

GORE PUBLIC SCHOOLS

**1200 North Highway 10
Gore, Oklahoma 74435**

ATHLETICS HANDBOOK For Coaches

GORE PIRATES

COLORS: Kelly Green and White

MASCOT: Pirate

Mission Statement

The mission of Gore Public Schools is to ensure that each student receives an education suitable to and appropriate for his/her needs. The Gore Public School educational program encourages the acquisition, exchange, and application of ideas. This educational program can only be achieved in an environment that is free from unnecessary disruptions in our buildings and within our classrooms. Individuals that enter the buildings and classrooms of Gore Public Schools must do so with the understanding that they have certain rights and responsibilities. Individuals that enter our buildings must agree to exercise self-control in their attitude and in their behavior. Individuals that enter our buildings must agree to respect peers, classmates and teachers. The Board of Education, administration and teaching staff are directed by Oklahoma Law and the State Board of Education to provide a comprehensive and challenging educational program for every student. To fulfill this mission, the following has been developed.

Grades 6-12
Phone: 918 489-5587
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ACCREDITATION

Gore Public School is fully accredited by the Oklahoma State Department of Education.

ACTIVITIES AND TRIPS

Gore School is a member of the **Oklahoma Secondary Schools Activities Association** and will abide by OSSAA rules and regulations in any school sponsored activity or event. All students, who are members of school activity groups, including 4-H, are limited to **ten absences per year per class period**. Absences for the following reasons will not be charged against the ten-absence limit:

- Participation in school sponsored state/national level contests by which the student earns the right to compete
- Serving as a Page in the Legislature.
- On campus visits by college representatives/vocational representatives.
- College entrance exams.
- Students excused making appearances before local civic groups.

Coaches during their competitive season are expected to know the number of activity absences their athletes have. Coaches may **once a month** ask the Principal or attendance secretary for a printout. Fall Coaches must understand removing students from a class could be costly to a spring coach, for this reason the athletic director may not approve students being removed from class. Coaches are to try while scheduling to insure (especially tournaments) the teams to play once school is dismissed. Coaches are to utilize Saturday playing dates when possible, to maintain not only the students activity absences but also allow students time toward academics during the school week.

Students are tardy whether they get to class late or leave class early; these are counted as activity absences so please be mindful.

The principal should approve all activities at least one week prior to the event. Submit a “Calendar Request” on the district web site and email your principal. If students are taken out of classes during the regular school day for a school related activity, **then a note or (mass email) listing those students participating in the activity must be signed by the sponsor and the principal and placed in each teacher’s mailbox (email) no later than the day**

before the activity is to occur. They should contain each participating student's name, the day and nature of the activity and the appropriate signatures. The sponsor/Coach should make note of any excused **student who does not attend the activity** and turn in a list of all absent students if the trip is taken during the regular school day. **The day of the trip coaches are required to submit this** information to building principal or designee.

All approved activities are required to be placed on the school's calendar of events that will be kept in the principal's office. Activities scheduled without proper approval may be cancelled.

Coaches are to take activity schedule to the athletic director and site principal. After approval, the principal's will send to the designee over the district calendar posting to be placed on school calendar.

Student attendance at Contests

Students should ride school transportation to and from all school sponsored activities unless the student's parent has requested other transportation permission from the coach or administration **due to hardship**. Each head coach is responsible, in their team rules, to outline their expectation on transportation to and from a contest so all parties are informed in advance, of the expectation. Parent request must be in writing or personal contact to the coach/administrator. The legal guardian is the only person that can make this request. Arriving or leaving from an off-campus activity without prior consent from the coach/administrator is ground for disciplinary action including violation of team rules.

Coaches are to have informed all parties they need a ride available within 30 minutes of arriving back to assigned place. Coaches must sit with students to ensure they receive a ride. The student may be transported by school personnel or PD to the police station to wait for their ride if no one arrives to pick up the student from school property within 30 minutes of arrival at school from an event.

Students with ineligibility status will not be allowed on overnight trips. An ineligible student may not attend a trip or participate in other activities in the school if missing class time.

Student Documents

All student participants including managers, must have on file a current, cleared for participation:

1. Physical,
2. Sudden Cardiac Arrest Acknowledgement
3. Concussion and Head Injury Acknowledgement,
4. Extracurricular Activities participant Alcohol and Drug form,
5. Insurance form,
6. Travel form,
7. Parent emergency release form.

There are no exceptions to these signed documents. Coaches are to keep with them at all times while supervising students off site, a copy of the emergency release form and physical form listing the custodial parent's personal contact details.

It is the responsibility of the head coach to ensure all these forms are correct, completed and on file before allowing a student to travel/participate in a GPS activity.

Scheduling of Contest

Coaches will be given an opportunity to schedule for the sport they are the head coach of. All contests must meet with approval from the administration. Coaches are to take into consideration day of week, times, district calendar, transportation availability, and expense when making a schedule.

Coaches' having trouble with scheduling in a manner which is acceptable to the administration will be assisted in having their schedule constructed by administration. It is highly recommended no more than two contests be scheduled during the school week. Coaches should utilize Saturdays to gain competition dates as to least disrupt the academic setting as well as help students with activity absences. Outside of tournaments, coaches are not to ask to have students released from class early (this is an activity absence, any part of the period). Please work with opponents to get the schedule set so no class time is lost. Unless an OSSAA Playoff, no game, practice, or other activities will be scheduled during Parent Teacher Conference. Administration called meetings are required by all staff, unless excused by administration.

Loss of School Time-Wednesday Scheduling

Teams may not play on Wednesdays unless all students are released by 5pm and only if no other dates are available. For weekend tournaments, which are scheduled for Thursday through Saturday, games may not begin prior to 8 a.m. and the last game of the day may not be scheduled to begin after 9 p.m. For week- long tournaments,

scheduled Monday through Friday, excluding Wednesdays, start time is to be no earlier than 3 p.m., with the last game of the day scheduled no later than 9 p.m. There shall be no more than 10 days missed for all activities by a student in any one class period, per OSSAA. Any part of the day is counted as a day toward the limit of 10 days. If there is an athletic hour at the end of the regular school day, they may miss that hour without counting toward the total of 10. Transportation is an issue (especially spring). JH and HS games should not be scheduled at different sites when possible and never schedule both teams away on the same day, if possible.

Scheduled Practices

All team practices shall be scheduled by the head coach or AD for the season. Instructional day breaks such as Thanksgiving and Christmas break practices should be scheduled in advance of the break with a minimum of two weeks' notice to athletes for family planning.

No team practice/activity is to be called after a contest that involves team members that was not previously scheduled and approved by the administration. This includes "after a bad game practice or conditioning".

Religious beliefs shall be respected and may not be held against a student. Lost conditioning may be required to meet team rules for absences and is not a punishment or disciplinary action.

Use of the basketball courts shall be scheduled on a rotating weekly basis for varsity girls and boys practices with equal time in the Event Center.

Practices called and not previously scheduled in advance of the season are optional. A student shall not be penalized for not attending a last minute called practice but will be responsible for all missed conditioning.

Coaches' Meetings

An OSSAA penalty is in place for coaches not attending the State Rules Meeting for their sport. The **policy** will place the head coach on suspension for all interscholastic competition until he or she comes into compliance.

Coaches may be approved for professional business leave during the school day to attend a **mandatory** conference/tournament meeting with prior approval from administration. This will be approved only if necessary. Reporting team win/loss records for seating of a tourney is not considered necessary. The athletic director may attend in place of the coach. It is recommended that you get with your associations and help set meeting at a time which you may attend. Coaches will be approved for personal leave if necessary.

Admission and Pirate Pass

Per board policy FMFP. It is the policy of GPS to issue passes to Senior Citizens 65 and over upon a written request, Full time staff, their spouses, and their school age children will be admitted free.

Board members, their spouses and school age children, former board members, and spouse, retired employees, and spouse upon a should request a Pirate Pass. The pass will be good for all non-fundraising events. All OSSAA playoff contests require an OSSAA pass for free admissions. Pirate Passes or other non-OSSAA issued passes are not accepted. This includes OCA passes or any other non OSSAA issued Playoff Pass.

Admission Price:

All JH and Varsity admissions for the 2022-2023 school year shall be five dollars, (\$5) for all persons, school age and above. OSSAA passes will be accepted at all Gore Public Schools events and playoffs that are not fundraisers for a specific school organization.

Permission to Miss Class

When it is necessary for athletes to miss class the head coach should, several days (1 week) in advance, turn in a roster of players with the time students need to be released. The principal will approve the students being allowed to miss class. Simply turning in a roster with a tournament/season schedule is not sufficient.

Teacher Absence from class

Coaches are **ALWAYS** to turn in paperwork and gain administration approval in **advance** when they need to be absent from the classroom. Professional Business is to be checked for tournaments, etc. Coaches must have **PRIOR** approval to attend an athletic meeting during school hours.

Media Reporting

Coaches are to report the scores of every home contest regardless of win/loss to the OSSAA at the high school level. You are encouraged to keep in good standings and cooperate with all relevant media outlets.

The sources which should also be contacted each time are Sequoyah Co. Times and the Muskogee Phoenix.

Roosters:

Coaches are to prepare and maintain a current roster of students active on their team, including any uniform number. This is to be sent to the AD and kept current for contests.

Communication

Coaches are to have all members of the coaching staff and administration in their list of contacts. There is no reason to not contact each other about circumstances which could affect everyone. Student-employee e media communication should include team members as a group. Individual communications are to include an administrator and/or parent. No one-on-one e media communication is approved.

Student Attendance Log

Coaches are required to take attendance every day during the athletic class time. The same policies apply to athletic instructional hours as do traditional classrooms for attendance. If a student is known to be at school that day and is absent from an athletic period, contact the building secretary/ principal immediately.

Eligibility

The Head Coach is responsible for knowing the eligibility of their athletes. Coaches are responsible for checking activity absences, grade eligibility and other OSSAA eligibility issues (transfers, etc.) before allowing a student to participate. The principal should be conferred with on

new student paperwork. **New students** are **never** to participate until cleared by the Athletic Director and principal.

Coaches are responsible for knowing OSSAA rules which apply to their athletes and sports.

It is highly recommended that the head coach check with the athletic director on their roster in advance of their season startup (the earlier the better in case of paperwork which may need to be done).

Aides/Managers

Managers are considered a team member and are subject to all policies of a participating team member. This included being currently enrolled in GPS, in good academic standing, meet all eligibility requirements, complete all documentation required of an athlete and abide by all GPS and team rules. Females should not be permitted to be in dressing areas during team dressing time and males should not be in female dressing areas during this time.

Coaches may have managers assigned to their athletic periods as classroom aids. Coaches are responsible for all students under their direction. If a student is at your practice helping, that means they are with you and you are responsible for that student. Girls helping in male athletics are required to adhere to an approved dress code (Same for boys) as inappropriate clothing could lead to having students of the opposite sex being

removed completely from a programs. If they are to be a part of your team – proper supervision is a must!

All students during any sports activity should always be dresses appropriately when in public view and not wear clothing that is revealing of under garments or nude torso such as “skins” while actively engaged in an activity.

Volunteers

Coaches are responsible for any non-school employees that “volunteers” to assist the team. All volunteers are the responsibility of the head coach and subject to all state laws and school policies. Any volunteers must be approved by the administration. Volunteers shall not be in dressing facilities while students are dressing. Upon permission from the transportation director, a volunteer may ride school transportation to and from a contests if room permits. They will not be allowed to sit in a seat with students.

Sports Awards

A sports recognition ceremony will be held annually. Each Coach will hand out pertinent awards for their sport. The Athletic Director will establish what awards may be handed out per sport. The **principal** will hand out the **Scholar Athlete Award** given to the Jr. or Sr. participating in at least two sports (complete Seasons) with the highest overall G.P.A. Students with the same G.P.A. will have as a determine factor of possibly the total sports participated in.

Individual, not GPS issued awards will be furnished through the sport's activity account. The athletic department will provide the awards for GPS issued awards only.

Senior Recognition

The Athletic department will have a **Senior “night”** during the fall, winter and spring seasons. The Athletic Director will order and pay for a plaque given to each senior team member in good standing. Coaches are responsible for submitting names and sports to the AD two weeks in advance for ordering of awards. Athletes may receive one plaque per year for participating during that season.

- Senior Night **Fall** – Band, Cheer, Cross Country, Fastpitch Softball and Football.
- Senior Night **Winter** – Basketball, Power Lifting and, if two squads, Cheer members that were not part of the fall senior presentation during the fall and wrestling.
- Senior Night **Spring** – Baseball, Slow-pitch Softball, Track, Golf and any other sport not previously presented.

Seniors participating in more than one sport will be given the addition plaque for each sport. Senior nights shall be scheduled on a home game near the end, preferably the last home regular scheduled game.

Display of Awards

When trophies/awards are won, the item will be displayed in the Event Center. The awards will be cycled out on the 5th year and the coach of that sport is to place the item in an appropriate place. The case should be kept neat.

All State

The Athletic Department will pay 50% of **one** OSSAA All State Jacket per qualifying athlete. All Star by class jackets may be paid for by the sport's activity account at the same rate of pay. OSSAA All State and Oklahoma State Championship banners are eligible to hang in the Event Center. The banner will be approved by the A.D. and principal, and paid for by the athletic account, if OSSAA sponsored.

Only OSSAA ALL STATE and Oklahoma Statewide organizations such as academic teams, band, FFA, FCCLA and cheer are eligible. State Champion runner up, team only, banners may also be eligible. National individual or team banners reflecting national completions where the team or a student is awarded 1st or runner up, that are OSSAA sanctioned in Oklahoma are eligible. Team coaches are **suggested to keep in their account enough money** to cover State Jackets and Rings.

Other awards that are not sanctioned under OSSAA or by GPS are not eligible.

Dress and Personal Grooming

When possible, the coaching staff should present their self as a staff member of GPS. The department will help with coaching attire when it is financially feasible. The Athletic Director will approve any Coaching attire bought through the department. Please dress conservatively and appropriate for the even. Other Oklahoma secondary teams or school colors should not be worn while representing GPS. This included references to such schools or teams. (Don't wear another hs team's logo or colors specific to that team.)

Evaluations

It is important coaches understand they are hired as teachers. Coaching is through a stipend only and coaching duties may be taken away at any time. A coaching evaluation will be done each year by the Athletic Director for all Head Coaches; Head Coaches will do an evaluation of their assistants and make recommendations to the administration for the upcoming season.

Gore Public School student athletes are all held to the same expectations of high standards. Coaches are expected to spend time learning as much as possible about their sport, so each participant feels they have every opportunity to succeed. Coaches unwilling to spend the time and effort in a sport need **not coach that sport** and may be removed from the position. It is unfair to students, their family, and the school community.

Fund Raising and Ordering Equipment

All fundraising activities must be approved by the administration, then the Board of Education before any activity begins.

Necessary equipment to safely conduct the sport such as uniforms, balls, bats, helmets, officials, and other required equipment are the responsibility of the district.

Fundraising is for non-essential items for team use.

Individual team fundraisers are the sole responsibility of the head coach of the team. Funds raised and expended

from individual team fundraisers shall be deposited and withdrawn by the activity custodian of that account and not be considered part of the athletic account.

Athletic director (s) are the sole custodians of the Athletic Activities Account.

The head coach will be asked to list items funded and reason for expenditures by their account in the request. Activity fundraiser requests **MUST BE BOARD APPROVED** prior to collecting funds or selling.

The athletic director may prefund expenditures, after board approval of the fundraiser, until the activity account collects funds. Any funds provided for a pre-sale must be reimbursed to the athletic department when funds are collected and before any other expenditures are made on the account that received pre-sale funds.

The Athletic Department will have fundraisers each year and every coach is expected to participate. Gate and concessions are the main fundraising opportunities for athletics and are shared equally. Non-revenue sports are expected to do fundraising to offset expenses of the sport.

Coaches are expected to have money in their account which covers awards (Jackets, rings, staying overnight, etc...). Coaches should remember Booster Club accounts are not their accounts.

Before ANY order is placed (regardless of account used) a P.O. must be properly approved by administration. Do

not place orders without prior approval of a P.O. and getting a PO number from your account.

After receiving items that required school or grant funds, the packing slip is to be turned in signed and dated to the activity custodian. Any time money is taken for admittance, numbered tickets should be used to reconcile money received/deposited. Anytime donations are accepted, a fundraising request must have been made.

NEVER keep cash or checks more than one day. Any amount over \$100.00 must be deposited that day with the activity custodian. Money held shall be stored in a locked container and not accessible to anyone but the custodian. Each activity account shall be board approved. Each account custodian must retain and maintain a receipt book for account of all funds received. This book must be turned in, up to date and reconciled, at the end of each school term during teacher check out. Exceptions are custodians that conduct summer activities. Those account materials must be turned in by June 30th annually or make arrangement with the activities custodian.

Uniforms

Uniforms will be approved by the Athletic Director and Superintendent **BEFORE** the coach places an order with district funds. Kelly Green and White are the school colors that are to be the primary colors on any school purchased uniforms. Each team will use uniforms with those colors as the main colors. Uniforms will be purchased by the Athletic Director on a rotation basis and replacements as needed.

Fees

Fees required from the OSSAA will be paid through the athletic department. Organizations other than the OSSAA requiring fees need to be paid through the appropriate activity account. Athletic Director fees will be paid through the athletic department.

Coaches' allowances-Clinics-Fees

Each coach will be allocated \$200.00 each school year through the athletic department activity account for GPS logo/team clothing. The coach must secure a po from the athletic director before placing an order and add the order to their inventory when received.

Coaches will have their OSSAA Fees paid by the athletic activity account including the summer coaches' clinic fees. The AD is responsible for all registrations, reservations, and fee payments.

Individual memberships cannot be paid by the school. Coaches are allotted a daily per diem of \$75.00 per day of attendance at the summer clinic for personal expenses via reimbursement including individual association fees such as OCA fees. The OCA fees will not be factored in to the daily per diem cap nor will the room expense. A po must be made out to the coach in advance of any expenditures to receive reimbursement.

Use of school funds for personal use or convenience are not permitted. All clinics paid for the by the district are

under school policy and therefore cannot be used to pay for non employees of GPS persons.

***Summer clinic reservations for room**

Double occupancy rooms will be paid for by the athletic activity account to stay at the summer clinic and should be reserved through the AD. A private room upgrade may be paid for by a coach out of their sport's activity account. The athletic account will pay ½ and the coach may use their activity account to pay the remaining ½. No out of pocket expense is required. This type of expenditure from an activity account should be listed as an expenditure on their activity account when boe approved and a separate po must be obtained.

***Transportation-Clinics**

Transportation to and from the summer clinic shall be provided by the district using a school vehicle. This should be scheduled online as with all GPS transportation.

Milage may be claimed as part of the \$75.00 daily per diem if a coach wants to drive their own vehicle.

Only school employees are permitted to operate school owned transportation. School vehicles shall not be used to transport non school employees or students. School vehicles are not to be operated under the influence of any substance that may cause driver impairment. School vehicles are not to be used for personal trips or to visit establishment that serve as their primary sale, a controlled

substance or provide adult entertainment. Coach peer activities such as golfing are approved uses during clinics.

All per diem items are on a reimbursement basis. You will have to have an approved athletic po made out to you **in advance of the date** any expenditures may be incurred **and paid**. Itemized receipts are to be presented upon conclusion of the clinic, to the activity account custodian, and they must be signed for reimbursement.

Inventory

ALL PURCHASES MADE WITH DISTRIC FUNDS ARE TO BE ACCOUNTED FOR AND INVENTORED.

Coaches will keep all inventories up to date. Fifteen days after their last contest, all student issued, school owned property shall be collected, inventoried, cleaned and properly stored. Coaches may issue equipment to students after this time for special needs such as all state events or pictures but shall make written note of the issuance. The student shall sign for the equipment. A date of return and understanding that any equipment not returned in the original issued state are to be replace/repared at the expense of the individual.

All equipment ordered must be added to inventory with the date purchased, and account from which equipment was purchased; upon receipt of the equipment. Coaching uniforms (clothing) ordered from your account must be in your inventory. Items unusable for the upcoming year

may be surplused through the board of education. Any district funds expended for equipment must be accounted for, inventoried, and retained until surplused. Any personal equipment such as coaches clothing may be retained by the coach upon exiting the district or program after surplused by the boe. School funds expended for equipment/clothing issued to non-school employees must be inventoried as well. This equipment must be returned at the conclusion of the season or so noted on the inventory list and surplused. Equipment checked out to students must also be listed in the inventory and may be surplus if unusable the next year.

Simple language, if something was purchased with district funds, it is owned by the district and must be accounted for until it is surplused by the board.

Keys-Access Codes

Keys are the property of the DISTRICT and are **NOT** to be given to any individuals without prior approval from the administration. Students are never to be given keys to facilities or vehicles unless; coaches are in the immediate area supervising. Allowed examples are with manages at practices or during contests. Students are not permitted to hold keys or access facilities without a coach on site supervising. The weight room and Event Center basketball courts are not public use facilities in general. All other facilities may be requested for personal use via the district building use policy.

Locks

Athletic Locks missing from a facility will require payment from that sport at replacement cost, per lock. No P.O. will be approved until the lock fee is collected. Personal student locks are permitted if the coach retains a key, code, combination or other means to open the lock, when needed.

Summer Programs

Coaches are to gain administrative approval **before** implementing summer program schedules. The AD will be required to oversee all OSSAA compliance with summer activities. All activities must have prior approval and be scheduled with the district to be placed on the district calendar.

Programs requiring travel must have transportation pre-approval as with all district transportation. Facilities must be scheduled before and placed on the school calendar. This is an on line form that is located under the Resources tab on the web site.

Coaches are permitted to use GPS facilities when no other activities are scheduled, in not scheduled in advance, but must get approval by the AD/principal first to avoid conflict with maintenance and other activities.

Coaches are to turn in a list of programs they want to participate in at the earliest possible date. **Conflicts which may arise will have priority going to the program with paperwork turned in first.**

Under NO circumstance may a coach hold the attendance at another GPS approved sport/camp/practice/contest

where the student is a team member, against a student. Diminished participation, Extra conditioning above what was missed, or other disciplinary means for missing due to other GPS approved events is not permitted. Students should not have to choose between sports or school activities and be punished for their commitments to represent GPS.

If a student repeatedly is absent from a team activity for participation in another team activity, the coach should evaluate that student with their parent to on their opportunity to participate in one or the other activity. You cannot be a good team member if you are not at practice and contests on a regular basis.

Missed conditioning will be permitted per the approved team rules but shall not be excessive over what was missed.

Scheduled practices and events in the summer are recommended but each coach will lay out the specifics in their team rules on summer participation. Parents should be made aware of any required summer participation in advance.

Non-GPS Student participation

Gore School facilities are to be used to promote GPS currently enrolled students. Coaches are discouraged to allow “outsider” participation with team activities or open gym time.

At times, outside persons may be requested by the coach to participate in activities such as open gym time or practice time if the participation is to better GPS students.

Examples are skill specific individuals for teaching or to make numbers for participation exercises. If a coach requests a non-enrolled GPS persons to participate in an activity, it is the responsibility of coach to oversee those individuals.

AT NO TIME SHALL ENROLLED GPS STUDENTS BE “SIDELINED AND NOT INCLUDED in a scheduled activity for GPS students” SO NON-ENROLLED PERSONS MAY PARTICIPATE. At no time shall non-GPS enrolled persons participate as a GPS team member such as team camps or contests. The inviting coach is responsible for knowing the invited persons, OSSAA Rules, and do so with a specific benefit to their team as the primary goal.

Team Rules-Code of conduct

Each head coach will prepare and submit to the AD/Administration a team rules policy for approval. This should include student conduct, attendance at events including practices, missed attendance, make up conditioning, excused and unexcused absences, team transportation, locker room expectations, dress to contests, personal grooming, wearing of school issued equipment, care of school issued equipment, facilities and academics.

Students may be multiple sport athletes and coaches should confer with the AD and principal for summer activities as to not limit participation by a multi-sport athlete. Advanced scheduling solves most of this. Coaches should visit with all other coaches on staff before selecting their camps and programs when possible, to

avoid conflicts. If necessary, the Athletic Director will schedule summer activities with final approval by administration. Administration may cancel practices during the summer if facility maintenance is scheduled. Scheduling all activities prevents conflicts and promotes Pirate Pride.

Consistency within all sports should take priority to limit any confusion. Individual sport specific rules will be considered by the administration upon request.

GPS cannot enforce team rules or disciplinary actions when a student is not participating in a GPS activity on their personal time. We can only set expectations of character, leadership, sportsmanship, and personal accountability. Legal matters may require exceptions to this until the student is cleared of any prosecution or sanctions by law enforcement. Any illegal substance possession or under the influence issues may require drug screening before and during participation in a sport. Curfew are not enforceable and should only be a recommendation, not a rule for participation.

Team Membership

Head coaches may use a try out format for team membership. The tryout requirements and agenda must be approved by the superintendent and AD **if it may result in exclusion of a student**. It must contain specifics that are required and are not in opposition to anything in this policy. Quitting a team in a previous season is not grounds for denial of trying out. Returning to

a team after quitting during the scheduled season is the sole desecration of the head coach. Past disciplinary actions and attendance will be a consideration for exclusion to try out.

If a student quits or is removed from a sport once the first official, scheduled contest has occurred, that student may go to the next sport's off season conditionally upon approval by the receiving head coach. If not, the student will go to off season. If the student is a one sport participant, the student may be placed in a regular class setting for the remainder of the current semester by the principal.

If a student does not participate in a sport, yet wants to be in a P.E. class, the student, at the discretion of the AD and principal may participate in off season classes as a P.E. Elective.

Team Try out

Coaches are encouraged to have a parent meeting with all interested parties prior to tryouts. This meeting should detail all requirements to be a team member, expenses, expectations, consequences of noncompliance and how to address parent concerns during the season. All parties should be made aware of the number of team members that will be carried on a roster, any uniform rotation, tournament rotation, active status, and justifications for each.

Team membership

The head coach has the sole responsibility for placing students on a GPS team.

Loss of team membership

The coach shall confer with administration on team rule violations prior to a recommendation of the removal of a player from a team. Grounds for removal may be for team rule violations, repeated poor conduct, unexcused absences, insubordination, compliance to rules and policies, or any situation that poses a safety or liability risk to the team, a team member, a staff member, or district policy violations.

All team rules will apply equally and consistently for all participants.

Parent conferences

Parent conferences are encouraged to clarify any issues. If a parent comes to an administrator with a concern, the parent will be directed to the head coach. Coaches may request a conference to be held in the presence of an administrator. After an emotional contest is not a time for a parent conference or to receive comments. Planning times are to be utilized for conferences.

Conferences with a coach will not be held against a student athlete. If a parent requests a conference or is not supportive of the coach, team, school, it is our duty to explain our decisions and justifications within reason. Communication is our friend.

A coach may choose not to attend a parent conference request and will not be disciplined for not attending. You

are then asking the administrator to speak on your behalf. Administration can only recite policy and rules and not give your perspective to resolve an issue. The coach may be asked to put in writing an account of the issue and their justification on how they address that issue.

The coach is not required to respond to any questions during a parent conference, only to listen to a legitimate parent concern. A coach may leave a conference at any time if they feel they are in an adverse situation. No employee will be subject to degrading language directed toward them. If a coach leaves a conference before being dismissed, the coach will be required to follow up with the administration present to resolve the situation.

Coaches are permitted to discuss only the parent's student with the requesting parent. No other student athletes will be discussed by the coach or administrator during a parent conference.

Events Supervision of facility

The on duty administrator will oversee access to the dressing rooms and coaches' offices when the public is present at events.

The ramp in the Event Center and beyond to the dressing areas is off limits to non-participants and should not be a gathering place during contests.

Parents and other non school essential personnel are not to be in dressing rooms while students are dressing, during half time, or when the coaches are meeting with their team.

Playing time

Playing time is the sole discretion of the head coach and will not be challenged by the administration. Playing time is earned by effort, attitude, attendance, and skill level.

If playing time is an issue with a parent, a coach should be prepared to provide a statement of what the student needs to improve on to increase playing time, if requested.

Nothing more-

Most parents believe their student should always be playing and/or starting. The reality is that effort, attitude, team needs, skill level and coachability are the real factors influencing a coach's decision on playing time. We all know this as coaches. This should be explained in the Team Rules to parents.

It is not acceptable for a coach to not address playing time with a parent, if requested. As a parent, they may truly want to know how to help their student improve and favor more minutes. Refusal to address a parent's concern will only aggravate the situation and attitude. Administration will not mandate a coach to address playing time but encourage the coach to have open communication on expectations of a team member and their role.

Parent Conference on team conduct

Justification on practice and contests activities such as play calling, substitution, scheduling, or any head coaching responsibility may be discussed only if the coach

so chooses. Otherwise, a coach's decisions are only evaluated by the district administration and OSSAA policies. If a coach feels the need to explain their game or management and protocols, we encourage you to do so. This however will not be required.

Job Descriptions

Coaches will be given a job description with the stipend for the position addressed. Coaches may have a portion of their stipend removed if they wish to not satisfactorily fulfill their responsibility in their entirety.

The job description is simple for all coaches. Professional conduct always. Abide by all OSSAA and district rules and policies. Manage facilities, equipment, and team activities. Be respectful to all. Be competent in your craft and handling of your affairs pertaining to your assigned duties.

Coaching assignments are extra duty positions and may be removed at any time without notice but will not affect the coaches teaching position. Junior High and assistant coaches are in a program to help promote the philosophy of the head coach and district. Assistant coaches are to be a positive reflection of the program they are working in and our district. Coaches are expected to maintain a current CDL and OSDE bus certificate.

Bench/sideline Conduct:

Profanity, sideline irate behavior, berating of officials or team members, or any unprofessional conduct is not permitted by a coach and will be grounds for disciplinary action. You are expected to conduct yourself with professionalism, control, and accountability to provide the best leadership for your students, team, staff, and community. Penalties on a coach by an official such as technical, penalties, or removal from a contest will result in an evaluation of the behavior by administration. A pattern of repeated sanctions by officials or OSSAA are grounds for disciplinary action. Getting a technical or sideline penalty to support your players or to motivate them can be explained. A pattern of this cannot. You do not allow a player to be disrespectful to an official or to you and you should set that example.

Neglecting to adhere to GPS policies and team rules will be the focus of any staff disciplinary action that may be recommended. Coaches are professionals and are held to a higher level of conduct and judgement.

Practices/Sharing Athletes

Athletes wishing to participate in numerous sports will be given every opportunity to do so. Coaches which are unable to come to an acceptable solution for co-participation of athletes will have an athletes' practice schedule made for them by the Athletic Director. Sharing of athletes is mandatory between activities. It is on the student to inform a head coach if they will not be in

attendance for a scheduled event due to participation in another school activity. Missed conditioning may be required per team rules.

Coaching Stipends

All Coaching positions are extra duty positions with stipends. Coaching assignments are extra duty positions and may be removed at any time without notice but will not affect the teaching position. The coach will be provided with a finding of facts that leads to dismissal of coaching duties/stipends. They may provide a rebuttal to the board of education for consideration of reinstatement. If removed for cause, the stipend will be prorated accordingly.

\$1,500 of the varsity head coach stipends is for facility maintenance and upkeep.

Coaches deemed by the Athletic Director or Superintendent/Principal of not satisfactorily maintaining their facility may have this part of coaching pay removed at any time. This does not affect the slotted coaching assignment during the season but will be evaluated at the year's end.

Transportation

Coaches are to make out transportation request for the season at a minimum of two weeks prior to first contest or the start of the OSSAA sanctioned season start date. Request should be given to the

transportation director. The head coach needs to make sure the request is approved. Circumstances which arise without enough transportation available may cause one team to reschedule or cancel a trip.

Priority will be given to Conference contests, tournament games, and the date the request was submitted. The Athletic Director will determine which group will be given priority over available transportation vehicles. Under NO circumstance may an athlete be given permission to be transported by means other than school transportation unless they have a signed parent permission such as signing of a score book/ note to the head coach and per team rules.

School transportation cannot be driven by anyone other than a properly licensed school employee; regardless of scenario. This handbook serves as the school notifying all coaches of this precaution. Coaches are expected to obtain and maintain a CDL with OSDE bus certificate. Coaches are responsible for all school vehicle to contest. That means pre and post trip inspections, reporting of any needed repairs, and cleaning of the vehicle after use. The vehicle should be returned to the bus barn in the same or better condition as it was when you entered it.

Transporting of non-team participants is not permitted under normal circumstances. Permission for non-participants may be requested by submitting a request to the transportation director. Non-employees or non-GPS students are not to be transported on GPS transportation. Volunteers may be transported if room allows, and they shall not be seated with students or in designated student seating areas.

School Closing Due to severe Weather

Safety of our student athletes is the top priority. **When school is not in session due to weather** coaches may not require athletes to attend a practice or contest. The administration will decide if a schedule competition will take place.

Coaches are required to keep each of their athlete's phone number updated in a group message center so players can be advised with needed weather information. The administration will place a school reach message out with needed information for the school public and or post of GPS media accounts.

Superintendent Lucky McCrary 918-315-2528

Principal – James Bliss 918-869-8620

Middle School/High School

Principal Tonya Pugh 918-520-4839
Elementary

Athletic Director – (Co Directors)
Brandon Tyler and TW Estes

April Smith
Cheerleading – Junior High

Brandon Tyler
Head Football, Powerlifting, and Track

Eric Douthit
Head HS and JH Wrestling

Staci Simithroth
Head Girls Basketball, JH and HS

Jordan Smith 918-479-221-3905
Band

Tyler Lewis
Head Baseball

TW Estes
Head Basketball Boys JH and HS

Telitha McAlister and Jill Thornton

High School Cheerleading

Crystal Bliss
Academic team HS

Calvert Reading
Academic team JH

Dusty Tidwell 918-348-0541
Head Fast Pitch and Slow Pitch Softball