



Marietta Public Schools

Athletic Department  
Handbook

2025-26

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# **MARIETTA PUBLIC SCHOOLS ATHLETICS OVERVIEW**

## **PHILOSOPHY**

The Marietta Athletic Program is dedicated to the comprehensive development of student-athletes to drive them toward success at Marietta and in life. The Marietta Athletics Program will redefine achievements based through career development, community service, and academic achievement. Leadership development, personal enhancement, and accountability are the premium standards expected of its student-athletes. The mission is for competition to become a representation of maturity and athletic prowess. It is the goal of the Marietta Athletics Program to provide the environment, support, and guidance to create opportunities for its student-athletes. Marietta is committed to the following:

- To offer a well-balanced and versatile program of interscholastic athletics (based on numbers and the best interest of our student-athletes)
- To teach the value of competition
- To foster the development of athletic skills
- To encourage the development of a strong work ethic, self-discipline and self-sacrifice
- To teach the value of commitment, teamwork and cooperation
- To encourage the development of judgment, character, and leadership
- To teach the value of ethical conduct, sportsmanship, and fair play
- To encourage the development of loyalty and pride in one's self, their team, and the school community

The Athletic Department expects the following of each participant in the school athletic program:

- To be a worthy representative of teammates, coaches, and the school community, abiding by school and community expectations
- To maintain health and fitness levels by following the training rules prescribed by the coach
- To reflect the knowledge that commitment to victory is nothing without commitment to hard work in practice
- To understand that athletics is just one part in the big picture with the cornerstone being that a Marietta Indian student strives to achieve excellence in all areas
- To learn to deal with adversity in an honorable way and to capitalize on growth opportunities
- To express feelings intelligently and appropriately
- To accept the responsibilities of team membership: support of teammates, cooperation, positive interaction, and mutual respect
- To help the student-athlete learn how to balance a demanding academic schedule with an arduous athletic training schedule

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## **MARIETTA ATHLETIC DEPARTMENT VISION STATEMENT**

With an emphasis on character, the Marietta Athletics Program will create a competitive environment that will allow the student-athlete to experience success and adversity under the

guidance of attentive, professional instruction. The program will establish consistent expectations based on accountability and leadership to ensure the growth of the student-athlete. The program will develop principles and character such as accountability, respect, and decision-making which contributes to the student-athlete becoming a positive contributor in life.

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## MARIETTA ATHLETIC DEPARTMENT CORE VALUES

Accountability  
Competition  
Ambition  
Innovation  
Community  
Leadership  
Academics

### **DISCIPLINE**

~~The Marietta Athletics program will create a championship focus for the athletes. In doing so, Discipline will be essential, and high standards for the athletes will be expected.~~

- ~~● Attendance and Punctuality are crucial to the success of the program. While events occur that can affect an athlete's attendance, there must be a clear communication. Specific times for the athletes to be dressed and ready to begin practice will be established.~~
- ~~● Uniformity will create a selfless team. Athletes will be expected to wear the same attire and not purposely display individuality.~~
- ~~● Mental Busts are mistakes that come from a lack of preparation and focus. They can be completely avoided. Mistakes will be made in competition, but the team that minimizes those mistakes has the better opportunity to win.~~
- ~~● Loafs are when an athlete does not provide the expected effort. The team that hustles will create opportunities for success.~~
- ~~● Classroom Behavior will be a reflection of the athletics program. The athlete's behavior will be expected to be excellent in all classrooms.~~
- ~~● Selfishness is the division of a team. It will not be tolerated and the athlete is expected to celebrate the success of the team.~~

~~Dedicated focus will be given to ensure the standards are met and maintained with no exceptions. There will be a set discipline for each infraction meant to reinforce the importance of the standard. The athletes will not be surprised by any action taken by the coaches because of the clearly defined expectations and discipline.~~

### **Discipline Statement**

As a member of the Marietta athletic program, each athlete is expected to uphold the highest standards of sportsmanship, integrity, and respect both on and off the field. Participation in athletics is a privilege that comes with responsibilities, and adherence to the following guidelines is mandatory:

1. **Code of Conduct:** Athletes must demonstrate respect towards coaches, teammates, opponents, officials, and spectators at all times. Unsportsmanlike behavior, including but not limited to, taunting, fighting, or use of inappropriate language, will not be tolerated.
2. **Academic Standards:** Maintaining academic eligibility is crucial. Athletes are required to meet the minimum academic requirements set forth by the school to participate in sports.
3. **Attendance and Punctuality:** Regular attendance at practices, meetings, and games is essential. Athletes must notify their coach in advance if they are unable to attend due to valid reasons.
4. **Substance Abuse:** The use of alcohol, tobacco, or illegal drugs is strictly prohibited. Violations will result in disciplinary action, which may include suspension or dismissal from the team.
5. **Dress Code and Equipment:** Athletes are expected to wear appropriate attire and maintain their equipment in good condition. Uniforms should be worn with pride and respect.
6. **Social Media Conduct:** Athletes should exercise caution and responsibility when using social media. Posts that are disrespectful, harmful, or damaging to the team's reputation are unacceptable.

### **Consequences for Misconduct**

Failure to adhere to these guidelines will result in disciplinary actions, which may include:

- Verbal or written warnings
- Suspension from practices or games
- Dismissal from the team
- Additional consequences as deemed appropriate by the coaching staff or school administration

The severity of the consequence will depend on the nature and frequency of the violation. Our goal is to foster a positive and respectful environment where athletes can thrive and develop both athletically and personally.

## **ATHLETIC DEPARTMENT STAFF INFORMATION**

### **GENERAL RESPONSIBILITY OF COACHES**

#### **❖ Athletic Department Lines of Communication**

- It is important that all coaches and staff follow the proper chain of command when dealing with athletic department business and issues. This is simply to ensure that the issue can be dealt with by the correct individual in a quick and efficient manner.
- *OSSAA Issues* - If any coach has a question or concern regarding an OSSAA rule, policy, or procedure they need to bring the issue to the athletic director. The athletic director will then consult the principal and/or superintendent. If the OSSAA needs to be contacted the athletic director, principal, or superintendent will do so and relay the information to the coach. A coach is not to contact the OSSAA without first consulting the athletic director.

#### ❖ **Relations with Campus Faculty**

- All Marietta coaches should maintain a good, positive relationship with other members of the district faculty and staff, supporting them in matters of student discipline, grades, and any other areas of concern with athletes. Mix and mingle with the faculty and staff, and remember that these people can and will help if they feel we are sincerely helping them and are one of them.

#### ❖ **Staff Loyalty and Integrity**

- All staff members will make a 100% commitment to the philosophy, objectives, and guidelines of the Marietta Public Schools athletic department and the school district.

#### ❖ **Supervision and Monitoring**

- All coaches, head and assistant, should constantly be aware of the location of students so that they are properly monitored. This includes on the field/court, in the locker room, on the bus, in the weight room, or anywhere else the team assembles.
- It is Marietta Public Schools policy that no coach is ever in a one on one situation with a student/athlete. If one student is waiting after practice then multiple coaches should wait until the student is picked up. Also, a coach should never transport a student by himself or herself.
- During the past several years, plaintiff/defense attorneys have raised all of the following situations as possible examples of negligence on the part of the physical educator/coach and/or athletic administrator. Be proactive. Prevention is the key.
  - No supervision in the locker rooms
  - Leaving activity room doors open
  - Giving your keys to a student
  - Students moving equipment beyond their capabilities
  - Permitting horseplay
  - Letting one teacher supervise two classes because a teacher is absent or must leave for a coaching responsibility
  - Not establishing specific rules of safety prior to an event or activity
  - Emphasizing the outcome of the game over the experience

- Skipping warm-up time
- Permitting unequal competition
- Physically overextending a student
- Athletes with no physicals
- Bypassing fundamental skills
- Failing to warn people about the potential danger of an activity
- Failure to update or review a safety checklist
- No emergency plan
- Permitting activity on a wet, slippery floor
- Leaving balls or equipment on the gym floor during activities or games
- Permitting students to participate in inappropriate attire (i.e. non athletic shoes)
- Using correct equipment in an improper manner
- Participating in improper area (i.e. hallways, locker rooms, parking lots)
- Leaving equipment on the field
- Progressing too quickly
- Inadequate lighting in the gym
- Not correcting an unsafe situation immediately
- Failure to go over safety rules/requirements for an activity
- Hiring unqualified personnel
- Lack of training for personnel in high risk sports
- Lack of supervision
- Failure to maintain written records
- Not posting safety rules
- Permitting running up stairs, in the street unsupervised, in snow, mud, etc.
- Failure to check field/equipment on a regular basis
- Inadequate protection behind both basketball goals
- Testing the ability of a student before teaching him/her the necessary skills
- Having equipment reconditioned by uncertified or disreputable companies
- Permitting players to travel by car and transporting teammates to games and/or practices
- Complacency: Having the attitude, “No one will ever sue me.”

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

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## **COACHING RELATIONSHIPS**

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



- ❖ Rapport - A coach must develop a good rapport with any number of individuals and groups with team personnel, with the student body, with members of the professional staff involved (grounds, insurance, medicine, police, etc.), with the community as a whole, particularly with the spectator and support constituents, with the media representatives, with the corps of officials, and with the corresponding coaches of the league and district of which the school is a part. Under no circumstance does this become a mere popularity contest, but there is no denying the value of good public relations where winning and losing, and success and failure are concerned. Image is a matter of importance. Good rapport is invaluable.
- ❖ Cooperation - The Athletic Director expects a cooperative effort among all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with the Athletic Director, Building Principal, and other members of the staff. Limited budgets, expanded activity program schedules, and heavy demands on overtaxed facilities make “cooperation” the magic word. The ability to be flexible while upholding a good sense of humor is important.
- ❖ Leadership - A coach must have pride, diligence, enthusiasm, enjoyment; all parts of a professional pride that should be exhibited by any coach. Personal appearance, dress, and physical condition all should be exemplary. Such things as setting up practice, developing time integrity, and building attitudes are very important. A coach should be in control at all times. Language, actions, and emotional displays come under close scrutiny, both in practice and in scheduled contests. A coach is also responsible for every facet of discipline. Good discipline is exemplified through the behavior of participants throughout the season (at home and away) and even to a degree for the conduct of the crowd (especially where the student body is concerned). The quality of leadership provided very often makes all the difference.
- ❖ Improvement - A coach must constantly take advantage of the opportunities presented for self- improvement. Attendance at district meetings, rules clinics, special workshops, clinics in specific fields, and in-service training is a must. Membership should be maintained in professional organizations, coaches’ associations, and other related organizations. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also encouraged. Marietta Public Schools coaches are expected to attend OCA State Meetings or other equivalent clinics.
- ❖ Coaching and Techniques - An additional performance category also must be taken into consideration. This is the area of expectations concerned with coaching and techniques in the assignment itself. Included are the following criteria:
  - Uses sound and acceptable teaching practices, runs well-organized practice sessions.
  - Completes pre-season planning well in advance of the beginning of the season.
  - Adheres to a highly efficient and technically sound program of injury prevention.
  - When injuries occur, follows a prescribed routine and maintains good communication with student-athlete, doctor, and parents.
  - Constructs a well- organized game plan so that problems are anticipated and kept to a minimum.
  - Develops a sound system for equipment accountability, including seasonal

inventory, repair and reconditioning, and replacement needs. Purchasing should be accomplished within the bounds of the purchasing procedures and budget.

- Keeps assistant coaches, student managers, and statisticians well informed as to what is expected, cooperates with maintenance staff, transportation personnel, and others similarly involved in the overall program.
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## **DESCRIPTION OF COACHING DUTIES**

### **❖ Head Coaches (High School)**

1. Communicate with the athletic director on staff assignments concerning his/her sport.
2. Design offense, defense and other techniques to be used in that sport for Grades 9-12 and consult with the middle school coaching staff.
3. Responsible and accountable for all OSSAA rules governing sport specific programs.
4. Manage, inventory, and purchase all equipment concerning his/her sport through the sports activity fund.
5. Responsible for the individual public relations of his/her sport.
6. Secure game officials for all high school level games unless this duty is performed by the athletic director.
7. Supply visiting team needs and take care of any other requirements for the orderly performance of contests.
8. See to it that each participant has clearance through athletic director PRIOR to participating in any practice or game related activities. This includes verifying the submission of each participant's physical evaluation as well as all Marietta Public Schools sports forms.
9. Performing any necessary care of his/her sports facility.
10. Maintaining and submitting an end of season report and the OSSAA participation report at the end of the season to the athletic office.
11. Reporting any injury sustained by an athlete to the Athletes parents/doctor.
12. Responsible for the dress, behavior and conduct of all his/her teams. If team rules, as set by the Head coach, are violated, the Head coach will deal with each situation.
13. Report schedule changes, at any level, to the athletic director as soon as possible.
14. Attend middle school events, primarily as it pertains to your sport.
15. Responsible for reporting scores to the athletic office as soon as possible following the game. This includes all games levels 7-12.
16. Scheduling of athletic banquet or awards night.
17. Responsible for Marietta Public Schools Athletic Code of Conduct.
18. Monitor booster club operation and maintain a professional working relationship with parents in the booster club.
19. Will maintain the Rank One Sports program by entering practice and game schedules, rosters, and results.
20. Complete deposits (gate, concessions, t-shirt, etc.) and submit game worker forms to the athletic director as needed.

21. Responsible for entering bus requests.
22. Conduct Emergency Drill with each team (or grade level) at the beginning of the season. Provide documentation to the athletic office (use attached worksheet).
23. Establish new student procedures for specific sports.
24. Develop a vision and plan for a sport specific program.
25. Responsible for checking eligibility regarding grades through the school site and ensure that no ineligible students participate in games or contests.
26. Create structured game day routines for staff and players.
27. Organize and/or oversee all sport specific home athletic events.
28. Responsible for character and direction of overall sport specific program.
29. Specify program objectives and how you will obtain them.
30. Athletic schedules are to be approved by the athletic director PRIOR to any release.
31. Attend all Marietta Athletic department meetings.
32. Attend mandated head coaches meetings.
33. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games.
34. Responsible for the daily maintenance and security of all facilities and equipment.
35. Other duties as assigned by district administration.

❖ **Assistant Coaches (High School)**

1. To properly execute the philosophy, objectives and techniques of the sport he/she is coaching and provides quality assistance to the Head coach in teaching athletes.
2. Consult with the Head coach on all matters relating to the operations, philosophy and objectives of specified sport.
3. Carry out job assignments as issued by the Head coach.
4. Make every effort to attend other sport contests at High School and Junior high School.
5. Coach in a positive manner and strive to bring out the best in each athlete.
6. Attend all Marietta Athletic department meetings.
7. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games.
8. Other duties as assigned by district administration or the sports head coach.

❖ **Head Coaches (Middle School)**

1. Responsible for overseeing and managing all duties specific to this position.
2. Organize and administer a program that is beneficial for the student-athlete and prepares them for high school. Implement philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Coaching staff.
3. Conduct a parent meeting at the start of the season.
4. Develop a parent packet to be distributed during the parent meeting. Include items such as: game schedules, practice schedules, expectations for athletes and parents, direction to games. Provide a copy to the athletic office.
5. Manage and maintain the athletic equipment for your sport. If you have anything you are no longer using, is broken, or old, please consult the head high school

- coach of the sport.
6. Submit all requests for equipment and supplies to the head high school coach of the sport.
  7. Meet with the high school coaches as needed.
  8. Submit game scores to the athletic director/principal as soon as possible after a game or contest.
  9. Assign assistant coaching positions within the sport.
  10. Communicate expectations with coaches in a preseason meeting as well as written sport specific expectations.
  11. Keep the principal and athletic director notified of all important events.
  12. Complete deposits (gate, concessions, t-shirt, etc.) and submit game worker forms to the athletic director as needed.
  13. Responsible for checking eligibility regarding grades through the school site and ensure that no ineligible students participate in games or contests.
  14. Responsible for entering bus requests.
  15. Conduct Emergency Drill with each team (or grade level) at the beginning of the season. Provide documentation to the athletic office (use the attached worksheet).
  16. Complete and end of season report within two weeks of the conclusion of the sport.

❖ **Assistant Coaches (Middle School)**

1. To properly execute the philosophy, objectives and techniques of the sport he/she is coaching and provides quality assistance to the Head coach in teaching athletes.
  2. Consult with the Head coach on all matters relating to the operations, philosophy and objectives of specified sport.
  3. Carry out job assignments as issued by the Head coach.
  4. Make every effort to attend other sport contests at High School and Junior high School.
  5. Coach in a positive manner and strive to bring out the best in each athlete.
  6. Attend all Marietta Athletic department meetings.
  7. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games.
  8. Other duties as assigned by district administration or the sports head coach.
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## **PROFESSIONAL DEVELOPMENT**

❖ **Mandatory Training - All coaches must complete all required training prior to the start of the season.**

- All district coaches are required to view the three required yearly courses by the OSSAA which are delivered via [www.NFHSLearn.com](http://www.NFHSLearn.com). There is no cost for these courses. Each coach must complete all of these annually and submit the completion certificate to the athletic director.

- Concussion in Sports
  - Sudden Cardiac Arrest
  - Heat Illness & Acclimatization
  - All district coaches are required to obtain their CPR/AED/First Aid certification annually.
  - All district coaches are required to attend the beginning of the year coaches meeting.
  - It is recommended that all Marietta Public Schools coaches get bus driver certification. Coaches must attend annual training and have an annual physical examination to maintain their bus driver certification. Information about how to obtain bus certification, annual training, and the annual physical schedule can be obtained from the athletic director.
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## **ATHLETIC PROGRAM COMPLIANCE**

### **❖ General Compliance Expectations**

1. Every coach must read his/her specific OSSAA Sport Manual regarding the sport and be in compliance with all rules and rule changes. It is the responsibility of each head coach to abide by and submit all OSSAA paperwork regarding his/her sport and to comply with all OSSAA and Marietta Public Schools guidelines as they pertain to his/her program.
2. Do not hesitate to contact the athletic director on questionable matters.
3. Every high school head coach is required to attend an annual OSSAA rules meeting prior to the start of his/her season.

### **❖ Scheduling of Athletic Contests**

1. Each high school head coach is responsible for his/her sports schedule at both the high school and middle school level, although the athletic director may assume this duty for some sports. Feel free to ask for athletic director assistance with scheduling at any time.
2. All schedules must be approved by the athletic director and building principal PRIOR to being released to athletes or parents.

### **❖ Pre-Season Compliance Requirements**

- ❖ Each Head Coach will provide and collect physicals and required OSSAA paperwork for each athlete on the team roster. Rank One is a requirement for all athletes to complete.

### **❖ End of Season Requirements**

1. All head coaches (HS & MS) are required to submit an end of season report to the athletic office. This report is due within two weeks of the conclusion of the season.

2. The end of season report should include the following elements, although it is possible that due to the nature of some sports not all of these sections will be applicable:
  - Cover Page - Name of school, coaching staff, and team/sport along with competition level.
  - Schedule with results for all levels of varsity and sub-varsity.
  - Complete inventory of any and all equipment/materials pertaining to sport.
  - The removal, storage, and securing of any and all field equipment/materials pertaining to sport.
  - Individual Awards - All District, All Star by Class, All State, All Tournament, State Champions, State Medalists, etc.
  - Team Awards at the Varsity Level
  - School Records Set During Season
  - Complete player roster for all levels.
  - Off-Season Expectations and Plan
  - Varsity Strengths & Weaknesses for the Current Season
  - Varsity Strengths & Weaknesses for Next Season
  - Recommendations for Improving Program
  - Any other pertinent information based on the specific sport.

#### ❖ **Coaches Code of Conduct**

1. Professional Conduct - All Marietta Public Schools coaches are expected to maintain a high level of professionalism in regards to conduct, demeanor, grooming, and relationships between faculty, staff, parents, and students.
2. Coaching Ejections - If a coach is ejected or suspended from a contest by an official it is the coach's responsibility to notify the athletic director as soon as possible. Any further action will be at the discretion of the building principal and the superintendent of schools.

### **SOCIAL MEDIA**

- ❖ Remind/GroupMe/SportsYou - It is required that coaches use a board approved social media application such as SportsYou to communicate with student athletes, parents, and/or coaches in a safe and effective manner.
- ❖ Coaches are not allowed to carry on conversations with students via text message or social media in a one to one setting.

### **STAFF-STUDENT COMMUNICATIONS**

### School Board Policy

~~It is the intent of the Marietta Board of Education to make students, parents, and guardians aware of allowable communication between students and staff.~~

~~School personnel shall refrain from communicating with students outside of the school setting. An exception will apply if the school administration receives written consent from a student's parents or guardian, which will outline the school related items that may be discussed and the preferred method of Staff-Student Communications.~~

~~If school personnel engage in communications with students outside the school setting and the communication conflicts with the written permission granted by the parent/guardian of the student, the employee shall be subject to disciplinary action by the school district. Such disciplinary action could include termination of employment with the school district.~~

~~I, \_\_\_\_\_, authorize Marietta Public School to communicate with my child, \_\_\_\_\_, outside school for issues related to \_\_\_\_\_.~~

~~I approve communication through the following methods (check any that may apply):~~

~~\_\_\_\_\_ Home telephone # \_\_\_\_\_~~

~~\_\_\_\_\_ Student Cell Phone # \_\_\_\_\_~~

~~\_\_\_\_\_ Non-School email # \_\_\_\_\_~~

~~\_\_\_\_\_ Social Media Site or App such as Remind - List all sites/apps \_\_\_\_\_~~

~~\_\_\_\_\_ I do not authorize Marietta Public School or its staff to communicate with my child outside of school. Please contact me to relay all information to my child.~~

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **STUDENT/PARENT ATHLETE INFORMATION**

### **ATHLETIC CODE OF CONDUCT**

*Athletics is not a requirement for graduation and participation is strictly voluntary. Athletics, as a discipline, stresses work ethic, team play, sportsmanship, integrity and sacrifice. Should the actions of an athlete fail to exhibit these same characteristics, the privilege of participating in athletics may be forfeited. All coaches must be willing to work, within the*

*guidelines of the athletic department, to help any athlete should he/she lose direction. It is our intention to help our athletes stay on course and succeed. However, when an athlete purposely or continuously violates guidelines, then it is up to the head coach to address the situation.*

❖ **Athletic Guidelines and Code of Conduct**

- It is the desire of the administration and coaching staff of Marietta Public Schools to communicate to its students that participation in athletics is a PRIVILEGE, NOT A RIGHT. Participation on athletic teams and in related activities, while being an honor, is an opportunity for young athletes to learn important lessons about the responsibilities that are assumed by individuals in leadership roles. Therefore, all athletes are expected to adhere to the following:

- Athletes will be tough competitors in the athletic arena, but outside the competitive arena they are expected to conduct themselves as gentlemen and ladies at all times, demonstrating respect for their administrators, teachers, and fellow students.
- Athletes are to display/model behaviors associated with positive leaders both in the school and in the community.
- Athletes are to exhibit good citizenship at all times.
- Athletes are to serve as positive representatives for their team, coaches, school, district, and community during competitions and interactions with rivals.
- Athletes are expected to strive for academic excellence and to adhere to the Marietta Student Handbook as well as the Athletic Code of Conduct and Guidelines.

❖ **Athlete Ejection from Contest**

- If an athlete is ejected or suspended from a contest by an official or coach, it is the head coach's responsibility to notify the athletic director as soon as possible. Any further action or suspensions will be at the discretion of the building principal and the superintendent of schools.

❖ **Use of Illegal Drugs or Alcohol**

- The Athletic Code of Conduct will be followed when this rule is violated. Head coaches have the right to remove, suspend, or correct an athlete whose conduct or actions are detrimental or distracting to the team and integrity of Marietta Public Schools Athletics or any other such violations of which the Head coach deems necessary to inform school administration.

## **PARENTAL INVOLVEMENT IN ATHLETICS**

1. Sportsmanship: Treat others as you would want to be treated and exhibit the qualities of fairness, courtesy and grace in winning and defeat. This is not about doing those things which reinforce the concept of educational athletics. Cheer for your team, respect the opponents and officials, and make all involved feel like guests in your home.
2. Goals for sportsmanship include:
  - A. Developing a sense of dignity under all circumstances.



- B. Remain in the stands, and do not enter the field of play.
- C. Properly responding to success and adversity.
- D. Respecting the rules of the game.
- E. Respecting the officials who administer the rules.
- F. Respecting opponents.
- G. Acknowledging the opponent's efforts to do their best.
- H. Refraining from disrespectful behavior.

Your actions and reaction to situations can have a significant impact not only on your child but a program. Your responsibility to your child and the school needs to reflect careful consideration of the possible consequences of your action.

3. Parents and officials:

- A. We do not hire poor officials.
- B. All people can have a bad day – we all make mistakes.
- C. Officials do what they do because they love to be involved with sports and kids.
- D. When something happens that you disagree with, remember:
  - ° The official has a better view than you.
  - ° Take a deep breath and sit back before opening your mouth to say something which may embarrass you, your child and the school.
- E. Officials do not win or lose games; mistakes or a lack thereof, win or lose games.

4. Positive athletic parenting; emphasize the following:

- A. Play the sport for the enjoyment of the experience.
- B. Do not make the focus scholarships for college.
- C. Encourage participation in as many sports as your child wants to play.
- D. Specialization has led to decreased enjoyment, burnout, and dropout. Issues related to these phenomena include: From an earlier age, parents are making a commitment of finances and time invested, lessons, travel, etc. for the child's development in a sport. This often leads to undue pressure to play well and expectations of earning a scholarship.

5. Guidelines for you and your child:

- A. Be realistic about your child's ability.
- B. Be a positive motivator.
- C. Don't be envious of other athlete's ability or skill.
- D. The coach sees all the athletes at practice every day in competitive drills, etc. They know the abilities at this stage of development, not how good someone was in the past.
- E. Emphasize commitment to the program.
- F. Never sacrifice academics for athletics.
- G. Be a good role model for your child.
- H. Encourage good decision making.

- I. Encourage your child to be a leader. All team members have leadership responsibilities.
- J. Do not degrade the coach or his staff – all of us make mistakes, including coaches.
- K. If an injury occurs and it is severe, a coach will find you and escort you to the field.

## **24-HOUR RULE**

***Do NOT approach coaches during or after practice or team competition.*** To meet with a coach, please schedule an appointment first by contacting the coach. This rule applies to parent-coach interactions. If something is bothering you about your child's status on a team, etc., give yourself "24-hours" before you contact the coach. ***Never contact a coach immediately following a contest.*** The time away from the situation will give you a chance to search for a perspective that may give you a new way to look at the circumstances. Discussions with the coach will be much more meaningful with two calm adults sharing their thoughts about someone they both are trying to help reach adulthood. If necessary, further contact/discussion can be made to the athletic director.

Parents and supporters of district athletic programs must realize that any interference with a game or participants of the game (athletes, coaches and officials) can and will result in disciplinary action taken by the district and the OSSAA. Such actions may be taken against the athlete, our teams, and parent-spectators. Acceptable and appropriate sportsmanship is a fundamental component of our athletic programs and we will help insure that our athletes and parents always exhibit such exemplary conduct.

## **ADDRESSING A COMPLAINT**

Concerns will be of two varieties; first, one raised by your child, the second will be questions you as a parent have. To deal with the first variety, the best course of action is to see if your child can deal with the concern. It is a part of what happens in athletics, encouraging the child to deal with challenges they face. Your child should discuss the issue with the coach. For the second variety, you should contact the coach with questions you have; don't ask the child to seek answers on your behalf. Your child may not see the situation in the same light as you and you are the one with the question. The coach deals with your child daily and can best relay information to you about questions you raise. Once you have conferred with the coach and the situation has not been resolved, contact the athletic director to arrange a meeting. The chain of command is as follows:

PARENT→COACH→AD→PRINCIPAL→SUPERINTENDENT→BOARD
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## **SCHOOL ELIGIBILITY**

Participation in competitive athletics at Marietta Middle School and High School is a privilege and an honor. The rules of the OSSAA are administered and enforced by the district. You must qualify for participation under these rules. Marietta students must comply with the following:

1. Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition. Any student who reaches his/her sixteenth birthday before September 1 will not be eligible if enrolled in the ninth grade or below. Any student who reaches his/her fifteenth birthday before September 1 will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1<sup>st</sup> will not be eligible for the seventh grade or below.
2. Not have competed for more than four seasons in the sport selected.
3. Have been enrolled in high school not more than seven semesters beyond eighth grade.
4. Play only with teams representing the school.
5. Not be a professional.
6. Must have passed five (5) courses taken during the previous semester.
7. Students in grades 9 through 12 who transfer from another middle school/high school must meet the requirements established by the OSSAA.
8. Not accepted from any source, an award for participation in athletic performances in excess of \$15.00 (includes merchandise, membership privileges, services or money in any amount). Accepting an award will make you ineligible even though you return it.

### **ACADEMIC ELIGIBILITY**

Marietta Schools is a member of the Oklahoma Secondary Schools Activities Association (OSSAA) and is required to abide by that association's rules and eligibility standards for participation in various activities. Schools may have additional standards if they desire. The district requires that all students must have passed all subjects taken at the end of each quarter and semester to be eligible.

If a student is not passing all subjects enrolled at the end of a week, they will be placed on probation for the next one week period. If a student is still failing one or more classes at the end of their probationary one week period, they will be ineligible to participate during the next one week period. The ineligibility period will begin on Monday and end on Sunday.

A student who has lost eligibility under this provision must be passing all subjects in order to remain eligible. A student regains eligibility with the first class of the new one week period (Monday through Sunday).

A passing "grade" means work of such character that credit would be entered on the records were the semester to close at that time.

### **ACADEMICS**

The Marietta Athletics program will place an emphasis on academics. The purpose of athletics is to provide motivation and accountability.

- Grades are a representation of the athletes comprehension and work ethic in the classroom. In order to participate and achieve higher goals the athlete must maintain a set grade.
- Ambition is the ability to dream big and set goals to better the athlete's life. College education will become an expectation for the athlete and the classroom is essential to

obtaining that goal.

- Attendance must be important to the athlete. Learning cannot take place in their absence, and being present is key to success in life.
- Graduation will be the immediate goal for all athletes. The programs will celebrate the graduation of its athletes, and track those statistics along with the number of athletes who continue their education.

Athletics is a privilege, but the programs will be used as a strong tool to create success in the classroom.

## **GRADING**

The grading of off-season participation does apply toward a student's GPA. Earning credits in athletics does apply toward the completion of graduation requirements. The student-athlete must successfully complete ALL requirements for the entire semester to receive credit. The off-season program is an integral part of competitive athletics. The student-athlete must meet the requirements set forth by the off-season coach as a part of the process to earn credits.

## **NCAA REQUIREMENTS**

Before an athlete can play a sport or receive an athletic grant-in-aid at a Division I or II school, he/she must meet specific academic criteria as set forth by the NCAA. A student must have at least a 2.0 GPA (based on a 4.0 scale) in 13 core courses. A student must also achieve a minimum combined ACT score of 68 (sum of the four scores) or a combined SAT score of 820. To be eligible at the Division I school, the student with a minimum GPA will need a higher test score, and the student with a minimum test score will need a higher GPA.

Students must take specific courses in order to meet NCAA eligibility requirements. These include a certain number of college preparatory English, sciences, social sciences and math courses, with at least one year of algebra and one year of geometry. Because the NCAA has such specific requirements, and because these requirements can be confusing, it is very important that athletes meet with guidance counselors in the 8<sup>th</sup> or 9<sup>th</sup> grade to obtain information on all of the NCAA requirements. At this time, athletes also need to make sure that their four-year plans include courses that will satisfy NCAA requirements.

Athletes should take the ACT and SAT no later than the spring of the junior year in order to have time to retake them if necessary. In order to initiate the eligibility process, athletes also need to complete an NCAA clearinghouse student release form. This form should be submitted after completion of the junior year. Forms and information are available in the high school counselor's office.

## ATTENDANCE AT SCHOOL

A student must attend school at least half of the day 12:40 pm on the day of an activity in order to be eligible to participate. Exceptions can be made for doctor's appointments, funerals, and other emergencies approved by the principal.. If students have been assigned to serve in school suspension or out of school suspension, they will be allowed to participate after the suspension is completed.

## STUDENT-ATHLETE EXPECTATIONS

The following expectations will be placed on all student-athletes.

1. Follow all training rules, school rules, and regulations.
2. Exhibit good sportsmanship towards the opponents, officials, teammates, and fans.
3. Work to excel in the classroom.
4. Put team goals ahead of personal goals.
5. Be a role model for all students before, during, and after school.
6. Have **PRIDE** in yourself, your team, your school, and care for your facility.
7. Respect, but never fear the opponent.
8. Work harder than the competition, both in and out of season.
9. Be on time and prepared for practice, meetings, and games.
10. Accept the results, learn from your mistakes, and focus on the goal.
11. Each student-athlete must strive toward the development of good sportsmanship, citizenship and leadership at all times. Student-athletes represent both school and community and enjoy a special status.
12. Once a student becomes a member of any team in grades 7-12, he/she will thereafter be considered a student-athlete. All student-athletes are expected to follow all rules, policies, and regulations.
13. Any student-athlete suspended from school for any reason will be suspended from all athletic practices and contests during that suspension.
14. If a student that is under suspension does not complete the season in which the suspension is to be completed, then the suspension will carry over to the next season/sport.
15. Student-athletes must attend school/class on the day of a scheduled contest in order to participate in the athletic activity unless prior arrangements have been made with the building principal.
16. A student-athlete ejected from an athletic contest shall be suspended from participating in the next scheduled athletic contest, at a minimum.

**Attendance:** It is the obligation and responsibility of team members to attend scheduled practices, contests, and meetings regularly and on time. If an unavoidable conflict arises with a practice or contest, one of the coaches should be notified before the workout or game. Failure to make contact prior to the practice, contest, or meeting may result in absence being considered unexcused and may not be allowed to participate in the next scheduled athletic contest.

**Specialization:** Athletes are highly discouraged to specialize in one sport. All athletes are encouraged to be actively involved in as many sports as possible. Athletes will not be restricted to any one sport by a coach. Athletes will not be encouraged by any coach to specialize.

## **HAZING**

The district's athletic department supports only those activities that are constructive, educational, inspirational, and that contribute to the intellectual and personal development of student-athletes. Marietta School's athletics unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

The district interprets hazing as any act whether physical, mental, emotional, or psychological, that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him/ her or which may in any fashion compromise his/her inherent dignity as a person. In addition, any requirements by a member that compels another member to participate in any activity that is against middle/high school policy or state/federal law will be defined as hazing.

Actions and activities that are prohibited include, but are not limited to the following:

1. Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them regardless of the person's willingness to participate.
2. Forcing, requiring, or pressuring an individual to consume alcohol or any other substance.
3. Forcing, requiring, or pressuring an individual to shave any part of their body, including the hair on their head.
4. Any requirement or pressure placed on an individual to participate in any activity that is illegal, perverse, and publicly indecent, contrary to his/her genuine morals and/or beliefs, e.g., public profanity, indecent or lewd conduct or sexual gestures in public.
5. Any activity or action that creates a risk to the health, safety, or property of the middle/high school or any member of its community.
6. Assigning or endorsing "pranks" such as stealing or harassment of another organization.
7. Awakening or disturbing individuals during normal sleeping hours.

8. Expecting or pressuring individuals to participate in an activity in which full membership is not willing to participate.
9. Physical abuse of any kind.
10. Forcing, encouraging, or pressuring someone to wear in public, apparel that is conspicuous and not within the norm of what is considered to be in good taste.
11. Nudity at any time or forced reading of pornographic material.
12. Paddling, beating, or otherwise permitting a member to hit other members.
13. Having substances such as eggs, mud, paint, honey, etc. thrown at, poured on, or otherwise applied to the body of a member.
14. Morally degrading/humiliating games or other activities that makes a member the object of amusement, ridicule, or intimidation.
15. Submitting a member to cruel and unusual psychological conditions.

Consequences for hazing may include, but are not limited to, team/activity suspensions or removal, school suspension (for up to one calendar year), and/or legal prosecution.

### **PRIMARY SPORT SELECTION**

Students who choose to participate in two sports during the same season must get permission from the coaches of each respective sport and their parents. Consequently, permission and recognition of the primary sport must occur simultaneously and each commitment must be consistent with the rules and regulations of the OSSAA.

### **PARTICIPATION IN OUT OF SEASON SPORTS**

1. Marietta Schools expects students participating in school athletics to be committed to the sport in season. As a result, the student is not permitted to compromise the school team concept by participating on an out of season team (i.e., AAU Basketball). All school practices and games will take priority over club practices and games.
2. The Oklahoma Secondary Schools Activity Association (OSSAA) defines the sport seasons. There are limits on how coaches interact and work with student athletes during the off-season.

## **CHANGING SPORTS**

From the time a team plays its first scheduled contest, a student cannot quit or be dismissed from the team and join another team until such time as the first team's season is over (this includes off-season teams).

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

1. If the athlete has a doctor's statement recommending that he/she drop the first sport for medical reasons and permitting participation in the second sport.
2. If both coaches are involved, and the athletic director agrees that a mid-season change would be beneficial to the athlete without being unfair to the individual members of either team.

Before an athlete is cleared to participate in another sport, he/she must return all equipment and pay for lost or damaged equipment.

An athlete must not change classes or stop reporting to a sport until notified that the change has officially been made through the athletic director, counselor, and principal.

## **QUITTING A TEAM**

The Marietta Athletics Department has the goal for its athletes to participate and compete in as many sports as possible. The department intends for its athletes to expand his/her comfort zones and experiment with other sports. In doing so, athletes may discover a passion and love for other sports. Marietta athletics also has a diverse coaching staff that has invaluable life experiences and different perspectives that may create a positive mentorship. The overall purpose is to provide as many opportunities for growth in the most diverse environments we can provide. We understand that not all athletes are the same, nor are the situations that occur to cause a transition from a program. However, if an athlete is willing to step out of his/her comfort zone, we will be understanding if the athlete determines that sport is not for him/her. While every coach will speak on setting individual goals and finishing, the coach will go through the process of an athlete exiting the program. If an athlete has committed an offense that requires removal from a program, the coach will also follow the exit procedures.

That process will determine reasons and justification for exiting the program.

1. Meet with the individual athlete.
2. If applicable, meet with the team's leadership structure.
3. If applicable, meet with the athlete's position coach.
4. Meet with the athlete's parent(s).
5. Meet with the Athletic Director and the athlete's next program's head coach.

Marietta Athletics is aware of the disciplinary support that sports provide for young men and women. We support parents to use sports as a motivation factor. Parents are encouraged to communicate any concerns with their current coach to develop positive corrective responses for situations that can occur or have occurred. Our goal is for parents to develop a working relationship with the coach to prevent the removal of a player from a program. Teamwork is an extremely



valuable lesson to learn for life and the young person needs to have responsibility and accountability for their team.

If a medical reason, provided by a doctor, prevents an athlete from continuing competition, the athlete is expected to remain in the program, and be present at all times whenever medically possible. This will provide support for the athlete from his/her teammates and coaches. Also, the athlete can learn to find value when unfortunate situations occur and increase their self worth.

### **DISMISSAL FROM A TEAM**

The cause for dismissal will follow the above procedures. Each situation will be handled through an objective process providing the best opportunity for growth of the athlete. Every program will have similar vision, standards, and expectation of the athletes participating and competing. This will provide a consistent standard of excellence that every athlete can expect from program to program. This will limit confusion or misunderstanding, and create an exhaustion of excuses from the athletes. If a dismissal is determined necessary, and the offense warranted removal from the current program, an evaluation will be done to determine acceptance into another program. If a dismissal is determined necessary and the offense was severe enough for removal from athletics entirely, then the athlete's participation the following year may be reevaluated before next school year.

### **Marietta Athletics Vaping, Alcohol, Tobacco, and Illegal Drugs Policy (new for 19-20)**

Marietta Athletics strictly prohibits athletes from the use of vapes, e-cigs, other tobacco products, alcohol, and illegal drugs while a member of the athletic program. Possession of these products and/or paraphernalia on school property, including but not limited to school campuses, athletic facilities, school transportation, the property of other schools, or while participating in any school-related activity is prohibited as well. Social media posts, pictures, and videos displaying a student-athlete violating this policy will enact the consequences as well. Marietta Athletics takes the safety and well-being of our athletes seriously and will do what is necessary to protect it. We hope to have the support of our parents and families in encouraging our athletes to make positive choices.

Procedure will follow these steps:

Meeting between the athlete, current head coach, athletic director, and parents.

1st Offense: The athlete will receive a written warning, and educational materials (Example: NFHS free course on dangers of vaping). A letter will be sent to the athlete's parents, and the athletic director will be notified..

2nd Offense: The athlete will receive a 5 calendar day suspension, and a meeting with the parent's will occur. A behavior contract will be signed by both the athlete and parent.

3rd Offense: The athlete will be placed into the dismissal program.

- As with all disciplinary issues, student-athletes and their families have a right to an appeals process.
- Head coaches do not have to hold a roster spot or give the same playing time when an athlete returns from a suspension.

## **TRANSPORTATION**

Each student-athlete is expected to travel with their team to and from athletic events.

They are to travel by the means provided for or arranged by the district.

In the event it is necessary for a student-athlete to use other transportation, permission must be secured in accordance with the following:

1. It is the parent's responsibility to sign out the student after a contest. Students will only be released to a parent or guardian.
2. If the student is to go with someone else, the coach must have been notified by the parent at a prior time. A phone conversation and a written letter of consent must be provided.
3. The coach will verify the identity of the parent(s), guardian(s), or person(s) approved by the parent. If the coach is not sure, the coach will ask for some sort of picture identification (driver's license, etc.).

## **DRESS CODE**

Marietta athlete's are expected to be a representative of Marietta Schools and uphold the standards of excellence. The appearance of the athlete is an immediate evaluation of the program's class and character. The head coach will demand proper school related attire and uniformity from the athletes. Therefore, team members will adhere to the following rules regarding dress:

1. Athletes must wear school appropriate attire when traveling to and from an event.
2. Shirts must be worn anytime the athlete is outside of the locker room.
3. Track and Cross-Country runners must wear a shirt or at least a tank top when running.
4. When competing, athletes are expected to be uniformed with minimal exception.
5. Athletes must follow all guidelines for accessories, such as; earrings, wristbands, necklaces, during competition.

## **STUDENT PRE-SEASON RESPONSIBILITIES**

- ❖ Each athlete must be cleared by the athletic director prior to participation at the high school or middle school level. The coach is responsible for verifying all athletes are allowed to participate by checking the Rank One site as well as communication with the athletic director.
  - All required forms must be completed in their entirety and submitted online with the exception of the OSSAA Physical Form which must be submitted as a hard copy.
  - NO OTHER physical examination form can be accepted as per the OSSAA. A new physical exam must be given prior to each school calendar year. Any physical administered prior to May 1, may not be valid after August 1.
- ❖ The required forms are:
  - Physical & Medical History Form (Must be turned in as a hard copy after doctors evaluation)
  - Handbook/Communications Acknowledgement
  - Authorization to Administer Medication
  - Emergency Consent Form

- Biological Sex Affidavit
- Recruiting & Amateurism Acknowledgments
- Code of Conduct
- General Release
- Athletics Participant Form (Concussion Awareness, Cardiac Awareness, & Marietta Indian Pledge)
- OSSAA Eligibility Form
- Helmet Waiver (Football Players Only)

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## **ATHLETIC TRAINING FACILITIES**

1. TRAINING ROOM – No unsupervised athletes are allowed to enter the training room, a coach must be present. Athletes are not allowed to get training room supplies or keep them in their lockers or equipment bags.
2. Athletes are responsible for making sure both the locker room and facility are clean after practices and contests, both home and away.
3. Athletes are not allowed in the Coaches' Office unless given permission.
4. ***NO ONE IS ALLOWED IN THE GYM, WEIGHT ROOM OR ANY OTHER ATHLETIC FACILITY UNLESS A COACH OR STAFF MEMBER IS PRESENT.***
5. Athletes should not bring large sums of money or electronic devices to school. It is an unfortunate fact that theft does occur. Precautions should be taken at all times. Access to facilities during games and practices will be limited and supervised.

## **EQUITY**

True equity is based not on the letter of the law, but instead, on the spirit of the philosophy. The best way to think of equity is that participants, whether male or female, all deserve the same treatment. Our customers are “kids”, and the fact that they are male or female should make no difference in the type of programs we provide them.

All staff members in the activities program are expected to be well acquainted with the expectations of OSSAA, Marietta, and Title IX. The district is committed to adhering to the spirit, as well as the letter of the law in regards to gender equity. To do so is in the best interest of “kids” as well as the “right” thing to do.

In addition to specific equity requirements in athletics, all activity staff members are expected to be knowledgeable of and sensitive to all forms of discrimination, bias and harassment that may occur on the basis of sex, race, nationality, or other factors.

The district affirms that no person shall, on the basis of sex, be excluded from, be denied the benefit of, or be subjected to discrimination under any education program or activity. Students or employees with questions or complaints concerning the provisions of Title IX may contact the principal or superintendent.

## **ADDENDUM**

By signing and accepting this document, the student-athlete and parent are advised that participation in interscholastic practice and competition is dangerous! Furthermore, it is understood that no amount of protective equipment will eliminate potential injury. Even under the safest and most secure conditions, some athletic activity can result in serious – even fatal – injury. In football, no helmet can prevent serious head or neck injuries that a player might receive while participating in practice or games. A football player should not use his/her helmet to butt, ram, or spear an opposing player. These actions violate football rules and can result in severe head or neck injuries, including paralysis or death to the athlete, as well as possible injury to the opponent. Moreover, physical contact in football (and other athletics) may result in concussion – brain injury that no helmet can prevent. Symptoms of a concussion include: loss of consciousness or memory; dizziness, headaches, nausea and confusion. If a student- athlete exhibits such symptoms, he or she should immediately stop playing and report these conditions to the coach, and his/her parents. The student-athlete must not return to a game or practice until all symptoms are eliminated, and the individual has received medical clearance. Ignoring this warning may lead to another and more serious or fatal injury. **REMEMBER: Anyone electing to compete in the district's athletic programs does so with the clear understanding of the risk of injury.** Additional questions about such risk should be directed to the coach or athletic director prior to participation in practice or competition.

## **PLEDGE:**

It is important to recognize that students/athletes learn from example. Parents must always be mindful that their students/athletes will look to them as models of behavior. Therefore, we want Marietta Public Schools to be the best possible environment for coaches, sponsors, referees, parents, opponents, fans and students. We choose to do everything in our power to show respect and to take responsibility for the actions of ourselves and others. We understand that some of our actions could be causing embarrassment to our school, to ourselves and, most importantly, to our sons and daughters. We choose to have faith in our coaches and staff.

We will conduct ourselves in a professional way that shows pride for our school and for our student-athletes. If the need arises to address a concern, we will ask for a meeting with the coach, following the 24 hour waiting period policy. If the concern is not resolved, we understand that there is a policy set in place by Marietta Public Schools that we may follow to seek further resolution.

Marietta Public Schools asks that you read, understand, and agree to the above stated pledge.

\*Marietta Public Schools enforces the OSSAA guidelines and recommendations for crowd accommodation and maintaining good sportsmanship policy.

## **STUDENT-ATHLETE/PARENT(S) HANDBOOK** **STUDENT-ATHLETE**

I, (student's name) \_\_\_\_\_, have read and/or have been directed to the handbook link on the athletic website, and/or have participated in the athletic handbook orientation. I understand its content and agree to follow it during my participation in athletics for the academic year.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE (Month/Day/Year)

PARENT(S)

We, the parent(s) of \_\_\_\_\_, have read and/or have been directed to the handbook link on the athletic website, and/or have participated in the athletic handbook orientation and understand the contents of the Little Axe Schools Athletic Handbook.

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

\_\_\_\_\_  
Date

***PLEASE SIGN AND RETURN TO THE HEAD COACH OR ATHLETIC DIRECTOR***

**ATHLETIC EQUIPMENT AND FACILITIES**

**EQUIPMENT AND INVENTORY**

Each head coach of a high school sports is responsible for purchasing, issuing, and managing all equipment and supplies necessary to operate his/her specific sport at the high school and middle school levels. Proper inventory will be documented and maintained consistently and timely. Methods for checking equipment in and out to athletes will be utilized to ensure proper care and security of the equipment. The coach should use his/her School Activity Fund account to make any of these purchases that are necessary by using the appropriate school purchasing procedures. Remember, NEVER order anything until you have an approved purchase order.

**MAINTENANCE**

Each head coach is responsible for the general care and maintenance of his/her sports facility. As coaches at Marietta Public Schools we want to show an attitude of thankfulness and pride in our facilities. This attitude should also be transferred to the athletes as they too play a

role in keeping the facilities in top shape. All work orders that need to be completed by the Marietta Public Schools maintenance department should be submitted to the athletic director.

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## **ATHLETIC FACILITY RESERVATIONS**

The scheduling of district athletic facilities will be handled by the athletic director. All practices, games, and other events using the high school gym, elementary gym, track complex, weight room, or baseball/softball fields should be communicated to the athletic director. Of course, priority will be given to Marietta teams, but it is imperative to communicate those times with the athletic director so other events are not scheduled. If you as a head coach are approached by anyone wishing to use the facilities please have them get in contact with the athletic director. The proper facility usage documentation, deposit (if applicable), and procedures must go through the athletic director.

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## **WEIGHT ROOMS**

Weight room procedures and usage will be scheduled through the athletic director. All sports for girls and boys may use the weightroom facilities. The most current season will be given priority. Supervision is a must. Athletes will not conduct their own workouts. The proper racking, cleaning, and organizing procedures must be followed. Weight room facilities should be available to all athletes (male and female). Weight training is important for all athletes! It is of the utmost importance that weight rooms are to be supervised by the coach of the team using the facility at ALL times. The athletic director or a school administrator will settle scheduling disputes.

## **PUBLIC RELATIONS**

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## **MEDIA RELATIONS**

Having a professional and courteous relationship with media outlets is an important part of coaching at Marietta Public Schools. It is also recommended that all high school varsity scores are reported to the Marietta Monitor, and Daily Oklahoman (405-475-3314) and other local papers along with stats if they are requested by the media outlet. Also, if the Daily Oklahoman hosts stats rankings for your sport it is recommended to input those statistics on a weekly basis. In addition for many sports the OSSAA requires head coaches to put game scores online at [www.ossaarankings.com](http://www.ossaarankings.com) within 24 hours after each contest. If you need help accessing that site or any others please see the athletic director.

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## **ALUMNI RELATIONS**

Each head coach should seek out methods to promote and foster positive relationships with alumni of the sport. This may take the form of meals, activities, fundraisers, or special recognition during games.

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## **ATHLETIC PROGRAM PUBLIC RELATIONS**

One of the most important aspects of coaching in the 21st century is being able to properly promote your athletic program. This includes having updated team pages online at sites such as [www.maxpreps.com](http://www.maxpreps.com) as well as communicating with media members when requested. The discourse is expected to be constructive, conscientious, and considerate of Marietta Athletics. It is also recommended to obtain quality film of all varsity level athletic contests and to be of assistance to players who are interested in competing at the college level. This can be done by providing film access as well as speaking with college coaches regarding the student athlete.

## **GENERAL GUIDELINES**

### **SPORT PROGRAMS**

#### **❖ Participation in Multiple Sports**

- Marietta Public Schools Athletic department guidelines allow and highly encourage a student/athlete to compete in multiple sports as long as the student/athlete can abide by all team rules and regulations and there is no seasonal conflict. No coach shall discourage any athlete from participating in multiple sports.
- A student/athlete who decides to quit one sport and enter another will be ineligible for participation in another sport until the end of the season in the sport for which he/she has quit, or unless the head coaches of both sports mutually agree to the student/athlete's participation. A student/athlete quitting a sport after the first contest will forfeit any award for that sport.
- The Marietta Public Schools athletic department does not endorse player cuts but realizes that there are certain sports where cuts are necessary due to financial parameters or game management.

#### **❖ Outside Participation**

- A student can participate on a non-school team while participating on a school team of the same sport. However, missing a school event to participate in a non-school event will count as an unexcused absence and may result in the athlete not getting to play in the next scheduled athletic event. Please see current research regarding student injuries that occur during non-school participation happening at the same time as school sports.
- Club Sports – Make every effort to coexist without jeopardizing OSSAA and Marietta Public Schools guidelines regarding participation/recognition and coaching.

### ❖ **Participation Concepts**

- Middle School and Sub Varsity Contests - The coach of each of these teams should make every possible effort to allow all athletes on the team to participate in the game. If extra games or scrimmages are needed to get every athlete playing time that should be communicated to the head high school coach and/or athletic director.
- Varsity Contests - The head coach of varsity sports has jurisdiction of all playing time and the goal should be to give the team the best chance to win each contest.

### ❖ **Team Rules**

- Team rules are to be established by each head coach and based on Marietta Public Schools and OSSAA policies, guidelines and regulations.
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## **TRANSPORTATION**

- ❖ All transportation requests must be submitted on a transportation sheet no less than five school days in advance. Coaches are responsible for ordering district transportation.
  - ❖ No student drivers of cars will be allowed to drive his/her car to a game/contest in which he/she is a participant.
  - ❖ Coaches will not be paid to drive a bus for their sport.
  - ❖ Buses must be cleaned and picked up after use or a cleaning fee will be charged to the sports activity fund account.
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## **PARENT COMMUNICATION**

One or both parents of all your athletes should be present at the pre-season parent meeting. Provide sign-in sheets requesting: Name, Address, Phone Numbers, Athlete's Name, and a Parent's Email Address.

The coach should make every effort to have each of these staff members in attendance:

- ❖ Athletic Director (\*\*Required to Attend or Make Alternate Arrangements)
- ❖ Site Principal

## **PARENT COMMUNICATION**

### ❖ **General Guidelines**

- Communication parents should expect from their child's coach:
  - i. Coach's philosophy.
  - ii. Expectations the coach has for student/athlete, as well as other players on the team.
  - iii. Locations and times of practices and contests.
  - iv. Team requirements, i.e. special equipment needed, school & team rules, off-season, etc.



- v. Procedures that will be followed if your child becomes injured during participation.
- Communication coaches expect from parents:
  - i. Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place.
  - ii. Specific concerns in regard to the coach's philosophy and/or expectations.
  - iii. Notification of any schedule conflicts well in advance.

#### ❖ **Parent Meeting**

- Every sport will conduct a pre-season parent meeting that will be coordinated with the athletic director. It is recommended that coaches keep a sign-in sheet of parents attending the meeting.
- See the below guide for a pre-season parent meeting.
- Any agenda needs to be turned into the Athletic Director for documentation and publishing.

### **Suggested Guidelines for Pre-Season Parent Meeting**

Every sport is required to conduct a pre-season parent meeting. This meeting will be held before the start of that respective sports first contest. The Marietta Public Schools athletic department and the athletic director must be informed of the parent meeting. The purpose of your parent meeting is to address some of the below listed issues.

- ❖ Provide the opportunity for the parents of your athletes to meet you and your staff in a social environment. This will allow the parent to see you off the field or court.
- ❖ Introduce your Booster Club Representative
- ❖ Allow you to present your program to the parents. Parents need to have a clear understanding of what your program consists of and what your expectations of their sons/daughters are.
- ❖ Allow parents to ask questions regarding organizational and administrative procedures and guidelines regarding your program or the entire athletic program.
- ❖ To use this meeting to disperse any program or athletic department information that needs to go out to the parents or solicit parental help for fundraisers, etc.

#### **Agenda Items for Parent Meeting**

1. The head coach as well as the assistant coaches of that sport should attend and provide an agenda for the meeting. The head coach must also provide a sign-in sheet for the parents, which must be kept on file along with the agenda.
2. Introduce staff
3. Coaching philosophy / team's style of play / new rules of sport
4. Game schedules, Rank One, directions to games, game changes
5. Practice schedules and times, length of practices and games, criteria for being selected on squad
6. Coach's email addresses / Marietta athletic website

7. Any other important phone numbers
  8. Telecommunication devices in locker rooms
  9. Review amateur athletic rules of the OSSAA.
  10. Sportsmanship expectations for athletes, parents, and fans.
  11. Philosophy regarding multiple sport participation.
  12. Eligibility and Probation Guidelines
- 

## **OFFSEASON PROGRAMS**

### **❖ Athletic Period Guidelines**

- Each head coach is responsible for the success of his/her program. One of the single most important aspects of success in an athletic program is having a quality offseason program. Each head coach is expected to operate a quality off-season program in regard to his/her sport.
- Students/athletes remaining in an offseason program are to be excused from offseason workouts on game days of other sports.
- As the majority of middle school athletes participate in one or more sports, the operation of a true offseason program may not be possible. The offseason program at the middle school will revolve around a solid strength and conditioning program designed to benefit the athletes participating in all sports.

### **❖ Grading Procedures**

- All athletic periods at Marietta High School are graded on an A-F scale. Coaches are free to grade as they would a physical education class based on participation or by using other methods. Students should know if enrolling in a competitive sport they will be expected to dress out and work out daily.

### **❖ Summer Strength & Conditioning Camps**

- All summer strength and conditioning camps must still adhere to the guidelines in this handbook and student athletes will still be subject to the code of conduct.
- All summer strength and conditioning programs are subject to approval from the athletic department and school administration.

## **SPORTS MEDICINE GUIDELINES & PROCEDURES**

### **PHYSICAL AND SPORTS FORMS GUIDELINES**

- ❖ Each athlete must be cleared by the athletic director prior to participation at the high school or middle school level. The coach is responsible for verifying all athletes are allowed to participate by checking the Rank One site as well as communication with the athletic director.
  - All required forms must be completed in their entirety and submitted online with the exception of the OSSAA Physical Form which must be submitted as a hard

- copy.
  - NO OTHER physical examination form can be accepted as per the OSSAA. A new physical exam must be given prior to each school calendar year. Any physical administered prior to May 1, may not be valid after August 1.
  - ❖ The required forms are:
    - Physical & Medical History Form (Must be turned in as a hard copy after doctors evaluation)
    - OSSAA Eligibility Form
    - Sports Form
    - Athletics Participant Form (Concussion Awareness, Cardiac Awareness, & Marietta Student/Parent Handbook signature page)
    - Consent to Treat
    - Helmet Waiver (Football Players Only)
- 

## TRAINING ROOM TREATMENT/EVALUATION GUIDELINES

The Marietta Athletic Training Room is designed to provide a safe environment where Marietta student-athletes are welcome when it comes to the prevention, evaluation, care and treatment of athletic injuries. The following rules will be enforced to ensure proper care and safety is provided.

1. No one is permitted in the athletic training facility without the permission or **SUPERVISION** of the coach.
2. The athletic training facility is a medical facility and is intended for medical care. It is **NOT A LOUNGE**. If you are not receiving medical treatment, please wait outside or you will kindly be asked to leave.
3. Do not store personal belongings in the athletic training facility.
4. Do not discuss the medical injuries or treatment of other student-athletes inside or outside of the athletic training facility. This is a direct violation of the Health Insurance Portability and Accountability Act (HIPAA) and will immediately cause dismissal from the facility.
5. Do not take any pictures of any other individuals being evaluated or receiving treatment.
6. **TREAT EVERYONE WITH RESPECT AND KINDNESS.**
7. Profanity or obscene language or gestures will not be tolerated in the facility.
8. All athletes must wear the minimum of shorts and a t-shirt (unless otherwise instructed by the coach) while in the athletic training facility.
9. No cleats are to be worn in the athletic training facility. Furthermore, no shoes of any kind are to be worn on treatment tables.
10. Please ask a coach before taking anything out of the athletic training facility. If you are loaned equipment or supplies from the athletic training facility, please return it as soon as possible.
11. It is the responsibility of the student-athlete to report all injuries to the coach. This will

- allow for quick, immediate injury evaluation and care.
12. In order to get them to practice or games as soon as possible, athletes that are participating in practice/events will receive treatment prior to any athletes that are unable to participate.
  13. If you make a mess, clean it up.
- 

## **HEAT AND HYDRATION GUIDELINES**

Marietta Public Schools and the Oklahoma Secondary Sports Athletic Association (OSSAA) recognizes that heat related illness is the leading cause of preventable death in high school students participating in activities. Therefore, the OSSAA board of directors along with Marietta Public Schools have adopted the following policies and procedures in to understand, prevent, recognize, and appropriately manage any heat related issue:

### **Acclimatization Period**

Whenever students are participating in an environment in which the temperature cannot be controlled there should be an acclimatization period. The acclimatization period is defined as the first 14 days of participation beginning with the first date of practice in that sport or activity, or the first date a participant begins practice, whichever is later. Any speed, strength, or conditioning programs shall not be considered a part of the acclimatization period. All students participating in athletics or activities, including those who arrive at preseason practice after the first day of practice, are required to follow the guidelines of the first days of the acclimatization period. All athletic coaches and marching band directors are required to view A Guide to Heat Acclimatization and Heat Illness Prevention at [www.nfhslearn.com](http://www.nfhslearn.com), annually. A certificate of completion shall be kept on file for each coach or marching band director at the member school.

### **Football (Mandates)**

1. Preseason practice shall be limited to 2 ½ hours per session with a minimum of one hour between practice sessions. No more than 5 hours of practice per 24-hour period will be allowed. There will be no physical activity during the one-hour rest period. Any time a coach is present during football practice, the time will count toward the maximum 5 hours, with the exception of strength training.
2. If a practice session is interrupted by inclement weather or heat restrictions, and it is required the session be divided for the good of the student-athlete's welfare as long as the total practice time does not exceed 2 ½ hours.
3. When multiple practices are conducted in the same day, it is required that either practice not exceed 2½ hours in length and students not participate in more than five total hours of practice activities, including walk-through sessions. Warm Up, stretching, cool down and conditioning activities are included as part of the practice time. Practices should be separated by at least one hour, where there is no physical activity between the end of the first practice and the beginning of the second practice.
4. Immediately prior to any practice, coaches are required to use a smart-phone APP, or other mechanism or program to get a heat index, such as CoachSmart or the OSHA APP.

There are also programs available on the Internet, such as AccuWeather, or Weather.com. These programs are free and can be used on any smartphone, tablet, or computer. A chart outlining recommendations for making concessions for extreme heat is available on the OSSAA website. Schools must develop their own form to record the heat index each practice session.

5. All practices must be held under the supervision of a coach employed by the school.
6. Practices must always be conducted with an open water policy.
7. Cooling stations shall be made available for the athletes (buckets of cool water, wet towels, sponges, etc.)
8. Each program shall have a heat related emergency plan on hand at all times.

### **Procedures for Outdoor Activities**

1. Athletic Coaches or marching band directors should use a smart-phone APP, or other mechanism or program to get a heat index, such as CoachSmart or the OSHA APP. There are also programs available on the Internet, such as AccuWeather, or Weather.com. These programs are free and can be used on any smartphone, tablet, or computer. A chart outlining recommendations for making concessions for extreme heat is available on the OSSAA website. Schools must develop their own form to record the heat index each practice session.
2. All practices should be held under the supervision of a coach, director, or sponsor employed by the school.
3. Practices should always be conducted with an open water policy.
4. Each program should have a heat related emergency plan on hand at all times.
5. Preseason practice should be avoided if possible between the hours of 12 p.m. and 6 p.m.
6. Parents and students should be educated on the importance of hydration during extreme heat conditions.
7. Cooling stations should be made available when possible (buckets of cool water, wet towels, sponges, etc.)
8. Equipment should be removed for conditioning.

### **Heat Illness Related Chart**

Under 95 degrees Heat Index	<p>All Activities</p> <ol style="list-style-type: none"><li>1. Provide ample amounts of water. This means that water should always be available and students should be able to take in as much water as they desire.</li><li>2. Optional water breaks every 30 minutes for 10 minutes in duration.</li><li>3. Ice-down towels for cooling.</li><li>4. Watch/monitor students carefully for necessary action.</li></ol>
95 degrees to 99 degrees Heat Index	<p>All Activities</p> <ol style="list-style-type: none"><li>1. Provide ample amounts of water. This means that water should always be available and students should be able to take in as much water as they desire.</li><li>2. Mandatory water breaks every 30 minutes for 10 minutes in duration.</li><li>3. Ice-down towels for cooling</li><li>4. Watch/monitor students carefully for necessary action.</li><li>5. Helmets and other possible equipment removed while not involved in contact.</li><li>6. Reduce time of outside activity. Consider postponing practice to later in the day.</li><li>7. Re-check temperature and humidity every 30 minutes to monitor for increased heat.</li></ol>
100+ degrees Heat Index	<p>All Activities</p> <ol style="list-style-type: none"><li>1. Provide ample amounts of water. This means that water should always be available and students should be able to take in as much water as they desire.</li><li>2. Mandatory water breaks every 30 minutes for 10 minutes in duration.</li><li>3. Ice-down towels for cooling.</li><li>4. Watch/monitor students carefully for necessary action.</li><li>5. Alter uniform by removing items if possible.</li><li>6. Allow for changes to dry t-shirts and shorts.</li><li>7. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.</li><li>8. Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.</li><li>9. Re-check temperature and humidity every 30 minutes to monitor for increased heat.</li></ol>

## Types of Heat Illness & Treatment

### **Heat Cramps**

Some students may experience heat cramps. This type of cramp is the tightening and spasms experienced in muscle. It is often preceded by heavy sweating and large electrolyte losses, this may look like white residue on clothing or equipment.

- **Treatment:** If a student-athlete is experiencing heat cramps, he or she should stop the activity, find a cool spot to gently stretch and massage the muscle, and drink appropriate fluids like sports drinks (or salty foods and other fluids) that contain significant levels of sodium.

### **Heat Exhaustion**

Another type of heat illness is heat exhaustion. Conditions and signs of this problem can include profuse sweating, dehydration, fatigue, lightheadedness, rapid pulse, and low blood pressure. Body temperature may be slightly elevated.

- **Treatment:** If heat exhaustion is suspected, the student should lie in a cool place with legs elevated, have cool, wet towels applied to the body, drink cool fluids, and have someone monitor their vital signs. Remove equipment and excess clothing. With heat exhaustion, often the ill student feels better when he or she rests in a cool place and replenishes fluids by drinking cold liquids. Continue to monitor the student. If signs are present that the illness is severe or progressing, activate the emergency action plan. Check the student for warning signs. Call 911 or the local emergency number immediately. Have someone administer your emergency care plan.

### **Heat Stroke**

This is the most serious heat-related illness. With heat stroke, a student-athlete will have a high core body temperature of 104° F or higher and could have red, hot, dry or moist skin, vomit, be incoherent or lose consciousness, have shallow breathing and/or a weak pulse. He or she might experience mild shock, convulsions, or a coma, and can possibly die from heat stroke.

- **Treatment:** If he or she goes into respiratory or cardiac arrest, begin rescue breathing or CPR, as appropriate. Cool by any means possible, as quickly as possible. Remove clothing and other outer garments. If a student-athlete is breathing and has a pulse, medical or coaching personnel should place the player in an ice bath or for complete cold water submersion and call for emergency medical services (EMS). Continue to cool and monitor the student while awaiting EMS.

### **Cold Weather Guidelines**

Cold exposure can be uncomfortable, impair performance and even become life threatening. Conditions created by cold exposure include frostbite and hypothermia. Wind chill can make activity uncomfortable and can impair performance when muscle temperature declines. Frostbite is the freezing of superficial tissues, usually of the face, ears, fingers, and toes. Hypothermia a significant drop in body temperature occurs with rapid cooling, exhaustion and energy depletion. The resulting failure to the temperature-regulating mechanisms constitutes a medical Emergency.

### PRACTICE PROTOCOL

Wind Chill Factor 33-35° F with Precipitation:

- 35 min. of exposure/20 min. inside the gym (may return outside after 20 min.)
- Dry clothing (socks, gloves)
- Athletes must be dressed in warm-up with extremities covered

Wind Chill Factor 31-32° F (Dry):

- 45 min. exposure/ 15 min. inside the gym (may return outside after 20 min.)
- Athletes must be in warm-ups with extremities covered

Wind Chill Factor 32° F or lower with precipitation:

- All practices will be inside
- No outside exposure

Wind Chill Factor 26-30° F (Dry):

- 30 min. of total exposure to chill factor
- 15 min. inside
- Warm-ups must be worn with all extremities covered at all times

Wind Chill Factor of 25° F or lower:

- No outside practices
- All work must be inside

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## **MARIETTA PUBLIC SCHOOLS SEVERE WEATHER POLICY**

Lightning is a widespread danger to the physically active population, in part because of the prevalence of afternoon to early evening thunderstorms from late spring to early fall and a societal trend toward outdoor physical activities during those times. Certain areas of the United States, especially Oklahoma, have greater thunderstorm activity than others. Marietta Public Schools, along with the guidelines set by the National Athletic Trainers Association (NATA) and the National Federation of State High School Associations (NFHS) will implement specific policies and procedures to ensure that all student-athletes, coaches, game officials and spectators remain safe in the event of a lightning or severe weather event.

These guidelines provide default policy and procedures to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of severe weather or lightning. The decision of game suspension and restarting practice or games should be a group effort that involves the Game Officials, Bethany Administrators and the coaches.

The following procedures will be followed when severe weather is imminent:

1. The Marietta Athletic Director and School Administrators will monitor local weather conditions before and during practices and contests.
  - Several sources may be used to monitor weather.
    - Local weather channels/websites.
    - National Weather Service.
    - The Weather Channel.



- Weatherbug (or similar website or app).
  - Hand held lightning detector.
- If there is a high probability of severe weather (lightning, high winds, hail, possible tornadic activity), all after school activities may be suspended.
  - This decision is often made prior to the start of the athletic period by the athletic director and school administrators.
  - Students will remain at the school and not report to their athletic facility.
  - All activities must be suspended, including activities held in the indoor practice facility or film/meetings held any other place than the school.
- If there is a low chance of severe weather but lightning may be present, student-athletes may report to their assigned athletic facility.
  - Modifications may be made to practice or contest due to the timing and location of the lightning.
  - Film or meetings may be conducted at the athletic facility.
  - Outside practice may be conducted as long as there is no current threat of lightning.

## **2. Initial Lightning Alert**

- An “Initial Lightning Alert” is given when cloud to ground lightning is visualized and/or thunder is heard.
  - Informs all involved that a lightning threat is approaching.
  - Practice or event does not need to be delayed at this time.
  - Begin preparation for the possibility of evacuation.
  - Due to the flat terrain in the state of Oklahoma, lightning can be seen from many miles away.
- An “Initial Lightning Alert” will be given by the Athletic Director to the coaches during any outdoor practice once cloud to ground lightning is visualized and/or thunder is heard.
  - If the Athletic Director is not on sight, this becomes the responsibility of the coaches.
- An “Initial Lightning Alert” will be given by the Athletic Director to the officials during any outdoor competition once cloud to ground lightning is visualized and/or thunder is heard.
  - If the Athletic Director is not on sight, this becomes the responsibility of the officials.
- When cloud to ground lightning is visualized, the weather must be continuously monitored by the Athletic Director, coach or game official.
  - Use of previous mentioned weather monitoring sources.
    - Weatherbug App or website (Spark feature)
    - Hand held lightning detector.

## **3. Practice or Event Suspension**

- All outdoor activity must be immediately suspended and all student-athletes,

coaches, officials, game personnel and spectators must clear the outdoor athletic facility and take shelter in a lightning safe venue.

- For practice events, this occurs when the “Initial Lightning Alert” has been given and the active lightning has moved within a ten (10) mile radius of the outdoor playing facility.
  - Determined by the use of weather monitoring sources.
- For games/scrimmages, this occurs when the “Initial Lightning Alert” has been given and the active lightning has moved within a fifteen (15) mile radius of the outdoor playing facility.
  - Determined by the use of weather monitoring sources.
  - Additional time allows for all individuals including spectators at a game or scrimmage to have adequate time to evacuate the facility and enter a safe venue.
- All student-athletes, coaches, officials, game personnel and spectators must remain in a lightning safe venue until the “All Clear” has been given.
  - Failure for any individual to seek and remain in a safe venue until the “All Clear” has been given is solely the choice of that individual and places no liability on Marietta Public Schools.
- If lightning develops inside of the set radius or if the storms are moving at a rapid pace, it is possible that a practice or event could be suspended without “Initial Lightning Alert.”

#### **4. All Clear**

- The “All Clear” alert serves as a notification that all individuals may safely return to the outdoor playing facility.
- The “All Clear” alert occurs when no active lightning is within a fifteen (15) mile radius of the outdoor facility.
  - Determined by the use of weather monitoring sources.
  - For both practices and games/scrimmages.
  - Approximately thirty (30) minutes after the last cloud to ground lightning is visualized and/or thunder is heard.
- Could possibly still be under “Initial Lightning Alert”
  - Continue to closely monitor weather sources.
  - No longer in “Initial Lightning Alert” once cloud to ground lightning is no longer visualized and/or thunder is no longer heard.

#### **5. Safe Venue**

- The ideal safe venue is a fully enclosed building that has plumbing, telephone and electrical service.
  - Allows for the building to be grounded.
  - Desired athletic facilities in the case of lightning.
    - School or basketball gym.
    - Field house or middle school locker rooms.

- Baseball/softball locker rooms coaches' office.
- Unsafe structures in the case of lightning.
  - Any facility that is not fully enclosed (ex. awnings or pavilions).
  - Dugouts.
  - Golf cars/Gators.
- Avoid the following during lightning.
  - Going outside until the "All Clear" has been given.
  - Taking a shower.
  - Using a telephone landline.
- If a suitable safe shelter is not available.
  - Avoid tall objects (ex. trees, light poles, ect.) that allow lightning an easy path to the ground.
  - Do not be the tallest object in the area.
    - Crouch down with legs together.
    - Weight on the balls of the feet.
    - Arms wrapped around the knees.
    - Head down (cover ears if needed).
    - Minimize contact with the ground.

■ Do NOT lie flat on the ground.

## **6. Management of Lightning Related Injury**

- Immediately call emergency medical personnel.
- Refer to the facility Emergency Action Plan.
- Individuals that have been struck by lightning are safe to touch.
  - Move the individual to the nearest safe venue.
  - Begin CPR if warranted.

# **MARIETTA PUBLIC SCHOOLS INFECTION CONTROL GUIDELINES**

## **Infection Control Guidelines**

The nature of athletics exposes the skin of its participants to a wide variety of stresses. Trauma, environmental factors, and infectious agents act together to continually attack the integrity of the skin. Combined with the close quarters shared by athletes and generally poor hygiene practices, it is not difficult to see why skin infections cause considerable disruption to individual and team activities. Skin infections in athletes are extremely common.

Marietta Public Schools is dedicated to providing a safe and healthy environment for all student-athletes. The spread of infection has become a growing concern in athletics the Athletic Director and coaches will implement these policies and procedures to help minimize the risk of any individual contracting or spreading any infectious diseases.

A healthy environment should be maintained by routinely cleaning athletic equipment (balls, bats) and surfaces, such as benches and lockers. Athletes need to report all potential skin

infections to their coaches. Open wounds should be covered with a clean, dry bandage that is taped to the skin on all four sides. To help limit the spread of infection, athletes with a potentially contagious wound must be evaluated and given written clearance from a physician prior to practicing or competing.

### **Methicillin Resistant Staphylococcus Aureus**

MRSA is one of the primary concerns when it comes to infections in athletics. Methicillin resistant Staphylococcus aureus (MRSA) is a type of “staph” bacteria that is resistant to penicillin as well as some other common antibiotics. MRSA commonly causes skin infections that may look like spider bites, infected turf burns, impetigo, boils or abscesses. It is spread by touching the infection/drainage or by touching surfaces that have come in contact with the infection/drainage. MRSA can stay on surfaces for weeks. Frequent hand washing is the best way to prevent MRSA. It is also important to have student-athletes and coaches practice good hygiene, including showering after practice and events; not sharing personal hygiene items and not participating in practices/events with a potentially infected skin wound/lesion.

### **Infection Control Policies**

1. General policies for the control of any infectious diseases.
  - All environmental hard surfaces that may come in contact with body fluids should be cleaned and sanitized daily with an EPA-approved disinfectant, including benches, weights, workout machines, athletic training tables, etc.
    - Clean all visibly soiled areas with friction.
    - Sanitize or disinfect “clean” areas to remove bacteria.
    - Always use gloves when using disinfectants.
  - All floors/wall padding in athletic settings should be washed daily (if room is used).
  - Locker rooms, including any shower areas should be cleaned daily, if used.
  - If soap is furnished, it should NOT be bar soap and it should be accessible from a wall dispenser.
  - Towels should not be shared. If they are washed at school, they should be washed in soap and water at 71o C (160°F) minimum and dried in a hot dryer.
  - Ensure that athletic areas, locker rooms and restrooms all have separate cleaning mops and buckets, and that all mops (washable microfiber heads or disposable mop cloths preferred) and buckets are cleaned regularly.
2. Weight Rooms
  - Replace all torn and worn out padding on weight machines.
  - Place wall dispensers with 60% alcohol-based (or greater) hand sanitizer at entrances/exits inside the weight room. Athletes/coaches should be instructed to use hand sanitizer when entering and leaving the weight room (minimum use, may use more often). If hands are visibly dirty, they should use soap and water to wash before entering the weight room.
  - Remove tape from weight bars and grips. (Metal surfaces are easier to wipe down.) 4. Wipe down grips on weights and lifting belts at least daily.
  - Clean floors, benches, supports, pads, light switches and door pulls/knobs daily

3. Locker Rooms/Shower Rooms
  - Provide wall-mounted dispensers for soap in shower room (next to showers).
  - Soap dispensers should have disposable soap “unit” refills.
4. Sports Equipment
  - Schedule regular cleanings for sports equipment: balls (football, basketballs, baseballs, softballs), bats, gloves, pads, etc.
  - Clean and sanitize sports equipment that comes in direct contact with the skin of players, such as football helmets and catcher’s equipment after each use.
5. Athletic Training Facilities
  - All treatment and taping tables should be cleaned prior to each use and at the end of each day.
  - Whirlpools should be cleaned after each use.
  - Athletes with open wounds will not enter the whirlpools unless evaluated and covered by Certified Athletic Trainer.
  - Treatment towels should be used for only one student-athlete per day and washed before next use.
  - Towels should be placed between skin and moist heat pack covers.
  - Moist heat pack covers should be washed weekly.
  - Athletes are highly encouraged to shower prior to entering the athletic training facility for post practice athletic training care or treatment.
  - All hydration supplies (coolers and water bottles) will be cleaned with kitchen grade cleaner on a weekly basis.
    - More frequently if needed.
  - Use a scoop (not hands) when taking ice out of the cooler to make ice packs to treat sports injuries. Also, clean scoop daily when in use and do not store scoop in an ice cooler.
6. Coaches
  - Include 60% or greater alcohol-based hand sanitizer in the coach's first aid kit so that coaches will always be able to sanitize hands before and after caring for each injured player when soap and water is not readily available.
  - Have disposable gloves readily available in a first aid kit for use when caring for the scrapes and cuts of players. Use gloves once then discard, wash hands or use hand sanitizer immediately after removing gloves.
  - Check athletes for skin infections before practice or games or events. Do not let athletes participate in a contact sport if they have potentially contagious wounds, even if covered. Refer athletes with potential skin infections either to the team physician (preferred) or their own medical provider. Culturing wounds should be encouraged.
  - Encourage student-athletes to not share water bottles.
    - If water bottles are shared, encourage athletes to not place open wounds or mouths on the bottles or coolers.
  - Shower immediately after practice or events when there is physical contact with the athletes.
7. Athlete
  - Athletes should wash their hands with warm, soapy water frequently.
  - Student-athletes should shower with soap and water immediately after practice or

- events.
- DO NOT share personal hygiene items (bar soap, towels, razors), clothing or water bottles.
- DO NOT share antibiotics or ointments and salves.
- DO NOT touch other people's skin infections.
- DO NOT touch your face, nose or groin during practice or events.
- Refrain from cosmetic shaving.
- Treat any draining wound as a potential skin infection.
  - Immediately report all wounds to the coach.
- Wear workout clothing that minimizes contact with benches, weight equipment, etc.
- Wear practice clothes/uniforms only once, then wash them with soap and water and dry in a hot dryer.
- Report skin abrasions, wounds and potential skin infections to a coach/trainer and/or the school nurse.
- Avoid whirlpools or common tubs.
- Inform parents of all these precautionary measures.

### **Athletes' Guide to Avoid Skin Infections**

1. Wash your hands with warm, soapy water frequently.
2. Student-athletes should shower with soap and water immediately after practice or events.
3. DO NOT share personal hygiene items (bar soap, towels, razors), clothing or water bottles.
4. DO NOT share antibiotics or ointments and salves.
5. DO NOT touch other people's skin infections.
6. DO NOT touch your face, nose or groin during practice or events.
7. Refrain from cosmetic shaving.
8. Treat any draining wound as a potential skin infection and immediately report all wounds to coach.
9. Wear workout clothing that minimizes contact with benches, weight equipment, etc.
10. Wear practice clothes/uniforms only once, then wash them with soap and water and dry in a hot dryer.
11. Report skin abrasions, wounds and potential skin infections to a coach
12. Avoid whirlpools or common tubs unless evaluated and covered by a coach.
13. Do not touch objects (water fountains, water bottles, hard surfaces) with open wounds or mouths.
14. Inform parents of all these precautionary measures.

### **Bloodborne Pathogens Guidelines**

#### **Purpose**

Reduce and minimize exposure to blood and other potentially infectious materials through work practice controls and routinely employing Universal Precautions.

**Blood borne pathogens** include:

- Human Immunodeficiency Virus (HIV/AIDS)
- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)

### **Universal Precautions**

All blood and other body fluids are to be treated as if they are known to be infectious for HIV/AIDS, HBV, and HCV.

Feces, nasal secretions, sputum, sweat, tears, urine, and saliva are **not** considered to be infectious, however Universal Precautions should be utilized when dealing with these materials.

### **Personal Protective Equipment**

This includes gloves, gowns, lab coats, face shields/masks, goggles, CPR masks, pocket masks, etc. Protective equipment should be worn whenever there is potential or anticipated exposure to blood and/or other body fluids.

### **Biohazard and Sharps Containers**

Any contaminated material is to be placed in a red labeled biohazard container that is leak-proof and closable.

Contaminated sharps are to be placed in a puncture-resistant, red labeled biohazard sharps container that is leak-proof and closable.

### **Hand Washing/Hygiene**

You must always wash your hands with soap and warm water following any exposure to blood or other body fluids and removal of PPE. Individuals will also wash their hands following using the restroom and before eating, drinking, treating patients, etc.

### **Housekeeping**

All treatment tables, rehab equipment, treatment modalities, etc should be cleaned following use with an appropriate disinfectant. Spills should be cleaned using an appropriate disinfectant and PPE should be worn as needed when cleaning up spills.

**\*\*If you become exposed to any infectious material\*\***

**\*\*First clean and wash the area with soap and water then inform your coach or athletic director\*\***

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## **MARIETTA PUBLIC SCHOOLS CONCUSSION GUIDELINES**

*Marietta Sports Medicine concussion policy and procedures have been adopted by Marietta Public Schools and falls in line with OSSAA and the State of Oklahoma (SB1700 and SB1164) rules and regulations. These policies and procedures also coincide with recommendations set forth by the NATA (National Athletic Trainers Association), and the*

### **Defining a Concussion**

A concussion or also known as a Mild Traumatic Brain Injury (MTBi) is an injury to the brain that is caused by a direct impact to the head or body causing neurological impairment. This impact can be from any external force. However, in an athletic population the most common cause of concussions is by receiving a direct impact to the head or body from another player, the playing surface, or an object such as a ball, bat, or stick. Concussions can happen in any sport, but are most prevalent in high impact sports and activities. Both male and female athletes are susceptible to concussion injuries.

Concussions can be mild to severe in nature. Mild Traumatic Brain injuries present differently for both each concussion and for each individual. In other words, no two concussions are the exact same in severity and resolution of symptoms. Several factors can play into this, such as: history of previous concussion(s), age, or mental health status.

### **Concussion Symptoms**

There is a wide array of symptoms that can be associated with a Mild Traumatic Brain injury. The most common symptoms include headache, dizziness, blurry vision, sensitivity to light or noise, difficulty remembering or concentrating and balance problems. These symptoms are preceded by the previously mentioned direct impact to the head or body. A concussion may present with only a few or several symptoms and each symptom is categorized by a severity level. The number and severity of the symptoms often correlate with how long the symptoms will last. There is no predetermined time frame for how long an individual will take to recover from a concussion.

### **Policies & Procedures**

Proper education has been a major factor in the diagnosis and treatment of concussions. The number of diagnosed concussions has seen a vast increase over the years due to the education of the coaches, administration, athletes and parents. Marietta Athletics will ensure that all coaches, parents, and athletes are educated about MTBi prior to any high school athlete participating in any contact or scrimmage activity. This education will include the definition of a concussion, signs and symptoms of a concussion, and steps to take if a concussion is suspected.

1. All Marietta High School coaches must complete a mandatory concussion education course annually.
  - a. In addition to OSSAA state mandated concussion video.
  - b. Review or notification of change of MPS concussion policies and procedures.
  - c. Coaches will not be allowed to participate in practice until all concussion education is completed.
  - d. MPS will keep documentation of all coaches who have completed an education course.
2. All student-athletes and parents must review Concussion Fact Sheet and complete and sign Concussion and Head Injury Acknowledgement form annually. (See attached



documents).

- a. Sent home with student-athletes prior to the start of the athletic season or school year.
- b. Concussion and Head Injury Acknowledgement must be completed and signed by all parties prior to the athlete participating in any school related physical activity.

### **When a Concussion is Expected in a Student-Athlete**

If a student-athlete is suspected of having a head injury or concussion, he or she will be removed from any activity by the coach of that team. In the instance The athlete will not return to activity until the athlete has been evaluated by a doctor/medical personnel.

If symptoms do not worsen, the student-athlete may remain on site for monitoring until a parent or guardian is able to pick up the child. Should symptoms worsen and the student-athlete's condition has deteriorated, the student-athlete will be referred to an emergency room for immediate evaluation.

The parents and/or guardian of the student-athlete will also be informed verbally of the injury. The school principal and athletic director will also be notified of the injury via email or text message by the coach.

### **Treatment of a Concussion**

As previously stated, no two concussions are identical. Therefore, each concussion must be treated on an individual basis. There is no predetermined guide for how long symptoms will last or how long it will take to recover from a MTBi. For example: If 2 female basketball players collide heads during a practice, one student-athlete may not have concussion symptoms or only have symptoms for a few days, while the other female athlete may exhibit symptoms for multiple weeks. Every injury, body, and brain is different when it comes to concussions and the return to sport after sustaining a concussion.

The purpose of the medical evaluation is to provide all student-athletes with proper identification and medical care of a MTBi. Marietta Public Schools wants all student-athletes back to their respective sport as soon as possible but only when it is safe to do so. The health and safety of our cherished students is the top priority.

Several studies have shown that there are actions that can be taken to help increase the likelihood of quicker and full recovery from a MTBi. These activities are highly recommended and discussed with both the student-athlete and guardian after sustaining a concussion. These actions to assist with recovery are as follows:

1. Complete physical rest (any activity to increase heart rate and blood pressure).
  - a. No participation in practice or game (may observe if symptoms are mild and do not increase).
  - b. No conditioning or weight training with the team or on their own.
  - c. Hold from household chores. For example: yard work, house cleaning.
2. Complete mental rest (any activity that induces mental stimulation)
  - a. Get plenty of sleep and rest. No need to wake student-athletes.
  - b. Avoid all electronics

- i. Cell phones/tablets
  - ii. Television/video games/movie theaters
  - iii. Music with lyrics
  - iv. Computer (Students perform majority of school work on computers. If school work must be completed, perform school work in 15 minute increments and take breaks.)
- c. If symptoms are severe, athletes may need to be held from school and/or school work.
  - i. At the discretion of student-athlete and guardian.
  - ii. Will begin the Return to Learn protocol.
  - iii. Absences will be excused due to sports related injury.
  - iv. Guardian must inform both the school principal's office and coach if the student-athlete does not attend school.
- 3. Limit bright lights and loud noises.
  - a. May be suggested to not attend games or practice due to these factors.
  - b. If possible stay in a dimly lit or dark area with little to no noise.
  - c. Wear sunglasses and a hat when outside or must be in a highly lighted area.
  - d. Wear ear protection or plugs when outside or in noisy areas.
- 4. May take acetaminophen (Tylenol), only if approved by a guardian.
  - a. Take only as directed on the bottle.
  - b. Avoid Aspirin or any other blood thinners.
  - c. Stop taking medication as soon as you no longer need it.
- 5. Begin Omega 3 supplementation, only if approved by the guardian.
  - a. Studies indicated that Omega 3 supplementation decreases signs and symptoms of concussions and improves brain healing after injury.
  - b. Primary source is Fish Oil supplements.
    - i. Can be found over the counter at any pharmacy.
    - ii. Usually very inexpensive.
  - c. Take only as directed on the bottle.

If a student-athlete is experiencing severe symptoms, he or she may need to be transported to the closest emergency room for physician evaluation and diagnostic testing. If a student-athlete is unconscious or incoherent to the point where he or she is unresponsive, EMS will be activated to provide transportation to the appropriate emergency care facility. The decision to activate will be made by the coach, or administrator. Emergency Action Plans will be posted at each facility. If symptoms are severe, but the athlete does not appear to be in immediate life threatening danger, he or she may be transported to an appropriate medical care facility by a guardian or Marietta Public Schools administrator with legal guardian's permission.

Most concussion are not medical emergencies and do not need immediate transportation to a medical facility. However, if symptoms do not improve after 5 days or symptoms improve but continue to be present for more than 10 days, it will be recommended that the student-athlete be referred to physician for evaluation. If this is the case, it is highly recommended that the student-athlete with a concussion be evaluated by a physician who is trained in the MTBi management and care.

### **Return to Learn Protocol (RTL)**

Due to the nature of a MTBi, the cognitive process within an individual can become decreased. As a result, it is required that all Marietta student-athletes slowly progress back into cognitive stimulation. Marietta Public Schools does not want individuals to miss school or school work but occasionally it may be necessary for proper cognitive healing after sustaining a concussion. This progression is known as the return to learn protocol and will allow for each individual that has sustained a concussion to safely return to cognitive stimulation and classwork.

This protocol will be different for each individual student-athlete and oftentimes correlates with the severity of the head injury. Student-athletes who sustain a concussion may enter this protocol at any appropriate point however, once they enter the protocol they must complete the remainder of the protocol from the point at which they enter. The point at which a student-athlete enters the return to learn protocol will be based on the severity of the MTBi and the daily signs and symptoms. In the case that a student-athlete is unable to fully complete a step in the protocol, he or she will return to the previous step in the return to learn protocol. Oftentimes this decision is made in a collaborative effort with the student-athlete, the parents, teachers, school administration as well as the Marietta coaching staff. The outline for the Return to Learn Protocol is as follows:

1. Complete absence from school and all school related activities.
  - a. Athletes remain at home for complete mental and physical rest.
  - b. No test, classwork or homework is to be given or assigned.
2. Full day at School.
  - a. Modifications may need to be made depending on symptoms.
    - i. Half day in the classroom, half day in a controlled environment.
    - ii. Full day in the classroom.
  - b. No test, presentations or homework at this time.
  - c. Light classwork as tolerated.
  - d. May need to be sent home if symptoms increase.
  - e. Hold from any non-athletic extracurricular activities (ex. band, choir)
3. Full day in the classroom.
  - a. Return to full classwork and homework.
  - b. No tests.
  - c. Hold from any non-athletic extracurricular activities.
4. Return to full classroom activity.
  - a. Testing may be administered.
  - b. Return to all non-athletic extracurricular activities.
  - c. All make up work may be assigned and given a specific due date.

### **Return to Play Protocol (RTP)**

In order for the student-athlete to return to full activity, the student-athlete must complete a return to play protocol. Studies show that concussions to the teenage athlete can affect their cognitive development. As a result their recovery may be slower than that of adults who suffer from a concussion.

The goal of this RTP protocol is to provide a safe manner in which he or she can return to sport. Increases in activity can cause a return in symptoms if the brain has not fully recovered

from the MTBi. This return protocol is a progression in physical activity that ensures that the student-athlete has fully recovered from the concussion and thus ensures that the student-athlete can tolerate the physical demands of their respective sport. The RTP protocol is a seven step process that separates each step by 24 hours. In order for the student-athlete to begin and progress to the next step, he or she must be asymptomatic during each step of the process. If the student-athlete experiences any return of symptoms at any point during the RTP, the activity will be immediately halted and will return to the previous step in the return to play protocol. The outline for the Return to Play Protocol is as follows:

1. Student-athletes must be completely asymptomatic to begin the Return to Play Protocol.
  - a. Asymptomatic clinical evaluation.
  - b. Report no symptoms on SCAT3 Symptoms Evaluation.
  - c. Have normal personality characteristics and cognitive function.
  - d. May return to normal mental activity.
2. Remain asymptomatic for 48 hours after initial clearance to begin RTP protocol from physician.
  - a. Hold from all physical activity.
  - b. Must be able to perform all other activities of daily living without any return of symptoms.
3. Perform 20 minutes of sub-maximal exercise. < 70% of maximal heart rate.
  - a. Stationary bike.
  - b. Walking stadiums.
4. Non-contact functional drills with ATC. (Football players may wear helmets).
  - a. Sprinting/backpedals
  - b. Change of direction drills.
  - c. Change of level drills.
5. Non-contact sport specific drills (Red non-contact jersey for football players).
  - a. Can participate in practice but on a complete non-contact status.
  - b. Hold from any activity has head injury risk.
  - c. May perform all non-contact drills with the team.
6. Full contact practice. No limitations during practice.
7. Full game participation.

Under the guidelines of this return to play protocol, the earliest an athlete will return to game participation is six days after he or she is symptom free. Therefore, it is a possibility for an athlete to play one week after sustaining a concussion.

If at any time the parents or guardian of the student-athlete presents a medical clearance note from a physician the student-athlete will still need to complete all steps of the RTP protocol before he or she is allowed to compete in his or her sport. Upon completion of the RTP protocol, the student-athlete will still need written clearance to return to full activity from a healthcare provider trained in the evaluation and management of concussions. The following is a list of approved healthcare providers.

1. Medical Doctor (MD)
2. Doctor of Osteopathic Medicine (DO)
3. Physician Associate (PA)

4. Nurse Practitioner (NP)
5. Certified Athletic Trainer (ATC)

The following is a list (but not limited to) of un-acceptable clearance letters.

1. Chiropractor
2. Dentist/Orthodontist/Oral Specialist
3. Ophthalmologist/Eye Specialist (May clear from any eye symptoms associated with a concussion but not from the concussion).
4. Physical Therapist or Personal Trainer
5. Nurse or Medical Assistant

### **Student-Athlete Care with Multiple Concussions or Loss of Consciousness**

It is possible that teenage student-athletes who sustain multiple concussions are at a higher risk of developmental issues of the brain than that of non-concussed athletes. Therefore, if a student-athlete has suffered from more than one concussion, the timetable to return to play could take longer than what is listed above. The RTP criteria will be based on an individual basis depending on the severity of the concussion and how many previous concussions the student-athlete has sustained. It is not uncommon for a teenage student-athlete who has suffered from more than one concussion to miss 2 to 4 weeks of activity.

If a student-athlete suffered from a loss of consciousness due to a head injury, the return to play criteria could take 4 to 6 weeks. Athletes who suffer multiple concussions or a loss of consciousness will need a physician's clearance in addition to the completion of the RTP protocol. This physician clearance must come from a physician trained in the evaluation and management of concussions and who specializes in traumatic brain injuries. The RTP protocol may be extended per the treating physician and/or staff athletic trainer.

## **MARIETTA PUBLIC SCHOOLS EMERGENCY ACTION PLAN FOR ATHLETICS**

Marietta Public Schools is committed to safety and security for all students, athletes, employees, and patrons at our sporting events. Because of this we have an Emergency Action Plan that is specific to all sites where our athletic events take place.

## **ATHLETIC EVENT MANAGEMENT**

### **HOME EVENT MANAGEMENT**

#### **❖ Game Administrator**

- A game administrator shall be appointed for each home game/event hosted at Marietta Public Schools. In most cases this will be the principal or athletic director, but in some instances it may be a head coach (not currently coaching) or other school administrators. This person must be a coach (other than the game coach), teacher, or administrator. The responsibilities of the game administrator

are as follows:

1. Meet with the officials prior to game time and see that they are directed to their dressing room.
2. Distribute and collect all officials pay sheets.
3. Unlock facilities prior to the event and secure upon completion of the event.
4. Responsible for facility preparation, set-up and take-down (lights, scoreboard, etc.).
5. Inform the officials where the game administrator will be seated.
6. Assist the officials if they need to discourage unsportsmanlike conduct of a fan, player, or coach (such as removal from stadium or gym).
7. Check with the officials after the game to see if there is any misconduct that needs to be reported.
8. Offer to provide an escort for the officials to their cars.
9. Report incidents to the appropriate school administrator (home team or visitor).
10. Report severe verbal abuse or physical contact of the official and any ejections of coaches and fans to the OSSAA office in writing within the next three working days.
11. Be responsible to coordinate with security should the need arise.
12. Responsible for money box and gate receipts including the ticket sheet.
13. Distribute and collect all gate worker pay sheets.
14. Responsible for depositing the money after the event according to appropriate district procedures.
15. Any other duties necessary to the event's success. Depending on the sport this may include counting and depositing the concession stand revenue.

## **OFFICIALS**

The high school head coach of each sport is responsible for securing officials for all varsity contests, although the athletic director may assume these duties for some sports. If a Game Administrator is present at the game they are responsible for distributing and collecting officials pay sheets and turning them into the appropriate person. If a Game Administrator is not working a specific game the athletic director, head coach, will be responsible for the officials pay sheets.

### **❖ Gate Information**

- The only authorized passes for Marietta athletic events are on the pass sheet that will be distributed by the athletic director. No other passes are to be accepted. All passes should have a name on them and ALL should be verified with the person's ID/drivers license. The pass sheet has the information about how many can enter using the pass.
- Tickets should be torn in half prior to handing to the patron at all campus events. All tickets used at events should have a ticket number on both halves so they can be tracked on the ticket form that gets submitted with the post game deposit.
- Special circumstance - Someone from the officials association may come to a

game stating they are evaluating the official calling the games. They will have an official's association card and should be allowed admittance.

- Recommended ticket prices for campus events are \$5 for adults, students, and seniors. Gate prices for some events may be modified based on event type or length.
  - A gate should be charged at all campus athletic events unless the athletic department approves changes due to special circumstances.
-