbox"/> Wrist <input type="checkbox"/> Ankle <input type="checkbox"/> Hand <input type="checkbox"/> Foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the athlete ever had an eating disorder, or do you have any concerns about your eating habits or weight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Has the athlete ever been hospitalized or had surgery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Has the athlete had/been: 1. Little interest or pleasure in doing things; 2. Feeling down, depressed, or hopeless for more than 2 weeks in a row; 3. Feeling bad about himself/herself that they are a failure, or let their family down; 4. Thoughts that he/she would be better off dead or hurting themselves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Has the athlete had a medical problem or injury since their last evaluation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FAMILY HISTORY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Has any family member had a sudden, unexpected death before age 50 (including from sudden infant death syndrome [SIDS], car accident, drowning)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Has any family member had unexplained heart attacks, fainting or seizures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Does the athlete have a father, mother or brother with sickle cell disease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Elaborate on any positive (yes) answers:** \_\_\_\_\_

**If additional space is needed attach a separate sheet**

*By signing below I agree that I have reviewed and answered each question above. Every question is answered completely and is correct to the best of my knowledge. Furthermore, as parent or legal custodian, I give consent for this examination and give permission for my child to participate in sports.*

Signature of parent/legal custodian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Athlete: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Athlete's Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ BP \_\_\_\_\_ ( % ile) / \_\_\_\_\_ ( % ile) Pulse \_\_\_\_\_

Vision R 20/ \_\_\_\_\_ L 20/ \_\_\_\_\_ Corrected: Y N

*Physical Examination (Below Must be Completed by Licensed Physician, Nurse Practitioner or Physician Assistant)*

These are required elements for all examinations			
	NORMAL	ABNORMAL	ABNORMAL FINDINGS
PULSES			
HEART			
LUNGS			
SKIN			
NECK/BACK			
SHOULDER			
KNEE			
ANKLE/FOOT			
Other Orthopedic Problems			

Optional Examination Elements - Should be done if history indicates

HEENT			
ABDOMINAL			
GENTALIA (MALES)			
HERNIA (MALES)			

Clearance:

- A. Cleared  
 B. Cleared after completing evaluation/rehabilitation for : \_\_\_\_\_  
 \*\*\* C. Medical Waiver Form must be attached (for the condition of: \_\_\_\_\_)  
 D. Not cleared for:       Collision                       Contact  
    Non-contact      \_\_\_\_\_ Strenuous      \_\_\_\_\_ Moderately strenuous      \_\_\_\_\_ Non-strenuous

Due to: \_\_\_\_\_

Additional Recommendations/Rehab Instructions: \_\_\_\_\_

Name of Physician/Extender: \_\_\_\_\_

Signature of Physician/Extender \_\_\_\_\_ MD DO PA NP

(Signature and circle of designated degree required)

Date of exam: \_\_\_\_\_

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

Phone \_\_\_\_\_

Physician Office Stamp:
-------------------------

(\*\*\* The following are considered disqualifying until appropriate medical and parental releases are obtained: post-operative clearance, acute infections, obvious growth retardation, uncontrolled diabetes, severe visual or auditory impairment, pulmonary insufficiency, organic heart disease or Stage 2 hypertension, enlarged liver or spleen, a chronic musculoskeletal condition that limits ability for safe exercise/sport (i.e. Klippel-Feil anomaly, Sprengel's deformity), history of uncontrolled seizures, absence of/ or one kidney, eye, testicle or ovary, etc.)

This form is approved by the North Carolina High School Athletic Association Sports Medicine Advisory Committee and the NCHSAA Board of Directors.  
This form is current as of April 2016

# NCHSAA/OPS

## Sportsmanship Pledge

### **Student (Athlete) Pledge**

As a student-athlete, I know I am a role model. I understand the spirit of fair play while playing hard. I will refrain from engaging in all types of disrespectful behavior, including inappropriate language, taunting, trash talking, and unnecessary physical contact. I know the behavior expectations of my school, my conference, and the NCHSAA and hereby accept the responsibility and privilege of representing this school and community as a student-athlete.

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

**Date** \_\_\_\_\_

### **Parent Pledge**

As a parent, I acknowledge that I am a role model. I will remember that school athletics is an extension of the classroom, offering learning experiences for the students. I must show respect for all players, coaches, spectators, and support groups. I will participate in cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and the good sportsmanship expected by our school, our conference and the NCHSAA. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student-athlete.

**Parent(s) Signature**\_\_\_\_\_

**Date**\_\_\_\_\_



# NCHSAA/OPS

## Sportsmanship Pledge

### Coach Pledge

As a coach, I acknowledge that I am a role model. I know that the principles of good sportsmanship are integrity, fairness, and respect. While teaching the skills of the game, I must also teach student athletes how to win and lose graciously, and that sport is meant to be educational and fun. I know the behavior expectations of me by this school, conference, and the NCHSAA, and hereby accept my responsibility to be a model of ethical behavior, integrity, and good citizenship.

**Coach(s) Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# Oxford Preparatory School Athletic Participation Form

Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade: \_\_\_\_\_

Parents' Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_

Day/Work Phone: \_\_\_\_\_ (Mother) Home Phone: \_\_\_\_\_

Day/Work Phone: \_\_\_\_\_ (Father) Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

In case of emergency and parents cannot be reached, please contact:

\_\_\_\_\_

Student's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Insurance Information: Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

*As parent/guardian, I give permission for my child's participation in athletic events.*

*In the event of a medical emergency, I give Oxford Preparatory School permission to authorize necessary medical care if I cannot be reached or if the situation warrants immediate action.*

# Oxford Preparatory School

## Athletic Injury / Illness Emergency Action Plan

### **Introduction**

Oxford Preparatory Schools' primary concern in regards to athletics is the health and long-term well-being of our student athletes. This Emergency Action Plan (EAP) in conjunction with both the External Automated Defibrillators and the Athletic Injury and Prevention Policies and the Administrative Procedures for each provide oversight and guidelines applicable to all school sponsored athletic programs. These instructions will serve as a guide for coaches, athletic trainers, trained first responders and school administrators to appropriately care for our student athletes. All coaching staff should review this plan, policy, procedures and the relevant venue specific guidelines prior to the start of his/her sport season. In the event a sport doesn't ordinarily have available the athletic trainer/trained first responder, the head coach will be responsible for making sure an adequately stocked first aid kit is available for their team members. The head coach should consult the athletic trainer, trained first responder or athletic director to obtain the necessary first aid supplies. The emergency action plan will be reviewed annually and updated as necessary by each school's administration to include the principal and athletic director and updates shared with all coaching and athletic staff. All emergency and first aid equipment will be inventoried, assessed, updated as necessary prior to the start of high school football season each school year.

### **General Guidelines**

A certified athletic trainer may not be in attendance for all school sponsored athletic events. Therefore, all coaches are expected to be certified in first aid, cardiopulmonary resuscitation, use of an automated external defibrillator by either the American Red Cross or American Heart Association and have knowledge of disease transmission and prevention. Documentation of all incidences of injury or illness will be made on an *Injury/Illness Report and Medical Referral* form. Such documents will be forwarded to the athletic director to be stored in the student's cumulative record in accordance with FERPA guidelines.

General injury guidelines all members the Athletic Health Care Team must consider:

#### **CALL AN AMBULANCE IF AN ATHLETE:**

- exhibits altered behavior, unconscious or having a seizure
- has an eye or facial injury
- exhibits symptoms of a heat related illness
- has an obvious fracture or dislocation
- has severe bleeding
- suspected neck injury
- is experiencing difficulties related to a medical condition including:
  - Diabetic shock or coma
  - Respiratory distress or un-resolving asthma attack
  - Allergic reaction to a bite or sting
  - Vomiting or passing blood

#### **NEVER MOVE AN ATHLETE IF:**

- a head and/or neck injury are suspected
- has no feeling and or no movement in any part of the body
- there is an open fracture (through the skin) or exposed internal organs

# Oxford Preparatory School

## Athletic Injury / Illness Emergency Action Plan

### **I. Roles of the Athletic Health Care Team**

#### **A. Certified Athletic Trainer or Trained First Responder**

It is the responsibility of the certified athletic trainer (ATC) to assess the severity of an injury as well as determine the course of action to be taken. The ATC is solely in charge of the scene and what will occur until EMS arrives. He/She will invoke personnel for assistance as designated below. The ATC will also be responsible for reaching the athlete's emergency contact person and completing the Injury/Illness Report. In the event no athletic trainer is on the scene, the first responder/head coach will be responsible for administering first aid as trained to the injured student. However, the first responder/head coach will yield this responsibility to the most qualified medical professional who may be at the scene (ex: physician, nurse, EMT).

#### **B. Athletic Director / School Administration**

The primary responsibility of the athletic director / school administrator will be crowd control. No person should be allowed onto the accident scene other than police, EMS or fire department personnel. If the athletic director is not present, security (deputies) or the assistant coaches will assume crowd control. The athletic director / school administrator may need to call for an ambulance, making sure the correct information is conveyed to the dispatcher and that the ambulance will have easy access to the injured student (ex: gates opened, etc).

#### **C. Head Coach**

The head coach will have the primary responsibility to secure the accident scene for all athletes. All athletes should wait by their respective benches. This is crucial for the injured athlete to receive prompt and proper medical care. If the head coach is providing first aid for the injured student, assistant coaches will assume this role. The head coach will be responsible for contacting the student's parents or other emergency contact if no ATC is on site.

#### **D. Assistant Coach(es)**

As instructed by the athletic trainer or other person rendering first aid, the assistant coach will retrieve the emergency equipment and provide it to the scene. When instructed by the certified athletic trainer or other person rendering first aid, the assistant coach will call for an ambulance (911). The caller should convey the following information to the 911 dispatcher:

- Caller's name, location, and telephone number (from which they are calling)
- Type of injury and number of athletes injured
- Condition of the injured athlete(s)
- Who is administering first aid or medical care to the athlete (such as first responder, nurse, physician or certified athletic trainer)
- Specific instructions to locate the emergency scene (ex: "come to the south gate")
- Other information as requested by the dispatcher relevant to the injury

In the event the assistant coaches are conducting crowd control, student assistants or volunteers may assume this role if school administration is not on the scene.

#### **E. Student Managers / Volunteer Assistants**

# **Oxford Preparatory School**

## **Athletic Injury / Illness Emergency Action Plan**

Student managers and volunteer assistants shall act as requested by the ATC, head coach, athletic director or school administrator to retrieve emergency equipment and/or to activate EMT services (call 911). The athletic director or head coach should review this plan with the student manager or volunteer assistant in respect to the specifics of their various roles within this emergency plan. Student managers or volunteer assistants should never be left responsible for the injured athlete unless extreme circumstances exist.

### **II. Communication**

It will be the responsibility of the head coaches and the athletic director to make sure there are sufficient means of communication available for all sports from all venues. The established means of communication for each sport is listed on the sports specific emergency plan. Athletic Health Care Team members responsible for activating EMS will review the plan so they are aware of the information that will be expected from them. Student emergency information (parent/guardian contact information, athletic history and physical, emergency action plans for specific chronic health conditions) will be available at all practices and competitions. The head coach will be responsible for the availability of this information.

### **III. Emergency Equipment**

Appropriately stocked first aid kits will be available for the care of student athletes. It will be the responsibility of the athletic director and head coach to make sure adequate supplies are available. The head coach will be responsible for the kit being with the team for each competition.

### **IV. Emergency Transportation**

In an emergency situation, the athlete should be transported by ambulance where the staff and equipment is available to deliver appropriate care. Emergency care providers (ex: athletic directors, coaches, or first responders) should refrain from transporting unstable injured athletes in inappropriate vehicles.

### **V. Conclusion**

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic team members are. The emergency plan must be reviewed annually with all athletic personnel, along with CPR, AED and first aid refresher training. Through development and implementation of the emergency action plan, the athletic department assures that the athlete will have the best care provided if an emergency situation does arise.

# Heat And Humidity Data

Month: \_\_\_\_\_

Sport: \_\_\_\_\_

Date	Practice Time	Weather Check Time	Temp	Humidity	Wet Bulb	Water Breaks	Activity Revision	Signature

\*\* Using the tables below, activity should be monitored and/or altered according to the following guidelines

### TEMPERATURE / HUMIDITY

TEMP. ( °F )	Humidity	Procedure
80° - 90°	Under 70%	Observe those athletes susceptible to heat illness, especially those who are obese or have sickle cell trait.
80° - 90°	Over 70%	All athletes should be under constant and careful supervision. Breaks every 20-30 minutes. Fluid replacement very important.
90° and above	Over 50%	A shortened program conducted in shorts and T-shirts. Additional fluid replacement breaks are necessary. May need to suspend practice.

### WET - BULB GLOBE TEMPERATURE

Wet-Bulb Reading	Procedure
Under 68°	No precautions necessary except close observation of those athletes most susceptible to heat illness (those who lose 3% of their body weight as determined from weight chart).
69°- 79°	Unlimited amounts of water available on the field. Ice water preferable.
Over 80°	Lighten the practice routine or practice in shorts. May need to withhold susceptible players from practice.

# Athletic Academic Probation Remediation Log

Student Name: \_\_\_\_\_

Days Required to Make-Up: 4 Times per week

Instructor Name/Class	Date	Time	Verified By
<b>Total</b>			

Disapproved \_\_\_\_\_

Approved \_\_\_\_\_

---

Andrew Swanner  
Executive Director  
OPS



## MASTER ELIGIBILITY LIST

NCHSAA, Box 3216, Chapel Hill, NC 27515

Street \_\_\_\_\_ High School \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_, NC Zip \_\_\_\_\_

Sport \_\_\_\_\_

Men  Women

Class A AA AAA AAAA

Date of 1st Contest \_\_\_\_\_

1.	NAME OF CONTESTANTS - TYPE OR PRINT LIST ALPHABETICALLY - LAST NAME FIRST	DATE OF BIRTH MM/DD/YYYY	YR. OF FIRST ENTRY IN 9TH GRADE	MEETS STATE MEDICAL REQUIREMENTS (MEDICAL HISTORY, EXAM, G-W LAW)	DATE ENROLLED PRESENT SEMESTER	MEETS ATTENDANCE REQUIREMENT	NUMBER OF SUBJECTS PASSED LAST SEMESTER	CHECK IF PARENTS LIVE IN THIS ADM. UNIT
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								
25.								

**\*\*\* DO NOT SEND TO THE NCHSAA \*\*\*  
FORM SHOULD BE KEPT ON FILE AT SCHOOL**



**NCHSAA MASTER ELIGIBILITY LIST (CONT.)**

DATA ON CONTESTANTS WHOSE PARENTS DO NOT LIVE IN ADMINISTRATIVE UNIT  
INSTRUCTIONS FOR COMPLETING

In the block headed "Eligible Because," insert the appropriate letter for the code from the residence section in the Handbook, thus describing the student's status.

	Name of Contestants	Address of Parents	Eligible Because
1.			
2.			
3.			
4.			
5.			

**FOR CATASTROPHIC INSURANCE PURPOSES**

Official team student personnel (managers, trainers, etc.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Head Coach of this sport \_\_\_\_\_

This semester begins at our school \_\_\_\_\_

This semester ends at our school \_\_\_\_\_

## **MRSA**

**MRSA** is a type of infection that usually starts out as a small pimple (similar to a spider bite), which may become redder and often develops pus type drainage as is often seen with an abscess or boil.

In most cases, MRSA infections are mild and can be treated successfully with proper hygiene and the appropriate antibiotics. If left untreated, MRSA can progress to a life-threatening infection and become difficult to treat because there are fewer effective antibiotics available at this stage of the illness.

**MRSA** is spread by close contact either through direct physical contact with an infected individual or by touching objects such as towels, sheets, wound dressings, or sports equipment contaminated with the bacteria. If you are participating in sports involving close personal contact such as wrestling, football or are taking weight lifting class:



### **DON'T:**

- Share personal items such as toothbrushes, towels, razors or soap.
- Use weight lifting any equipment in disrepair that cannot be adequately cleaned.

### **DO:**

- Wash hands frequently and shower immediately after workout, practice, or competition.
- Check your skin daily and report any suspicious skin sores to your parents, coach, athletic trainer or school nurse.
- Bandage all wounds or injuries to protect them, however minor.
- Wear clean T-shirts to avoid skin contact with equipment.

For more information:

Centers for Disease Control and Prevention  
Department of Health and Human Services  
North Carolina High School Athletic Association  
National Federation High School Athletics

# **Prevention and Management Of Injuries and Disease In School Athletic Programs**

While athletic programs do play an important role in the overall growth of our students, the primary concern of the Hammett County Schools in regards to school sponsored athletics is the health and long-term well being of our student athletes.

To this end, our school system has implemented guidelines in accordance with recommendations from the North Carolina High School Athletic Association for injury prevention and management. In addition, much concern has arisen regarding the spread of disease among athletes such as Methicillin-Resistant Staphylococcus Aureus more commonly referred to as "MRSA".

As parents, please assist your child in complying with the following recommendations and please feel free to express concerns you may have regarding your child's health to your child's coach, athletic director or athletic trainer/first responder.

### Athletics Pre-Participation Evaluation

must be completed annually for each student by a licensed health care provider and presented to the athletic director or coach prior to participation in any school sponsored athletic program. This form can be downloaded from Hammett County School's homepage or be obtained from your child's school.

### Athletic Trainers/First Responders

are employed at each high school to care for student athletes. They are expected to be in attendance for every high school football practice and game (unless excused by superintendent due to an emergency) and to assist high school student athletes in all school sponsored athletic programs. They may serve as a resource for middle school coaches or athletic directors to assist With care for middle school athletes as available.



### Concussions

Specific injuries which may cause an athlete to possibly sustain a concussion must be evaluated by a licensed physician prior to returning to any sport participation (practice or play).

A concussion is a brain injury that:

- May be caused by a bump, blow, or jolt to the head
- Can change the way your brain normally works
- Can range from mild to severe
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged" or had your "bell rung"

Symptoms of a concussion are:

- Nausea (feeling you might vomit)
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Headache
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems (forgetting game plays)
- Confusion

While some concussions result in temporary loss of consciousness, most **DO NOT**.

### Heat-Illness

Heat illness occurs when the body produces or absorbs more heat than it can release. Any athlete can suffer from heat illness, but is more often a concern for football players not only due to the temperature/humidity in which they practice and play, but the abundance of equipment they wear reduces cooling of the skin. **Coaches, trainers and first responders** must identify students suffering from heat illness and implement proper interventions to avoid progression to a more serious form of heat illness such as heat exhaustion or stroke.

**Parents** should encourage their student athlete to **maintain** proper hydration and acclimatization during seasons of excessive exercise to help avoid heat illness. Students with **sickle cell/trait** or who are **overweight** are more prone to suffer from heat illness and should be removed from practice or play if signs of exhaustion or struggling are observed. If heat-related illness is suspected, the student must be evaluated by a physician or athletic trainer and may return to practice or play with written clearance

Some symptoms of heat illness may include:

- Cramps
- Extreme thirst
- Feeling faint
- Nausea
- Heavy sweating
- Ashen or grey appearance
- Rapid, weak heart beat
- Low blood pressure
- Cool, moist skin
- Low-grade fever

Date: \_\_\_\_\_

Oxford Preparatory School

Dear Parent of Athlete(s),  
School officials would like to inform you there has been a confirmed case(s) of Methicillin Resistant Staphylococcus Aureus (MRSA) on your child's \_\_\_\_\_ team at school. You need to take the following precautions to help assure your child reduces the risk of getting this potentially serious infection.

MRSA infections usually start with the infected area appearing as a small bump resembling a pimple. The pimple-like lesion will quickly become redder and often develop pus or drainage. MRSA is most often transmitted by direct skin-to-skin contact.

***You can prevent further spread of this infection by practicing good hygiene***

The best hygiene practice is to keep hands clean by washing with soap and water or using an alcohol based hand rub; showering after working out; covering any open skin lesions such as abrasions or cuts with a clean dry bandage; avoiding sharing equipment or personal hygiene items such as towels, razors and bar soap; and wiping surfaces of equipment before and after each use.

MRSA is a serious infection and therefore the following recommendations will apply:

- Anyone who is being treated for MRSA or who is presumptively being treated for MRSA must be on antibiotics for 48 hours and have no open sores (i.e. drainage, oozing, or moist skin lesions) before being allowed to return to any sports activity or as recommended in writing by their physician.
- Simply covering a lesion positively cultured for MRSA may not be sufficient.
- Athletes may return to play with written clearance from a licensed physician. This will be required of any athlete who has been diagnosed or treated presumptuously for MRSA. Such athletes must have been treated with confirmed antibiotic therapy no less than 48 hours and present with no open lesions (sores that are not draining, oozing or moist). Players will be required to cover any lesions in an effort to further prevent any chance of spread until all lesions are completely healed. Athletic trainers or the school nurse must clear players from further required occlusive dressings for continued sports participation.
- Athletes should always shower daily as soon as possible after completing practice or play.

For further information or questions, please contact your child's physician, or the Executive Director or athletic director at your child's school.



**Oxford Preparatory School**  
**Department of Athletics**  
**UNIFORM INVENTORY**

Issued \_\_\_\_  
Returned \_\_\_\_

Sport: \_\_\_\_\_ School Year: \_\_\_\_\_

Level:      Var.    JV    9<sup>th</sup>    8<sup>th</sup>    7<sup>th</sup>      Coach: \_\_\_\_\_

Other

Please list other uniform items, e.g., socks shooting shirts, practice jerseys, shorts, travel bags, etc.

Uniform Description/#	Size	Condition			Comments
		Good	Fair	Replace	

*Duplicate as Necessary*  
*Return to the Athletic Director within two weeks of the last contest.*



**Oxford Preparatory School**  
**Department of Athletics**  
EQUIPMENT INVENTORY

Issued \_\_\_\_  
 Returned \_\_\_\_

Sport: \_\_\_\_\_ School Year: \_\_\_\_\_

Level: Var. JV 9<sup>th</sup> 8<sup>th</sup> 7<sup>th</sup> Coach: \_\_\_\_\_

\*Each level must submit a separate equipment sheet unless shared by program – in that event, varsity coach shall inventory.

Item Description ( <i>Be Specific</i> )	Put quantity under appropriate condition					Comments
	Good	Fair	Poor	Replace	Recond.	

*Duplicate as Necessary*  
Return to the Athletic Director within two weeks of the last contest.



**Oxford Preparatory School  
ATHLETIC EQUIPMENT CHECK-OUT SHEET**

SPORT \_\_\_\_\_ LEVEL \_\_\_\_\_ COACH \_\_\_\_\_ YEAR \_\_\_\_\_

Name	Jersey/Top		Pants/Bottoms		Jacket	Belt	Practice		Other
	White	Dark	White	Dark			Top	Pants	

COMPLETE OR COPY IN DUPLICATE – one copy to AD, one copy to head coach



# Oxford Preparatory School

6041 Landis Rd, Oxford, NC 27565

Department of Athletics

Phone: (919)690-0360 Fax: (919)690-0230

## Coach Information Form

### *Coach's Personal Information*

Date of hire: \_\_\_\_\_

Position \_\_\_\_\_

Employee name: \_\_\_\_\_

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

\_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### *Emergency Contact Information*

Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Relationship to employee: \_\_\_\_\_

Do you have any allergies? \_\_\_\_\_

\_\_\_\_\_

Do you have any medical conditions? \_\_\_\_\_

\_\_\_\_\_





# Oxford Preparatory School

6041 Landis Rd, Oxford, NC 27565

Department of Athletics

Phone: (919)690-0360 Fax: (919)690-0230

## COACH SELF-EVALUATION

COACH \_\_\_\_\_ SPORT \_\_\_\_\_ DATE \_\_\_\_\_

Rate yourself on the following items related to well-organized, effective coaching. Please indicate **G (good), A (Adequate), P (Poor), D (Deficient), or NA (Not Applicable)** on the lines preceding each numbered item.

### MAJOR PRE-SEASON RESPONSIBILITIES:

- \_\_\_\_ 1. Medical clearance of squad candidates according to Oxford Preparatory School and NCHSAA State regulations.
- \_\_\_\_ 2. Alphabetized list of candidates, identified by grade and section, submitted approximately 3 weeks before the beginning date of the sports season to the Athletic Director for the purpose of determining whether or not a student is eligible to compete in the interscholastic athletic program.
- \_\_\_\_ 3. All required OPS and NCHSAA Athletic Participation forms completed and signed by a parent or guardian before candidate begins practice.

### MAJOR RESPONSIBILITIES DURING SEASON:

- \_\_\_\_ 1. Provides a rough draft of the NCHSAA master eligibility list to the Athletic Director in ample time for him to review, correct when necessary, and sent to NCHSAA office and each opponent on schedule one week prior to date of first game.
- \_\_\_\_ 2. Reviews Interscholastic Athletic Regulations with all squad members.
- \_\_\_\_ 3. Supervision of squad members from time of arrival for a practice or competition until the conclusion of the activity.
- \_\_\_\_ 5. Care of equipment, supplies and school facilities.
- \_\_\_\_ 6. Care of injuries and completion of injury report forms for student health records and insurance purposes.
- \_\_\_\_ 7. Follows proper procedures to ensure that squad members are excused from school for athletic contests.
- \_\_\_\_ 8. Adherence to regulations relative to overnight squad trips.



# Oxford Preparatory School

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Department of Athletics

Phone: (919)690-0360 Fax: (919)690-0230

- \_\_\_ 9. Personal pre-game preparations (transportation, equipment, facilities).
- \_\_\_ 10. Appropriate personal conduct at games toward players, officials and spectators.
- \_\_\_ 11. Reporting of varsity game scores and other pertinent information to Athletic Director and all newspapers not represented at the contest as soon as feasible after a game.

## **MAJOR RESPONSIBILITIES AFTER SEASON (SUBMIT TO ATHLETIC DIRECTOR):**

- \_\_\_ 1. Provide a list of squad members who completed the season (varsity letter winners, special award recipients).
- \_\_\_ 2. Season record - opponents and scores, any championships won and any outstanding achievements by a player such as most points scored in a game, high scorer for season, etc.
- \_\_\_ 3. Detailed list of players who failed to return issued school equipment.
- \_\_\_ 4. Completed form for county health and physical education office, which requires number of participants, record and information on injuries.
- \_\_\_ 5. Inventory of equipment on hand - indicating condition.
- \_\_\_ 6. Budget/Purchase requests submitted for next season.

## **MISCELLANEOUS ITEMS:**

- \_\_\_ 1. High ideals, good habits and desirable attitudes in person behavior.
- \_\_\_ 2. Participation in coaching clinics and in-service programs. Studying films, magazines and books related to sport to aid in becoming a more effective coach.
- \_\_\_ 3. Rapport with players.
- \_\_\_ 4. Rapport with coaching staff.
- \_\_\_ 5. Knowledge of game rules, fundamentals and strategy.
- \_\_\_ 6. Ability to improve player performance.
- \_\_\_ 7. Organizational ability.
- \_\_\_ 8. Teaching student-athletes to use only legitimate and ethical means in attempting to win a game.



# Oxford Preparatory School

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Phone: (919)690-0360 Fax: (919)690-0230

\_\_\_ 9. Respect and concern for athletes, students, parents, colleagues and other citizens.

\_\_\_ 10. Cooperation with teaching staff, co-coaches, parents, newspapers, etc., to attain and maintain good public relations.

**COMMENTS:**

Signature of Coach: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN PERSONALLY TO ATHLETIC DIRECTOR FOR DISCUSSION OF SELF-EVALUATION**

I am in agreement with this self-evaluation, except as noted above.

Signature of Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_



# Oxford Preparatory School

6041 Landis Rd, Oxford, NC 27565

Department of Athletics

Phone: (919)690-0360 Fax: (919)690-0230

SPORT \_\_\_\_\_

HEAD COACH \_\_\_\_\_  
MS

Level: Varsity /

General Comments about Season

1. Effective Improvement 2. Needs Improvement 3. Unsatisfactory 4. No Opportunity to Observe 5. Not Applicable 6. Refer to Comments

## I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

\_\_\_\_\_ 1. Cooperates with the Athletic Director to submit participant lists, release times, parent permission and physical cards, year-end reports, roster information and coaching plan prior to season.

\_\_\_\_\_ 2. Follows policy in the athletic handbook and meets all criteria as outlined in job description.

\_\_\_\_\_ 3. Provides training rules to team members in writing and follows due process procedures.

\_\_\_\_\_ 4. Develops rapport with the athletic coaching staff.

\_\_\_\_\_ 5. Is appropriately dressed at the practice and games.

\_\_\_\_\_ 6. Participates in in-service meetings and other activities to improve coaching performance. Attends meetings necessary to the welfare of the athletic department.

\_\_\_\_\_ 7. Develops sound public relations. Cooperates with newspapers, radio, television, booster club and interested spectators.

\_\_\_\_\_ 8. Understands and follows rules and regulations set forth by all governing agencies: NCHSAA, OPS, and Conference.

\_\_\_\_\_ 9. Participates in parent's night, banquets, award nights, pep assemblies and letters to colleges regarding players.

\_\_\_\_\_ 10. Maintains appropriate sideline conduct at games with respect to players, officials and other workers.

\_\_\_\_\_ 11. Develops rapport with other teachers, coaches and administrators.

\_\_\_\_\_ 12. Works cooperatively with middle school coaches in developing a coordinated program.



# Oxford Preparatory School

6041 Landis Rd, Oxford, NC 27565

Department of Athletics

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- \_\_\_\_\_ 13. Promotes all sports in the athletic program attempting to foster school spirit.
- \_\_\_\_\_ 14. Cooperates and communicates with parents during the entire year.
- \_\_\_\_\_ 15. Works cooperatively with the Athletic Director.

## II. COACHING PERFORMANCE:

- \_\_\_\_\_ 1. Develops respect by example in appearance, manners, behavior, language and conduct during a contest.
- \_\_\_\_\_ 2. Provides proper supervision at all times; athletic contests, practice, locker and training room and on away trips.
- \_\_\_\_\_ 3. Is well-versed and knowledgeable in matters pertaining to the sport.
- \_\_\_\_\_ 4. Has individual and team discipline and control.
- \_\_\_\_\_ 5. Develops a well-organized practice schedule, which utilizes his/her staff and team to its maximum potential.
- \_\_\_\_\_ 6. Establishes the fundamental philosophy, skills and techniques to be taught by the staff.
- \_\_\_\_\_ 7. Holds periodic staff meetings, including middle school coaches to implement the above.
- \_\_\_\_\_ 8. Develops integrity within the coaching staff, fellow coaches and works to make better coaches.
- \_\_\_\_\_ 9. Is fair, understanding, tolerant, sympathetic and patient with team members.
- \_\_\_\_\_ 10. Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching.
- \_\_\_\_\_ 11. Is prompt in meeting team for practices and games.
- \_\_\_\_\_ 12. Shows an interest in athletes in off-season activities and classroom efforts.
- \_\_\_\_\_ 13. Provides leadership and attitudes that produce positive efforts by participants.



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- \_\_\_\_ 14. Knows the medical aspects of the position, including first aid, injury policies, working with team doctor and/or family physician.
- \_\_\_\_ 15. Delegates authority with responsibility while remaining accountable for such delegations.
- \_\_\_\_ 16. Provides an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible for success.
- \_\_\_\_ 17. Uses all possible ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making and lasting values to each individual.
- \_\_\_\_ 19. Utilizes practice time for both individual and team development.
- \_\_\_\_ 20. Team performance consistent with quality of athletes available.

### III. RELATED COACHING RESPONSIBILITIES:

- \_\_\_\_ 1. Is concerned about the care of equipment, including issue, collection, inventory and storage.
- \_\_\_\_ 2. Is cooperative in developing non-conference schedules.
- \_\_\_\_ 3. Is cooperative in sharing facilities.
- \_\_\_\_ 4. Shows self-control and poise in areas related to coaching responsibilities.
- \_\_\_\_ 5. Displays enthusiasm and exhibits interest in coaching.
- \_\_\_\_ 6. Keeps Athletic Director informed about unusual events.
- \_\_\_\_ 7. Is cooperative in helping service clubs, booster club, recreation department and other organizations in their projects which in turn relate to the athletic program.
- \_\_\_\_ 8. Encourages all potential athletes to participate in sport programs.
- \_\_\_\_ 9. Follows proper procedure for purchase of equipment.
- \_\_\_\_ 10. Operates sport within the budget.



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## IV. SUMMARY

Date: \_\_\_\_\_

Season: \_\_\_\_\_

Number of years coaching in this assignment: \_\_\_\_ Number of years coaching in school: \_\_\_\_\_

STRENGTHS:

JOB TARGETS:

COMMENTS:

The coach's signature indicates that all phases of the appraisal have been conducted with the full knowledge of the coach.

Head Coach's signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director's signature \_\_\_\_\_ Date \_\_\_\_\_

Check one:

\_\_\_\_\_ Successful: To be recommended for contract renewal.

\_\_\_\_\_ Needs Improvement: To be recommended for contract renewal, provided an understanding can be reached in areas where improvement is suggested.

\_\_\_\_\_ Unsatisfactory: To be recommended for non-renewal of contract.



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## ASSISTANT COACH EVALUATION FORM

SPORT \_\_\_\_\_ HEAD COACH \_\_\_\_\_

ASSISTANT COACH \_\_\_\_\_ POSITION \_\_\_\_\_

	Effective	Needs Improvement	Unsatisfactory
1. Loyalty to head coach and system	_____	_____	_____
2. Care of equipment	_____	_____	_____
3. Knowledge of sport	_____	_____	_____
4. Teaching ability	_____	_____	_____
5. Ability to motivate	_____	_____	_____
6. Rapport between coach and players	_____	_____	_____
7. Intensity of interest in coaching this sport	_____	_____	_____
8. Supervision of players in locker room and other areas	_____	_____	_____
9. Rapport between coach and rest of coaching staff	_____	_____	_____
10. Accepts duties given by head coach	_____	_____	_____
11. General evaluation of this coach by:			
a. Head coach	_____	_____	_____
b. Athletic administrator	_____	_____	_____

COMMENTS:





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The coach's signature indicates that all phases of the appraisal have been conducted with the full knowledge of the coach.

Head Coach's signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Coach's signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director's signature \_\_\_\_\_ Date \_\_\_\_\_

Check one:

\_\_\_\_\_ Successful: To be recommended for contract renewal.

\_\_\_\_\_ Needs Improvement: To be recommended for contract renewal, provided an understanding can be reached in areas where improvement is suggested.

\_\_\_\_\_ Unsatisfactory: To be recommended for non-renewal of contract.



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## Assessment of Coaches' Attitudes Concerning Athletic Administrator Performance

Please respond to each of the following questions by making use of the numeric scale and descriptive words which best describe your feelings.

For this inventory, please describe your feelings in ONE of the following ways:

1 = Very Poor (VP)

2 = Poor or Unimportant (P)

3 = Good or Important (G)

4 = Excellent or Very Important (EX)

N/O = Not Observed or Not Applicable

Where responses are marked "1" or "2," please describe the reason for your feeling in the "COMMENTS" section immediately following each question.

### ATHLETIC PHILOSOPHY

Interscholastic athletics provide a unique teaching and learning opportunity. In this setting, individual and group experiences occur which are difficult to duplicate in other educational activities. Because of the competitive nature of sport, coaches have an obligation to use scientifically the educationally sound techniques to enhance the physical, social and emotional growth of athletes. Athletes should approach the competitive experience with a commitment to excellence in learning, personal condition, teamwork and controlled competitiveness.

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
	1	2	3	4	n/o
a) To what degree does the does the Athletic Director consistently implement the school athletic philosophy in the operation of the school's sports program?					
COMMENTS:					

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
	1	2	3	4	n/o
b) To what degree does the school's athletic department philosophy give direction to:					
(1) Program assessment					n/o
(2) Program change					n/o
(3) Program growth					n/o

COMMENTS:



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	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
c) To what degree do athletic policies and procedures demonstrate an educational priority?	1	2	3	4	n/o

COMMENTS:

## PLANNING AND PROGRAM SUPPORT

d) To what degree does a clear plan for the future of the school's athletic department:	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Give direction to individual programs	1	2	3	4	n/o
(2) Assist coaches in setting goals	1	2	3	4	n/o
(3) Provide for assessment of goal attainment	1	2	3	4	n/o

COMMENTS:

e) To what degree are affirmative plans apparent for the following specific components of athletic program operation:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Non-capital equipment acquisition	1	2	3	4	n/o
(2) Capital equipment acquisition	1	2	3	4	n/o
(3) Supplemental funding efforts	1	2	3	4	n/o
(4) Research of contemporary problems	1	2	3	4	n/o



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(5) Research of contemporary strategies for resolution of problem      1    2    3    4      n/o

COMMENTS:

f) To what degree are:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Coaches provided opportunities to make suggestions concerning athletic department plans, goals or policies	1	2	3	4	n/o
(2) Coaches' suggestions actually incorporated in department plans, goals or policies	1	2	3	4	n/o

COMMENTS:

Before answering the next questions, please indicate whether you are a  
 \_\_\_\_\_ male coach      \_\_\_\_\_ female coach

g) Characterize the equity of support for individual programs in terms of:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Equipment funding	1	2	3	4	n/o
(2) Contest scheduling (days, times)	1	2	3	4	n/o
(3) Practice scheduling (times)	1	2	3	4	n/o
(4) Facility access	1	2	3	4	n/o
(5) Transportation	1	2	3	4	n/o
(6) Salaries	1	2	3	4	n/o

COMMENTS:



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h) Characterize the degree of support demonstrated by the does the Athletic Director in terms of:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Personal effort to develop school-based financial support for each sport program	1	2	3	4	n/o
(2) Personal effort to develop extramural financial support for each sport program	1	2	3	4	n/o

COMMENTS:

i) Assess the ability of the does the Athletic Director to interact with external support groups in terms of:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Maintaining support group enthusiasm	1	2	3	4	n/o
(2) Maintaining support group commitment	1	2	3	4	n/o
(3) Maintaining a separation of the support group's fund-raising responsibilities from the school's policy and personnel selection functions	1	2	3	4	n/o

COMMENTS:

j) Assess the degree of support the does the Athletic Director demonstrates in each of the following areas:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Personal interest in athletics	1	2	3	4	n/o
(2) Balancing the needs of individual sports programs with the educational mission of the school	1	2	3	4	n/o



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(3) Balancing the educational needs of student athletes against the demands of sports on their time and energy	1	2	3	4	n/o
(4) Seeking qualified personnel to staff coaching positions	1	2	3	4	n/o
(5) Non-capital equipment acquisition	1	2	3	4	n/o
(6) Capital equipment acquisition	1	2	3	4	n/o
(7) Research of contemporary trends	1	2	3	4	n/o
(8) Research of contemporary problems	1	2	3	4	n/o
(9) Research of contemporary resolution strategies	1	2	3	4	n/o

COMMENTS:

## PROBLEM RESPONSE

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
k) To what degree does the Athletic Director respond to athletic department problems in a timely manner	1	2	3	4	n/o

COMMENTS:

l) Evaluate the effectiveness of specific problem responses in the area of:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Discipline of athletes	1	2	3	4	n/o
(2) Processing appeals to discipline	1	2	3	4	n/o
(3) Response to external pressures	1	2	3	4	n/o



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(4) Soliciting opinions of coaches 1 2 3 4 n/o

COMMENTS:

m) To what degree does the Athletic Director make reasonable responses given:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Resources available	1	2	3	4	n/o
(2) Current policies and rules	1	2	3	4	n/o
(3) Other school or program priorities	1	2	3	4	n/o
(4) Pressures on their time	1	2	3	4	n/o
(5) Long-range plans for the school	1	2	3	4	n/o
(6) Long-range plans for the athletic department	1	2	3	4	n/o

COMMENTS:

## INTERPERSONAL TRAITS OR SKILLS

n) Evaluate the does the Athletic Director's personal traits or skills:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Verbal communication	1	2	3	4	n/o
(2) Written communication	1	2	3	4	n/o
(3) Approachability	1	2	3	4	n/o
(4) Accessibility	1	2	3	4	n/o
(5) Listens carefully	1	2	3	4	n/o



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(6) Analyzes thoroughly

1 2 3 4 n/o

COMMENTS:





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## Assessment of Parental Attitudes Concerning the Athletic Program

Please respond to each of the following questions about the district athletic program by making use of the numeric scale and descriptive words that best define your feelings. Where responses are marked "1" or "2" please describe the reasons for your feelings in the COMMENTS section immediately following each question. If additional room is needed, please use the, back of the form.

Please describe your feeling in ONE of the following ways:

- 1 = Very Poor or Very Unimportant (VP)
- 2 = Poor or Unimportant (P)
- 3 = Good or Important (G)
- 4 = Excellent or Very Important (Ex)
- N/O = Not Observed (N/O)

Please indicate whether your child(ren) is/are:

\_\_\_\_ Male \_\_\_\_ Female Check Grade(s): 7 \_\_\_\_ 8 \_\_\_\_ 9 \_\_\_\_ 10 \_\_\_\_ 11 \_\_\_\_ 12 \_\_\_\_

Number of contests you attended this year MS \_\_\_\_ Varsity \_\_\_\_

### EDUCATIONAL PRIORITIES IN ATHLETICS

To what degree do you feel a sound athletic philosophy is actually maintained at Oxford Preparatory School through implementation of the following:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
a) The consistency with which athletes are required to maintain passing grades.	1	2	3	4	n/o

COMMENTS:

b) The consistency with which the school requires athletes to comply with school rules (behavior, attendance, punctuality).	1	2	3	4	n/o
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COMMENTS:



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	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
c) The consistency with which the school requires athletes to comply with physical conditioning rules (no smoking, no drinking, and no chemical abuse).	1	2	3	4	n/o
COMMENTS:					

d) The consistency with which the school requires athletes to comply with public laws and social courtesies.	1	2	3	4	n/o
COMMENTS:					

e) Evaluate the growth of your child in the following areas as a result of sports participation at this school:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Emotional control	1	2	3	4	n/o
(2) Social-interpersonal skills	1	2	3	4	n/o
(3) Physical growth	1	2	3	4	n/o
(4) Judgment	1	2	3	4	n/o
(5) Confidence - self image	1	2	3	4	n/o
(6) Controlled competitiveness	1	2	3	4	n/o

COMMENTS:

## SAFETY, HEALTH, CONDITIONING

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
f) Safeness of various playing techniques taught.	1	2	3	4	n/o



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g) Safeness of practice procedures. 1 2 3 4 n/o

h) How capable is the school's athletic staff able to respond to injuries in the following areas:

VP P G EX N/O

(1) First aid emergency treatment 1 2 3 4 n/o

(2) Injury rehabilitation 1 2 3 4 n/o

i) What was the impact of the school's conditioning program on your child's:

VP P G EX N/O

(1) Physical growth and development 1 2 3 4 n/o

(2) Social growth and development 1 2 3 4 n/o

(3) Emotional growth and development 1 2 3 4 n/o

(4) Endurance 1 2 3 4 n/o

(5) Quickness 1 2 3 4 n/o

(6) Muscular power 1 2 3 4 n/o

(7) Flexibility 1 2 3 4 n/o

j) Consideration given to player maturity and experience in designing conditioning activities.

VP P G EX N/O  
1 2 3 4 n/o

k) Consideration given to player maturity when paired for scrimmage or drills.

VP P G EX N/O  
1 2 3 4 n/o

COMMENTS:

## PLAYER-COACH RELATIONSHIPS

VP P G EX N/O

l) Evaluate the following:

(1) Fairness of player selection 1 2 3 4 n/o



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(2) Coaches' encouragement of team unity	1	2	3	4	n/o
(3) Coaches' equal treatment of all players	1	2	3	4	n/o
(4) Coaches' friendliness	1	2	3	4	n/o
(5) Humane treatment of players by coaches	1	2	3	4	n/o
(6) Coaches' respect for player differences	1	2	3	4	n/o
(7) Coaches' encouragement of individual players	1	2	3	4	n/o
(8) Players' confidence is enhanced by coaches	1	2	3	4	n/o

## COMMENTS:

### COACHES AS ROLE MODELS

m) To what degree did the behavior or example of the coach(es) provide a positive model for dealing with:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Frustration	1	2	3	4	n/o
(2) Pressure	1	2	3	4	n/o
(3) Losing	1	2	3	4	n/o
(4) Difficult tasks	1	2	3	4	n/o
(5) Success	1	2	3	4	n/o

## COMMENTS:

### EQUIPMENT FACILITIES AND CONTESTS

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
n) General condition of player equipment at Oxford Preparatory School (tears, stretched, shrinkage, stains)	1	2	3	4	n/o
o) General cleanliness of player equipment at Oxford Preparatory School	1	2	3	4	n/o



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p) Supervision players receive in proper fitting and wearing of equipment      1    2    3    4    n/o

COMMENTS:

q) To what degree are school athletic facilities:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Neat and clean	1	2	3	4	n/o
(2) Easily accessible to spectators	1	2	3	4	n/o
(3) Well maintained (paint, lights, bleachers, general repairs)	1	2	3	4	n/o

COMMENTS:

r) To what degree are spectator restrooms, smoking areas and other gathering areas:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Clean	1	2	3	4	n/o
(2) Orderly	1	2	3	4	n/o
(3) Safe	1	2	3	4	n/o

s) Evaluate the degree to which concession stands:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Were clean	1	2	3	4	n/o
(2) Were attractive	1	2	3	4	n/o
(3) Stocked high demand items	1	2	3	4	n/o
(4) Were accessible	1	2	3	4	n/o

t) To what degree was:

(1) Crowd control effective	1	2	3	4	n/o
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(2) Traffic control effective

1 2 3 4 n/o

(3) Parking control effective

1 2 3 4 n/o

COMMENTS – QUESTIONS:



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## Assessment of Player Attitudes Concerning Their Athletic Experiences

Please respond to each of the following questions by making use of the numeric scale and descriptive words that best define your feelings. If additional room is needed, please use the back of this form.

The numeric scale and descriptive words are:

1 = Very Poor (VP)

2 = Poor (P)

3 = Good (G)

4 = Excellent (Ex)

N/O = Not Observed or Not Applicable

Where responses are marked "1" or "2," please describe the reason for your feeling in the "COMMENTS" section immediately following each question.

Check as appropriate:

\_\_\_\_ Male    \_\_\_\_ Female    Check Grade(s): 7 \_\_\_\_ 8 \_\_\_\_ 9 \_\_\_\_ 10 \_\_\_\_ 11 \_\_\_\_ 12 \_\_\_\_

### EQUIPMENT

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
a) General condition of playing equipment (tears, stretched, shrinkage, stains): COMMENTS:	1	2	3	4	n/o
b) General condition of practice equipment (stains, tears, stretched, shrinkage, etc) COMMENTS:	1	2	3	4	n/o
c) How thorough or knowledgeable were coaches or other adults in fitting equipment:	1	2	3	4	n/o
d) Assess the following equipment room functions:					
(1) Efficiency in issuing equipment	1	2	3	4	n/o
(2) Convenience of equipment issue	1	2	3	4	n/o



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	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
	1	2	3	4	n/o
e) Assess the appearance of the team's competitive equipment n/o					

COMMENTS:

## CONDITIONING

f) Assess the effect of the following off season conditioning programs:					
(1) Strength	1	2	3	4	n/o
(2) Flexibility	1	2	3	4	n/o
(3) Endurance	1	2	3	4	n/o

COMMENTS:

g) Assess the effect of the following in season maintenance programs:					
(1) Strength	1	2	3	4	n/o
(2) Flexibility	1	2	3	4	n/o
(3) Endurance	1	2	3	4	n/o

COMMENTS:

## INSTRUCTION AND EVALUATION

h) Assess the carryover from practice to competition of:					
(1) Drills used to teach individual skills	1	2	3	4	n/o





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(2) Drills used to teach item statistics and execution  
COMMENTS:

	1	2	3	4	n/o
--	---	---	---	---	-----

i) Evaluate the degree to which:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Player selection was based on demonstrated skill proficiency at each position	1	2	3	4	n/o
(2) Coaches' evaluation of players allowed for their improvement of team status throughout the season	1	2	3	4	n/o
(3) Evaluations of players resulted in their placement in positions most advantageous to the team	1	2	3	4	n/o
(4) Evaluation made maximum use of player talents or skills	1	2	3	4	n/o

COMMENTS:

## TACTICAL AND STRATEGIC PREPARATION

j) Evaluate scout reports in terms of:

(1) Ease of understanding	1	2	3	4	n/o
(2) Helpfulness in preparing for competition	1	2	3	4	n/o

COMMENTS:

k) Evaluate how well game plans:

(1) Used your team's strengths	1	2	3	4	n/o
(2) Capitalized on opponent vulnerabilities	1	2	3	4	n/o

COMMENTS:



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l) Evaluate practices in terms of:

(1) Whether practice reflected game plans	1	2	3	4	n/o
(2) Impact on team endurance	1	2	3	4	n/o
(3) Impact on team physical strength	1	2	3	4	n/o
(4) Impact on team skills	1	2	3	4	n/o
(5) Efficiency in responding to opponent offensive tactics*	1	2	3	4	n/o
(6) Efficiency in responding to opponent defensive tactics*	1	2	3	4	n/o
(7) Efficiency in responding to opponent transition tactics*	1	2	3	4	n/o

\*as applicable

COMMENTS:

m) Evaluate the impact of practice time or length on:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
(1) Study habits	1	2	3	4	n/o
(2) Rest	1	2	3	4	n/o
(3) Eating habits	1	2	3	4	n/o
(4) Enthusiasm for the sport	1	2	3	4	n/o

COMMENTS:

## COACHES

n) Evaluate the effectiveness of the following coaches' teaching ability:

Head Coach	1	2	3	4	n/o
Assistant A	1	2	3	4	n/o
Assistant B	1	2	3	4	n/o
Assistant C	1	2	3	4	n/o
Assistant	1	2	3	4	n/o

o) Evaluate the accessibility of:

Head Coach	1	2	3	4	n/o
Assistant A	1	2	3	4	n/o



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Assistant B	1	2	3	4	n/o
Assistant C	1	2	3	4	n/o
Assistant D	1	2	3	4	n/o

p) Evaluate the approachability of:

Head Coach	1	2	3	4	n/o
Assistant A	1	2	3	4	n/o
Assistant B	1	2	3	4	n/o
Assistant C	1	2	3	4	n/o
Assistant D	1	2	3	4	n/o

q) Evaluate the fairness of player selection by:

Head Coach	1	2	3	4	n/o
Assistant A	1	2	3	4	n/o
Assistant B	1	2	3	4	n/o
Assistant C	1	2	3	4	n/o
Assistant D	1	2	3	4	n/o

r) Evaluate the player-coach communications of:

	<u>VP</u>	<u>P</u>	<u>G</u>	<u>EX</u>	<u>N/O</u>
Head Coach	1	2	3	4	n/o
Assistant A	1	2	3	4	n/o
Assistant B	1	2	3	4	n/o
Assistant C	1	2	3	4	n/o
Assistant D	1	2	3	4	n/o

COMMENTS:

## SPORTS MEDICINE

Evaluate:

s) The adequacy of first aid injury response techniques 1 2 3 4 n/o

t) The adequacy of first aid equipment 1 2 3 4 n/o



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u) The adequacy of available training room space	1	2	3	4	n/o
v) The adequacy of training room rehabilitation equipment	1	2	3	4	n/o
w) The adequacy of rehabilitation techniques	1	2	3	4	n/o
x) The frequency with which referrals to medical specialists were made where injury rehabilitation was slow	1	2	3	4	n/o
y) The degree to which physician recommendations were carried out by school trainers/coaches	1	2	3	4	n/o

COMMENTS: