

Okinawa Christian School International Athletic Handbook

1	INTRODUCTION.....	7
1.1	Purpose.....	7
1.2	The OCSI Athletic Department	7
1.3	OAC (Okinawa Activities Council).....	7
2	PHILOSOPHY STATEMENTS	7
2.1	General Philosophy of OCSI Athletics.....	7
2.3	OCSI High School Philosophy of Athletics	8
3	MISSION STATEMENTS	8
3.1	OCSI Mission Statement	8
3.2	OCSI Athletic Department Mission Statement.....	8
4	GOALS AND OBJECTIVES	8
4.1	Statement of Goals.....	8
4.2	Expected Student Outcomes for OCSI Student-Athletes	9
5	SPORTSMANSHIP	10
5.1	Coach:	10
5.2	Student-athlete:	10
5.3	Spectator:	11
5.4	Parent/guardian spectator:.....	11

6	ATHLETIC DEPARTMENT PERSONNEL	12
6.1	Expectations of the Secondary Principals, Athletics Coordinator and Coaches.....	12
6.2	Evaluation of Coaches	12
6.3	OCSI Student-Athlete	13
6.4	Code of Conduct for OCSI Student-Athletes	13
6.5	Team Expectations.....	14
6.6	Team Captains	14
6.6.1	High School.....	14
6.6.2	Leadership Qualities of a Team Captain	14
6.7	Team Managers.....	15
6.8	Team Chaperone	16
7	PARENTS/GUARDIANS	16
7.1	Expectations of Parents/Guardians	16
7.2	Parent/Guardian Communication with the Coach	17
8	ATTENDANCE.....	18
8.1	Attendance Policy for School	18
8.2	Attendance Policy for Practices/Contests While School is in Session	18
8.3	Attendance Policy for Practices/Contests During School Holidays	19
8.4	Attendance Policy the Day After a Late Return From a Contest.....	20
8.5	Planned Absence Policy.....	20
8.6	Tardy Policy for Practices/Contests.....	20
9	CANCELLATION	20
9.1	Cancellation of Practices/Contests on a School Day	21

9.2	Cancellation of Practices/Contests on a Saturday.....	21
9.3	School Cancellation and Early Dismissal.....	21
10	ELIGIBILITY	21
10.1	Athletic Eligibility.....	21
10.1.1	Co-curricular Eligibility.....	22
10.1.2	Online Class Eligibility.....	22
10.2	Enrollment Requirements.....	22
10.2.1	Enrolled in School for at Least Ten Calendar Days.....	22
10.2.2	Semesters of Enrollment.....	22
10.2.3	Transfer From Another School.....	22
10.3	Other Requirements.....	22
10.3.1	Physical Examination.....	22
10.3.2	Sports Participation Fee.....	23
10.3.3	Amateur Rule.....	23
10.3.4	Recruiting Rule.....	23
10.3.5	Award Rule.....	23
10.4	Age.....	23
10.4.1	19 th Birthday.....	23
10.4.2	Eighth Grader.....	23
11	DRUGS, ALCOHOL AND TOBACCO.....	24
11.1	As Stated in the OCSI Student Handbook.....	24
11.2	OCSI Athletic Department Beliefs.....	24
11.3	Consequences.....	24

12	ATHLETIC DEPARTMENT GUIDELINES	25
12.1	Athletic Department/P.E. Department/Workout Dress Code	25
12.2	Individual Coach’s Team Rules	26
12.3	Team Selection Process	26
12.4	Team Cut Process	26
12.5	Playing time	27
12.6	Quitting a sport	27
12.7	Athletic Training Supplies	28
12.8	OCSI Issued Gear (uniforms and equipment)	28
12.9	College Recruitment	29
12.10	Conflicts in Co-curricular Activities	29
12.11	Ejection From a Contest	30
12.12	Employment	30
12.13	End of Season Parties	30
12.14	Harassment	31
12.15	Hazing	32
12.16	Late Return from a Contest	32
12.17	Locker Room and Lockers	32
12.18	Music	33
12.19	Nationality and Religious Restrictions	33
12.20	Out-of-Season Student-Athletes	33
12.21	Parent/Guardian Meeting	33
12.22	Safety/ Risk of Participation	34

12.23 Study Time.....	34
12.24 Travel to Away Contests.....	34
12.24.1 Transportation.....	34
12.24.3 Travel Guidelines.....	35
12.24.4 Information Required for Entrance onto Military Bases	35
12.24.5 Military Base Privileges.....	36
12.24.6 Military Dress Code.....	36
12.25 NCAA Initial-Eligibility Clearinghouse.....	36
12.26 Earn a Tournament Policy	37
12.26.1 Team requirements.....	37
12.26.3 Individual requirements	38
12.26.4 Plan of implementation.....	39
12.27 Thunder and Lightning Policy	39
12.28 Physical Education Credit for Participation in Athletics	39
13 OAC GUIDELINES	40
13.1 Dual Participation by an Individual Student-Athlete	40
13.2 Minimum of Ten (10) Practice Days.....	40
13.3 Ejection From a League Contest	40
13.3.1 Student-Athlete	40
13.3.2 Coach.....	40
14 HEALTH AND MEDICAL ISSUES	40
14.1 Insurance.....	40
14.2 Emergency Medical Release	41

14.3 Injuries	41
14.4 Medical Emergency Procedures	42
14.5 Student-Athletes with Medical Conditions.....	42
14.6 Healthy Student-Athletes	42
14.7 Frequently Asked Questions Regarding Injuries.....	43
15 AWARDS	45
15.1 OAC All District Awards	45
15.2 Tournament Awards	45
15.3 OCSI Athletic Awards.....	45
16 SPORTS OFFERED AT OCSI.....	46
16.1 Interscholastic Sports.....	46
16.2 Club Sports	46
17 ATHLETIC DEPARTMENT FACILITIES	46
17.1 Sound Room	46
17.2 Equipment Room.....	47
17.3 Fitness Room	47
17.3.1 High School Students.....	47
17.3.2 Middle School Students	47
17.3.3 Fitness Room Guidelines	47
17.4 Gymnasium.....	48
17.5 Wood Shop Room	49
17.6 Locker Room	49

1 INTRODUCTION

1.1 Purpose

Co-curricular activities are an integral part of the learning process of students at Okinawa Christian School International (OCSI). Because athletics is a significant component of the co-curricular program, it is important that expectations and guidelines be established to ensure that the mission of the school to “Train up a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6 is not limited to the academic realm. The *OCSI Athletic Handbook* has been established for this purpose. It is important for student-athletes, parents/guardians of student-athletes and athletic department staff to read and understand this document to assist student-athletes in achieving the mission of the school.

1.2 The OCSI Athletic Department

The OCSI Athletic Department is headed by the Athletics Director, who is accountable to the secondary principal, and is staffed by coaches, who are approved by the secondary principal and accountable to the Athletic Director. The coaches are responsible for the supervision and instruction of the student-athletes/managers who are members of their teams.

1.3 OAC (Okinawa Activities Council)

OCSI is a member of the Okinawa Activities Council. The purpose of this organization is to create harmonious operating procedures for interscholastic activities, and to provide a forum for effective communications among member schools. Athletics is a major focus for OAC, but also incorporates other activities such as Debate, Science Fairs, and Student Leadership Conferences.

2 PHILOSOPHY STATEMENTS

2.1 General Philosophy of OCSI Athletics

OCSI athletics believes that training students in every aspect of life will develop their God given talents and help them to realize the plan God has for them. Athletics builds character that will carry on into the student’s life outside of school. OCSI athletics emphasizes building quality lifetime traits such as, commitment, communication, relationship, conflict resolution, mentoring, leadership, and other Christ like attitudes.

Interscholastic athletics is a voluntary co-curricular program at OCSI. Students are not obligated to participate and participation is not required for graduation. Thus, competition is a

privilege and not a right. Along with that privilege is the responsibility to conform to standards established for OCSI athletic teams. Should a student-athlete fail or refuse to comply with the rules, this privilege may be revoked.

2.3 OCSI High School Philosophy of Athletics

OCSI believes that involvement in high school athletics is a valuable experience for those interested. The formation of specific sports teams will accommodate students of varying skill levels and will meet competitive program standards while attempting to create a positive athletic experience.

At the High School level, tryouts may be held as a means to place students on the teams appropriate to their skill level, but, also, may be used as a means to cut students to limit the number of participants and/or to cut students because their skill levels do not meet the expectations of the coach/coaches making the selections.

3 MISSION STATEMENTS

3.1 OCSI Mission Statement

OCSI seeks to partner with families of the local and international community of Okinawa by offering an excellent Christian education in the English language. We endeavor to “train up a child” by promoting student development so that they will achieve their God given potential and discover their unique, godly, design, purpose, and calling, allowing them to develop a faith-lifestyle that will influence their home, community and the world for Christ. (Important Biblical Texts: Proverbs 22:6)

3.2 OCSI Athletic Department Mission Statement

OCSI seeks to compete with other schools and clubs with a level of character, intensity, enthusiasm, integrity, and sportsmanship that is worthy and pleasing to God.

4 GOALS AND OBJECTIVES

4.1 Statement of Goals

The primary goals of the athletic program at OCSI are as follows:

- To provide an athletic program that promotes OCSI student objectives.
- To develop leadership, use of initiative, and good judgment.

- To provide an athletic program that meets the expressed needs, interest, and abilities of the students, consistent with available facilities, equipment, and quality staff.
- To provide an athletic program that provides student-athletes with appropriate competition, as well as opportunities to use their God-given gifts in service.
- To provide equal opportunity for all students to try out for teams of appropriate gender.
- To provide an athletic program that promotes physical well-being and desirable attitudes.

4.2 Expected Student Outcomes for OCSI Student-Athletes

The expected student outcomes for student-athletes at OCSI are aligned with the *OCSI Expected Student Outcomes* in the following ways.

- **Intellectual Growth:**
 - Learn fundamental skills necessary for the sport.
 - Develop knowledge and an appreciation for the sport.
 - Learn and practice sportsmanship and self-control.
- **Physical Growth:**
 - Develop in skills and ability to their greatest possible developmental capacity.
 - Formulate desirable health habits: physical, social, emotional, moral and spiritual.
 - Learn how to discipline their body to acquire top performance during game play.
- **Spiritual Growth:**
 - Use a biblical perspective to develop an understanding of the connectedness of athletic and scholastic standards in the context of every day living.
 - Serve God and bring honor to Him through the sport.
 - Represent the OCSI community in a wholesome manner as intentional ambassadors for Christ.
- **Social Growth:**

- Genuinely appreciate the accomplishments of teammates and opponents.
- Work with the coach and teammates.
- Develop team cooperation, group loyalty and courtesy.
- Learn appropriate responses to a variety of social situations.

5 SPORTSMANSHIP

Sportsmanship is a commitment to fair play, ethical behavior and integrity and is probably one of the most valuable benefits that athletics can give to a student-athlete. OCSI promotes good sportsmanship and believes that the following expectations for behavior of coaches, athletes, spectators, and parents are necessary to make a student's athletic experience as positive as possible. Those who do not abide by these expectations may be asked to leave.

5.1 Coach:

- Exemplify the highest moral character, behavior and leadership, adhering to strong standards of ethics and integrity.
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior, and emphasize that disrespectful behavior will not be tolerated.
- Set a good example for players and spectators to follow.
- Respect the integrity and judgment of game officials.
- Refrain from pushing the limits of the rules to gain an advantage in competition.
- Display modesty in victory and graciousness in defeat.

5.2 Student-athlete:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the school and the coach.

- Treat opponents with respect. Do not speak negative words or display negative actions towards them.
- Wish opponents well before the game and congratulate them in a sincere manner following either victory or defeat.
- Respect the integrity and judgment of game officials.
- Refrain from pushing the limits of the rules to gain an advantage in competition.
- Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

5.3 Spectator:

- Remember that you are at a contest to support and cheer for your team and to enjoy the competition, not to intimidate or ridicule the other team and its fans.
- Remember that school athletics are learning experiences for student-athletes and that mistakes are sometimes made. Praise student-athletes in their attempts to improve themselves.
- Remember that it is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- Show respect for the opposing players, coaches, and spectators.
- Respect the integrity and judgment of the game officials. Understand that they are doing their best to help promote the student-athlete.
- Recognize and show appreciation for an outstanding play by either team.
- Use only those cheers that support and uplift the teams involved.
- Be a positive role model through your own words and actions. Be willing to ask those around you who might be displaying unacceptable behavior to stop.
- Leave if asked by the Athletics Coordinator or an administrator.

5.4 Parent/guardian spectator:

- Abide by the expectations of a spectator.
- Understand the purpose of educational athletics. School sports are about student-athletes learning and having fun. They're not, for the most part, about attempting to earn college athletic scholarships.

- Understand that you are probably the biggest role model in your child's life. Carrying on wildly in the stands at games or challenging the authority of coaches and officials does little to model positive behavior in your child's presence.
- Don't live your life through your children's athletic activities. This is their time. This is their place. Let them play.
- Recognize that school coaches and administrators are in charge of your child's athletic activities. Don't undermine their authority--openly or behind the scenes.
- Make sure that your cheers during games are those of support for your child--not instructions as to how to play.
- Leave the premises if asked by the Athletics Coordinator or an administrator.

(These expectations of behavior are taken from a sportsmanship handbook put out by the Michigan High School Athletic Association.)

6 ATHLETIC DEPARTMENT PERSONNEL

6.1 Expectations of the Secondary Principals, Athletics Coordinator and Coaches

The expectations that the athletic department has of the secondary principals, Athletics Director and the coaches are clearly stated in the *OCSI Athletic Director Policies Handbook*. If a student-athlete or parent/guardian would like to see these expectations, he/she should make an appointment to talk to the Athletic Director.

6.2 Evaluation of Coaches

At the end of each athletic season, the Athletic Director along with the appropriate division principal will evaluate the performance of each coach to determine whether to recommend a contract for the next season. As part of the evaluation process, the appropriate division principal and Athletic Director will review and consider the following:

- The evaluation completed by the Athletic Director
- *Coach's Self-Evaluation Form*
- End of Season Report (completed by the coach)

- Such other performance standards or criteria as may be applicable

The Athletic Director is responsible to make sure the appropriate forms get to the coach, to all participating student-athletes and their parents/guardians. When the forms are completed they are to be returned to the Athletic Director.

6.3 OCSI Student-Athlete

As a student of OCSI a student-athlete must abide by all policies in the *OCSI Student Handbook* and *OCSI Athletic Handbook*. Participation in athletics is a privilege, not a right.

6.4 Code of Conduct for OCSI Student-Athletes

It is expected that an OCSI student-athlete will:

- Know and adhere to the school and athletic department philosophies, as well as OAC philosophies.
- Know and adhere to the mission statements and objectives of the school and athletic department.
- Know and adhere to the policies established by the school, athletic department, OAC and the coach.
- Maintain the commitment to the sport until the season is completed.
- Meet all attendance and academic requirements.
- Be responsible for academic assignments and may not miss a practice or contest in order to do homework.
- Counsel with the coach and/or Athletic Director regarding any questions or concerns that may arise.
- Practice and play fairly, giving complete effort in all circumstances, and gives credit in victory to teammates and to opponents in defeat.
- Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
- Demonstrate respect for the coach and teammates, striving to build each other up and in no way be a disruptive influence.
- Demonstrate respect for opponents (which also includes their fans) and officials before, during and after contests.
- Be fully responsible for his/her own actions and the consequences of those actions.
- Respect the property of others.
- Know that participation in any sport requires an acceptance of risk of injury. These injuries could be from minor to serious in nature.

If a student-athlete is unable to completely adhere to the *Code of Conduct*, the coach will:

- Counsel with the student-athlete.
- Notify the Athletic Director.
- Notify the parents.

When notified by the coach of a violation, the Athletic Director will notify the appropriate division principal. The two of them will review the case and make the final determination of the consequences, which may be one of the following:

- Give the student-athlete a prescribed amount of time to show improvement in the area in question.
- The student-athlete is placed on suspension from the team for a given amount of time or a given amount of contests.
- The student-athlete is removed from the team.
- The student-athlete is given an alternative consequence, as determined by the Athletic Director and the appropriate division principal.

These consequences do not take the place of any consequences prescribed in the *OCSI Student Handbook*, but will be in addition to those consequences.

6.5 Team Expectations

Each coach will establish expectations for his/her team. These expectations are approved by the Athletic Director and are given to team members both verbally and in writing once the coach has decided the members of the team. The team members are then required to sign a *Student-athlete Commitment Form* if they want to continue as a member of the team.

6.6 Team Captains

6.6.1 High School

The athletic department at OCSI views team captains as a valuable leadership training experience. The process of choosing a captain will not be taken lightly. The procedure is left up to each individual coach, but each coach has been given a list of qualities (see below) to look for when making his/her choice (the coach has the option as to the number of team captains he/she wishes to have—in most cases it is one or two). Each coach is also given some leadership training tools to help mentor the team captain or captains.

6.6.2 Leadership Qualities of a Team Captain

- A positive role model: strives to imitate Christ, hardworking, committed, dedicated, humble, willing to lead by example, maintains a positive attitude, shows respect for coaches, staff members, adults and peers.
- Exhibits good citizenship: dependable, loyal, trustworthy, unselfish and has a great deal of pride in the team, school and community.
- Committed to maintain and promote moral and ethical standards: not afraid to stand up for what is right.

- Has a strong self-image, is mature, motivated, and has effective communication skills.
- Has a healthy, well-balanced school life.
- Willingness to follow team, athletic department and school rules.
- Willingness to act as a liaison between teammates, coaches and Athletic Director.

6.7 Team Managers

The OCSI athletic department recommends that every team in every sport have at least one student manager to assist the coach and the team. Coaches are to select student managers after the teams have been decided using the following criteria:

- Students must be in the same school division as students on the team. (It is recommended that those students who were cut from the team be given priority.)
- For single-sex activities, students who are the same gender as the students on the team receive priority.
- If the coach is the opposite gender of the students on the team, the student manager must be the same gender as the team.
- Each team may have a maximum of one (1) official student manager, who is eligible to be absent from school for away contests. Additional student managers may only be permitted to be absent from school for away contests by approval of the appropriate principal.
- The official student manager for a team is eligible to attend the tournament(s) that the team will attend as long as the manager's inclusion is within the number of student-athletes each school is allowed to bring to the tournament(s).

A student from a different division may be a manager of a team only with the approval of the Athletic Director and principal.

The coach should write out the expectations for the manager so he/she is clear as to what his/her duties are.

Managers are required to sign the same *Student-Athlete Commitment Form* that the team members sign.

Student managers are not required to pay the participation fee that student athletes are subject to. Student managers are still subject to those same consequences of a student-athlete (missed practice, quitting, Etc).

6.8 Team Chaperone

Whenever a team has an activity that requires one or more overnights, in addition to the coach, the team must be accompanied by a chaperone. Parents/guardians may be asked to be chaperones. The team members are responsible to cover all of the expenses of the chaperone. There must be one (1) chaperone for every ten (10) team members. The selection process for chaperones is outlined in the *OCSI Athletic Director Policies Handbook*.

7 PARENTS/GUARDIANS

7.1 Expectations of Parents/Guardians

- Be positive with your child. Let him/her know that he/she is a valued member of the team and that his/her efforts are not in vain.
- Do not offer excuses to your child if he/she is not playing as much as he/she would like. Encourage your child to work hard and do his/her best.
- As a fan, you are entitled to cheer energetically, but don't become belligerent. Respect what the officials, coaches and athletes are doing.
- Insist that your child respect team rules, athletic department rules, school rules, rules of the sport, contest officials, and maintain a high level of sportsmanship at all times. Self-respect begins with self-control.
- Encourage your child to have a healthy self-image.
- Encourage your child to play for the love and enjoyment of the sport.
- Remind your child of the benefits of being involved in athletics.
- Remember that the coach is involved as a coach because he/she sincerely wants what is best for your child. Coaches have different ways of dealing with people and situations, and may have a differing coaching philosophy and/or strategies than your own. Don't interfere with what the coach is trying to do/teach at practices, at contests or in interactions with your child. Student-athletes' lives are enriched by interaction with different types of leaders.
- Go through the proper channels when questions, concerns or problems arise (see below).
- Generally, practices are closed to any spectators. If you would like to observe a practice, talk to the coach ahead of time and make sure he/she doesn't mind.

- Remember that at a contest you, the parent, represent Christ (because of your child's affiliation with a Christian school), the school, your community and your child. Please be a positive role model.
- Consult with the coach, Athletic Director, or appropriate level principal before making a decision in regards to your child's participation in a sport for disciplinary reasons.

7.2 Parent/Guardian Communication with the Coach

As your son/daughter becomes involved in the sports program at OCSI, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way your child wishes. This is the opportunity for your child to talk with his or her coach and discuss the situation. When your child handles the problem, it becomes part of the learning and maturation process. There may also be situations that require a conversation between the coach and the parent. These are encouraged. It's important that both parties have a clear understanding of the other's position. Please follow the following procedures to help promote a resolution:

- Speak directly to the coach to discuss the concern in private. Do not speak to the coach in front of the team or with a crowd of people around.
- If the concern is not resolved, call the Athletic Director to arrange a conference. A meeting will be arranged with the coach, parent/guardian and Athletic Director.
- At this meeting, the appropriate next step can be determined.
- If a resolution is not reached after the meeting between the coach, parent/guardian and Athletic Director, then it can be taken to the appropriate division principal, then to the Superintendent and finally to the School Board, if necessary. Please respect this chain of command and take the necessary steps in problem solving.

Please do not attempt to confront a coach before or after a contest. This can be an emotional time for both the parent and coach. Meetings of this nature do not promote resolutions.

Notify the coach regarding scheduling conflicts well in advance.

Appropriate concerns to discuss with the coach:

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.
- Lack of communication from the coach regarding schedules.

Issues not appropriate to discuss with the coach:

- Playing time.
 - It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgments based on what they believe to be best for all student-athletes involved.
- Team strategy.
- Play calling.
- Other student-athletes on the team.

8 ATTENDANCE

8.1 Attendance Policy for School

- A student-athlete must not miss more than two class periods in a school day in order to participate in a practice or contest on that day. The principal must approve any exceptions.
- If a student-athlete is absent (excused absent) from school on a Friday and there is a practice or contest on the next day (Saturday), the student-athlete may participate.
- If a student-athlete is at school but in the nurse's office, he/she must still attend at least four classes in that school day to participate in a practice or contest on that day.
- If a student-athlete misses a school day due to a school sponsored event/field trip, he/she may participate in the practice or contest scheduled for that day.
- If a student-athlete misses a school day due to an unexcused absence, he/she may not participate in the practice or contest scheduled for that day and will be equated with truancy.
- If a student-athlete misses a school day due to an excused absence, he/she may not participate in the practice or contest scheduled for that day.
- If a student-athlete is at school but is serving an in-house suspension, he/she may not participate in the practice or contest scheduled for that day and will be equated with truancy.

8.2 Attendance Policy for Practices/Contests While School is in Session

- All student-athletes are expected to be present and on time at **all** scheduled practices and **all** scheduled contests while school is in session during the season of a particular sport.
- Student-athletes who are truant (stay away from a practice/contest without permission or explanation) from practice are ineligible to participate in the next contest. The coach will contact the student-athlete, parent/guardian and Athletic Director when this happens.
- Student-athletes who are truant from three (3) practices or contests are ineligible for further participation. The coach and the Athletics Coordinator will confer with the principal when this happens. The principal will make the final decision and inform the parents/guardians. Student-athletes who are removed from a team for truancy will be ineligible for co-curricular athletic and fine arts activities (clubs) for one calendar year including the next season of the sport removed from.
- Student-athletes are expected to attend practices/contests and stay for the duration until dismissed by the coach, unless other arrangements have been made in advance. This does not warrant a student-athlete to leave practices/contests on a regular basis to attend an outside activity, unless the coach agrees to the situation.
- If a student-athlete will miss practice(s)/contest(s) for any reason, other than planned absences (see 8.5), he/she must give a written note from his/her parent/guardian to his/her coach at least **24 hours** in advance (exceptions to this do apply such as sickness). **It is the sole discretion of the coach to determine whether an absence is excused or unexcused.** The amount of playing time that will be cut and the length of the suspension are also at the discretion of the coach, and are to be clearly stated verbally (practice and pre-season, parent/ guardian meeting) and in writing (team rules).

8.3 Attendance Policy for Practices/Contests During School Holidays

Coaches may schedule practices and contests during school holidays, but the following conditions must apply:

- The student-athletes and their parents/guardians must know about them at the beginning of the season.
- Attendance is mandatory unless the student-athlete has a planned family commitment and has returned a completed and signed Absence Request Form to the coach during the first two weeks of the season.
- Try-outs cannot be held.
 - If, for some reason, it is unavoidable to hold try-outs during a school holiday, those student-athletes who cannot attend will have their try-outs as soon as school is in session. Team rosters cannot be finalized until all student-

athletes who wish to participate have been given the opportunity to try-out. The appropriate division principal must approve any try-outs that are scheduled during a school holiday.

8.4 Attendance Policy the Day After a Late Return From a Contest

If a late evening return from a contest is on a school night, student-athletes are expected to be on time for their first period class the following day with all homework assignments for the day completed. A late return from a contest cannot be used as a valid excuse for not having homework completed.

8.5 Planned Absence Policy

Planned absences from practices, whether on school days or off school days, for family reasons (vacation, conference, etc.) by student-athletes during a sport season are discouraged. In the event of an unavoidable absence, a student-athlete must:

- Be accompanied by his/her parents for the planned absence.
- Notify the coach 2 weeks prior to the planned absence.
- Practice one day for each practice or contest missed prior to resuming competition. (Contest day will count as a practice day.)
- Be willing to assume the consequences related to their status on that team as a starter, (reserve status, etc.)

8.6 Tardy Policy for Practices/Contests

Each coach is responsible to establish a tardy policy for his/her team. Possible consequences may be reduction of playing time, not being able to start a contest (for a starting player), suspension from practices/contests, dismissal from the team, etc. The policy and consequences must be clearly stated verbally (practice and parent/guardian meeting) and in writing (team rules).

8.7 Sunday Participation

In order to maintain the Christian witness of OCSI, participation in or practicing for cocurricular activities on Sunday will not be allowed. Sunday travel to and from cocurricular events is permitted at administrative discretion, but is not required of students whose families object on grounds of conscience.

9 CANCELLATION

9.1 Cancellation of Practices/Contests on a School Day

Cancellations of practices/contests due to inclement weather will normally be made by 1:00 p.m. Announcements concerning the status of athletic events will be made during the school day. Parents may call the Academic Office or check the OCSI website for cancellations. Athletes should always come to school prepared to play or practice that afternoon/evening. It is better to be prepared than not. Do not assume a cancellation based on the weather in the morning. Decisions about cancellations after 3:30 p.m. will be made at the game/practice site.

9.2 Cancellation of Practices/Contests on a Saturday

Cancellation of practices/contests due to inclement weather will be made no later than 6:00 a.m. for morning practices/contests, not later than 10:00 a.m. for afternoon practices/contests and not later than 3:00 p.m. for evening practices/contests. The coach is responsible to contact his/her team personnel to inform them of the decision.

9.3 School Cancellation and Early Dismissal

- When school is canceled due to inclement weather there will be no athletic activities for that day. This includes practices and scheduled contests.
- When school is dismissed early due to inclement weather or other unusual circumstances, there will be no after-school athletic activities. This includes practices and scheduled contests.
- When school has a delayed starting time, there will be no before-school athletic activities, but any after-school athletic activities should not be affected. This includes practices and scheduled contests.

10 ELIGIBILITY

10.1 Athletic Eligibility

The principal, in cooperation with the guidance staff and teachers, will determine student eligibility using the following criteria:

- Students must display satisfactory conduct and are expected to represent OCSI well.
- Students must be passing all courses (D- to A+) at progress reports, quarter and semester marking periods to be considered eligible.
- Students who are ineligible will only be allowed to participate in practice at OCSI, student-athletes will not be able to travel to any away games and will not be able to play in any competition involving another team.

- Students who are ineligible will be reviewed after two weeks. The Athletic Director and Principal will reevaluate the student's grades. If the student is passing and in good conduct they will be reinstated to full team privileges.

10.1.1 Co-curricular Eligibility

Students who are ineligible due to failing one or more semester classes are permitted to participate in one co-curricular activity at a time.

10.1.2 Online Class Eligibility

All students enrolled in Online courses for OCSI credit must be up to date on all assignments and passing their class. Any students not passing will be considered failing a class and ineligible.

10.2 Enrollment Requirements

10.2.1 Enrolled in School for at Least Ten Calendar Days

A student must be enrolled in OCSI for at least ten calendar days in order to be eligible to participate in sports offered at OCSI. Students who are home-schooled and are not taking any classes at OCSI are not eligible to participate in co-curricular sports offered at OCSI.

10.2.2 Semesters of Enrollment

The following 8-semester rule does not necessarily apply to OAC sponsored events, but does apply to DODDS (Department of Defense Dependant Schools) sponsored events.

- A student shall not compete in any competitive athletics that has been enrolled for more than eight consecutive semesters starting with ninth grade. **A waiver to the 8-semester rule will be considered by the principals for any one of the following reasons: illness, transfer problems, and the inability of a school to field a team. The request for a waiver must be submitted in writing to the league president by the school principal for consideration at the next regular meeting.*

10.2.3 Transfer From Another School

A student whose parent's/guardian's address changes, causing a change of school, becomes eligible immediately at the new school if he/she was eligible in the school from which he/she moved.

10.3 Other Requirements

10.3.1 Physical Examination

A student must pass a physical examination performed by a certified doctor to be eligible to participate in athletics. The physical examination must be completed **before** the first day of practice or a current physical examination form must be on file in the Main Office before a student-athlete may participate.

10.3.2 Sports Participation Fee

All students are required to pay the sports participation fee to offset the cost of athletics. Sports participation fees will be set at the beginning of each year. Please see the athletic director or office for current price. All fees must be paid to the office no later than the 10th day of practice during the current season. Any athlete late in paying the participation fee will be denied the right to practice or play with the team until the fee is paid. Any athletes joining later in the season must pay the fee before they are able to participate with the team.

10.3.3 Amateur Rule

A student is ineligible if he/she has lost his/her amateur standing, i.e., has accepted remuneration, gift, or donation directly or indirectly for participating in an athletic contest or has participated under an assumed name or has competed on a team, some player of which was paid for his or her participation, or has entered into a playing contract with a professional club or agent. Reference to a “gift or donation” is not intended to preclude the acceptance of a medal or pin of small intrinsic value, which is customarily used for track and similar activities and is presented by the sponsoring organization.

10.3.4 Recruiting Rule

A student is ineligible if he/she has transferred from one school to another for athletic purposes because of undue influence by anyone connected with another school or team.

10.3.5 Award Rule

A student is ineligible if he/she accepts from any source a sweater, jersey, or any other award exceeding twenty-five dollars (about ¥2,750) in value per sport other than those usually given by the school, such as medals, trophies, letters, and other athletic insignia.

10.4 Age

10.4.1 19th Birthday

A student who competes in any interscholastic athletic contests must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.

10.4.2 Eighth Grader

An eighth grader may participate in high school athletics if he/ she meets all requirements.

11 DRUGS, ALCOHOL AND TOBACCO

11.1 As Stated in the OCSI Student Handbook

There is a no tolerance policy for Drugs and Alcohol at OCSI. Anyone who is caught using or in possession of such items will be dismissed from the team immediately pending administrative action and consequences.

11.2 OCSI Athletic Department Beliefs

- We believe that there is no such thing as responsible use of controlled substances/mood-altering chemicals, alcohol, or tobacco by any student. Adolescent use is not only against the law -- it jeopardizes the student's health and safety, and it inhibits attainment of individual potential. Therefore, any use of controlled substances/mood-altering drugs, alcohol, or tobacco by student-athletes will not be tolerated.
- We believe that participation in athletics is a privilege, not a right. Student-athletes are in a highly visible setting of leadership and/or competition/performance. Therefore, student-athletes will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent OCSI in co-curricular activities.
- We believe that the responsibility of a student-athlete to his/her fellow student-athletes is a year-round commitment and does not end with the season. Therefore, the policy is in effect for all of the student-athlete's middle and high school years and is enforced all twelve (12) months of the year.
- We believe that the school's ignoring a rumor implies consent. Therefore, coaches, advisors, and/or administration will investigate all reports, information, or rumors.
- We believe that the parents/guardians of a student-athlete have a right to be informed. Therefore, the parents/guardians will be contacted regarding findings by school staff.
- We believe that being caught in a school or community setting reflects poorly on the individual, family, team/organization, and school. Therefore, violations of this nature will carry penalties in regard to practices and/or contests.

11.3 Consequences

If a student-athlete, in addition to the consequences prescribed by the OCSI Student Handbook, violates this policy the student-athlete will immediately be suspended from further

participation in practices and contests. The coach, Athletic Director and principal will meet to decide the consequences in regard to further sports participation at OCSI.

Possible consequences:

- Limited suspension from practices and contests for the current sport season.
- Removal from the current team for the remainder of the current sport season.
- Removal from the current team for the remainder of the current sport season, as well as being ineligible to participate in any other sports for the remainder of the current school year. At the beginning of the next school year, the student-athlete's eligibility to participate in sports will be reviewed by the Athletic Director and the principal (they may include coach(es) on whose team(s) the student-athlete may potentially tryout for or play on in the review process, if they wish).
- No further participation in any sports at OCSI as long as the student attends OCSI and possible bar on athletic or school-sponsored events after graduating/leaving from OCSI.

12 ATHLETIC DEPARTMENT GUIDELINES

12.1 Athletic Department/P.E. Department/Workout Dress Code

Students-athletes represent OCSI at practices and contests, whether they are home or away. As such, they are required to dress in accordance with the dress code outlined in the *OCSI Student Handbook*, with some exceptions, as well as the following athletic department guidelines:

- At practices, **all** student-athletes must wear clothing bottoms and clothing tops at all times. Females may not practice only in sports bras, and males must always have shirts on. No midribs should be showing when standing, walking or sitting. A practice pinny may not be worn in place of a shirt, practice jersey and/or sweat top. Coaches may have additional dress requirements. The exceptions to the school dress code are that student-athletes may:
 - Wear sports shorts.
 - Wear tighter fitting shirts.
 - Have sports bra straps showing and sports bra straps may be seen through mesh shirts.

Coaches will have the primary responsibility to ensure that these exceptions are appropriate, but if coaches are unsure about the appropriateness of dress in particular situations they should consult the Athletic Director. When student-athletes are found to be in violation, they will be asked to get changed instead of being sent to the office.

- At contests, **all** student-athletes must wear the uniforms supplied/authorized by the school. The coach may allow appropriate alternatives.
- The coach and his/her team will decide what the appropriate attire will be on game days, while keeping the following in mind:
 - Whether traveling to away contests or before home contests, teams need to keep in mind that they are representing the school as intentional ambassadors for Christ and should dress accordingly.
 - Teams may dress in “spirit” attire, but it must have prior approval by the coach and must be modest and in good taste. If “spirit” attire is to include the uniform, only the uniform top may be worn.
 - There may be occasions where it is appropriate to travel to a contest in uniform.

12.2 Individual Coach’s Team Rules

Each coach is encouraged to set team rules in addition to the guidelines in this handbook. Specific expectations and the consequences for not meeting those expectations should be clearly stated. After being approved by the Athletic Director, these rules will be given in writing to all team members and their parents/guardians, and be fully explained at the start of the season. The Athletic Director will also be given a copy of the team rules to be kept on file in the athletic office.

12.3 Team Selection Process

It is the desire of the OCSI athletic department to see as many students participate in the athletic program as possible. The athletic department encourages coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preferences, likelihood of participation in contests and other factors will place limitations on the most effective team size for any particular sport. When a coach has decided on whom his/her team members will be, the Athletic Director and the principal must confirm the decision before student-athletes are informed and team lists are posted. Generally, volleyball, basketball and soccer post team lists, whereas cross country, do not since the make up of the varsity and junior varsity squads tend to vary throughout the season.

12.4 Team Cut Process

Choosing the members of athletic teams is the responsibility of the coaches of those teams. The Athletic Director must approve all players' cuts before being enforced. Prior to trying out, the coach shall provide the following information to all candidates for the team:

- Extent of try-out period.
- Criteria used to select the team.
- Number of members to be selected.
- Practice commitment if they make the team.
- Game commitments.

When it is necessary to make cuts for a team, the process will include four important elements. Each candidate shall have:

- Competed in a minimum of three practice sessions.
- Performed in at least one intra-team scrimmage.
- Been personally informed of the cut by the coach, including the reason(s) for the action.

Coaches will discuss alternative possibilities for participation in the sport, or other areas in the athletic program. Those candidates that do not make the cut are given first choice of being the team manager(s).

12.5 Playing time

Determining how much playing time each player earns is at the discretion of the coach. Playing time is a privilege and should be earned. The coach should be notified in advance, when a student will miss practice. Below are some general goals the OCSI athletic department strives for:

Junior Varsity:

Concepts of competition and role-playing within a team setting enter in more, and may result in some student-athletes not playing in some contests. However, coaches are encouraged to play all eligible players in each contest during the regular season.

Varsity:

Coaches should play as many players as feasible. Playing time on this level is based on coaching decisions made during practices and contests.

12.6 Quitting a sport

OCSI student-athletes take on a sense of responsibility when they have been selected to participate on athletic teams and have signed a commitment form. Therefore, they will be held accountable for their commitment to their teammates, coaches, and school.

- Student-athletes who quit an athletic team after teams have been announced will be ineligible for athletics for one calendar year including the current season. (Ex: quit spring sports freshman year, eligible for winter sports junior year, 1 year ineligible). Any seniors who quit a sport may be ineligible to participate in any sport related events at OCSI (example: alumni game or open gym); determination of how long will be made by the athletic director.
- Student-athletes who quit cross-country during or after the first meet will be ineligible for athletics for one calendar year including the current season.

If a student-athlete decides to quit a sport, the following procedures must be followed:

- Inform the coach and Athletic Director immediately.
- Check in all OCSI issued gear.

A student-athlete may find it necessary to withdraw from a sport for a good reason after teams have been selected. The Athletic Director and the principal will determine whether the reason is sufficient to warrant an exception. In such cases, future participation in co-curricular activities at OCSI will not be jeopardized.

12.7 Athletic Training Supplies

Student-athletes are not free to take or use athletic training supplies whenever they think they need them. These supplies are only to be handled by the Athletic Director, coaches and authorized personnel, or if given specific permission and instructions from the Athletic Director or coach. This also applies to the ice machine in the elementary cafeteria.

Student-athletes may not tape other student-athletes unless they are qualified and under the direct supervision of a coach. Taping that is done poorly or improperly can do more harm than good.

12.8 OCSI Issued Gear (uniforms and equipment)

Each student-athlete is responsible for all uniforms (including warm-up and practice wear) and any equipment issued to him/her. They are to be returned as soon as possible at the conclusion of the season, cleaned and in good condition. If any or all of the gear is not returned, a fee will be assessed for all lost gear. Also, if any or all the gear comes back with more than the acceptable amount of wear after a season of use, a fee will be assessed for the damage. The Athletic Director will determine the amount of the fee.

Student-athletes need to be aware of their responsibility as team members to take good care of school equipment and report any abuses to their coach or Athletic Director. Replacing or repairing equipment can be expensive.

- Athletic Department-issued equipment is to be worn/used only during practice and contests, or with the permission of the coach. At no time are student-athletes to use school-issued equipment or wear school-issued uniforms for:
 - Physical education classes.
 - School wear (note the exceptions below).
 - School events.
 - Casual wear outside of school.
- If student-athletes personally purchase a portion of their practice or game uniform, they may wear these items at their own discretion.
- A student-athlete may not wear any part of his/her contest uniform for practice.
- A student-athlete may wear his/her uniform top or contest jersey on contest days only. Normally, the wearing of school athletic items will be reserved for special occasions.
- At the conclusion of the season when uniforms and equipment have been collected, the student-athlete may be charged for damage beyond the reasonable wear after a season of use or for not having turned in gear. When this is the case, the student-athlete will be charged the amount it would cost to replace the gear. The Athletic Director will determine this amount.

12.9 College Recruitment

In the event a college recruiter contacts a student-athlete personally, that student-athlete has an obligation to work through his/her coach and the athletic department. The student-athlete must inform his/her coach of such a contact as soon as possible.

12.10 Conflicts in Co-curricular Activities

An individual student who attempts to participate in too many co-curricular activities will, undoubtedly, be in a position of a conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities and, to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the staff sponsors involved immediately when a conflict does arise.

Student-athletes need to recognize, however, that absences from practices will hinder their skill development and physical conditioning, as well as jeopardize team unity. Time missed from practice will influence a student-athlete's performance, and, therefore, his/her position with the team.

Where conflicts arise, the staff must cooperate with each other and the student-athlete to devise a solution that will be in the best interest of the student. The final decision as to which event or activity the student will participate in should be based on the following:

- The related importance of each event.
- The individual importance of each event to the student.
- The contribution the student can make to each event.
- The time at which the events were scheduled.
- Discussion with the parent.
- Discussion with the student-athlete.

12.11 Ejection From a Contest

If an OCSI student-athlete or coach is ejected from a non-OAC sponsored contest, he/she will be suspended from the next scheduled contest (whether OAC sponsored or not). OCSI athletic department policy allows for the appropriate division principal and the Athletic Director to have the option to extend the suspension for up to three contests, if they believe the reasons for the ejection warrant such action. The option to extend the suspension also applies to OAC sponsored contests.

12.12 Employment

The athletic department strongly discourages student-athletes from having jobs in which they work for more than five (5) hours per week during their sports season.

12.13 End of Season Parties

When a team finishes its season the team may decide to have a party to celebrate and reflect upon the season. The Athletic Director should be notified of the time and place of the party at least five days in advance of the party. An *Activity Request Form* must be completed and submitted at least one week in advance. It is not the responsibility of the athletic department or the Athletic Director to arrange and organize these events. The decision to have a party is the sole discretion of the coach and he/she will be the person held responsible for the event, but he/she does not necessarily need to organize and run the event (this may be done by the team captains, other team members, and/or parents).

12.14 Harassment

Harassment in any form will not be tolerated. The term *harassment* includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's athletic status.
- Submission to or rejection of such conduct is used as the basis for athletic decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services or treatment.
- Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Students may not make statements that verbally intimidate, are hurtful, threaten, lead to feelings of discomfort, or are racist or sexist in nature. If one student-athlete verbally intimidates or harasses a second, the second student-athlete is to tell a coach, staff member, counselor, Chaplin, or principal. Under no conditions is retaliation permitted.

Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Each student-athlete shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student-athlete shall be responsible to respect the rights of their fellow student-athletes and to ensure an atmosphere free from all forms of unlawful harassment.

Students may choose to report harassment complaints orally or in writing to:

- A principal.
- The Athletic Director.
- A staff member.
- A coach.

- A counselor.
- The school Chaplin.
- A teacher.

Any staff member that receives harassment complaints from student-athletes should report such complaints to the principal.

12.15 Hazing

Hazing in athletic activities is prohibited. Hazing is defined as doing or coercing another, including the victim, to do any act of initiation toward any student or other organization that causes or creates a substantial risk for causing mental or psychological or physical harm to any person. No student athlete shall plan, encourage, or engage in any form of hazing in practices, competition, or performances. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy. A student-athlete may be denied participation from athletics for violation of this policy.

12.16 Late Return from a Contest

There will be occasions when teams will return from a contest late in the evening and public transportation will soon be no longer running or is no longer running. The coach will inform his or her team of those contests where a late return should be anticipated. Those student-athletes who use public transportation in their commute should make the appropriate arrangements, such as:

- Arrange to be picked up by vehicle by a parent/guardian.
- Arrange to go in the vehicle of a team member who can drop you off at your home because your home is on the way to your team member's home.
- Arrange to spend the night at the home of a team member who lives close to the school.
- Arrange to be dropped off at a bus stop on the return to OCSI.

12.17 Locker Room and Lockers

Athletes are not allowed to enter the locker room after school until 3:45. Exceptions to this are when there is a game the day of or if the coach is present to supervise the athletes.

All students must enter and exit the locker room using the front door of the gym. Only during Soccer Season can the back door be used to exit the locker room for practice only, when practice is over all students must exit thru the front door. Every student-athlete will be issued a locker and a lock in the locker room and is responsible to see that at the end of the season both are in the same condition they were in when assigned. Any malfunction of lockers must

be reported to the coach immediately. Each student-athlete is encouraged to make sure that the locker is kept securely locked at all times and to share neither the combination, nor the locker with any other student. All personal items need to be kept in locked lockers—students are to lock their own belongings in the lockers they have been assigned. A student may not lock personal/valuable items in the locker of someone else. Students whose lockers are left unlocked or who do not put personal items in their lockers will not be allowed to participate sports practice depending on when the infraction occurred. The school is not responsible for lost or stolen items, especially if the lockers from which those items came are not locked properly or if the items were left out of the locker.

All student-athletes who use the locker rooms are to behave appropriately and are responsible to keep the areas tidy. Last person to leave the locker room must lock the back door, turn off all lights and fans and exit through the front door of the gym.

No aerosols are allowed in or around the gymnasium.

12.18 Music

Any music played at practices or contests must be obtained legally and must be approved by the school administration or Athletic Director. The sound system in the gym may only be operated with permission from the coach or the Athletic Director.

12.19 Nationality and Religious Restrictions

In order that OCSI participants of all nationalities and religions be allowed to take part in a given co curricular event, OCSI will participate only at venues in which all of its participants (students, coaches, sponsors) are allowed to attend. If it is not possible for all participants to attend, due to restrictions based on nationality or religion, OCSI will work with schools to find venues, which do not restrict participation.

12.20 Out-of-Season Student-Athletes

Student-athletes who are not currently in a sport, but who are preparing for an upcoming sport season, may use the equipment in the weight room and may check out other equipment from the Athletic Director. Please keep in mind the current sports teams have the first priority for facility and equipment usage, so things may not be available for use. A student-athlete must be done with his/her training and finished in the locker room by 4:15 p.m.

12.21 Parent/Guardian Meeting

At the beginning of each season after the team selection process is completed the Athletic Director along with the current season coaches will schedule a *Parent/Guardian Meeting* to go over logistical matters and expectations and requirements of the student-athletes and parents/guardians in regard to the season at hand. Parents/guardians will be given an opportunity to ask questions of the coach. The coach will:

- Make sure each parent/guardian knows how to access and print out *OCSI Athletic Handbook*.
- Address relevant guidelines in the *OCSI Athletic Handbook*.
- Address team rules that the student-athlete is expected to comply with.
- Address parent/guardian expectations.
- Address other issues that the coach feels are important (athletic tournament, fund raising, etc).

Parents/guardians will be asked to sign the Parent/ Guardian Consent Form covering such things as sportsmanship, permission for their children to participate, acknowledgement of risk, compliance with policies in the OCSI Athletic Handbook, Emergency Medical Release, etc.

12.22 Safety/ Risk of Participation

The athletic department strives to provide student-athletes with a safe and enjoyable environment in which to participate. Consequently, all athletic department staff has a responsibility to reduce and/or eliminate all potential safety hazards. **It is vital to understand that participation in athletics involves inherent risks.** Athletic department staff members are obligated to act in a prudent manner in order to prevent foreseeable accidents and injuries. When parents/guardians sign the *Parent/Guardian Consent Form* giving their permission to allow their children to participate in a particular sport at OCSI, they are acknowledging these risks and may not hold OCSI liable, unless it is found that OCSI was negligent.

12.23 Study Time

When a team is scheduled to have a late practice or a late evening due to a scheduled contest, the coach may ask or require all or some members of his/her team to attend a supervised study time before the practice or contest. This study time will be supervised either by the coach or another adult.

12.24 Travel to Away Contests

12.24.1 Transportation

All team personnel should travel to and from away athletic contests in transportation provided by the athletic department unless the parents or guardians make previous arrangements. Team personnel who desire to travel to and/or return home from away contests separately from the team must have their parents/guardians complete and sign the Travel Release Form and then must give the form to their coach, at least 2 days prior to the game in question. This must be completed for each new request to travel. Coaches can deny approval if that coach feels that the team will suffer due to that student missing

the designated transportation. Coaches should contact the parent and explain why their child will not be able to travel separately from the team. If a parent/guardian approaches the coach at an away game and requests that his/her child go home with him/her the coach may agree.

12.24.3 Travel Guidelines

Coaches, in conjunction with the vehicle drivers, who are ultimately in charge, will assume all responsibility for conduct and discipline on the vehicles.

- Team personnel are to be at the point of departure on time.
- Team personnel who miss the departure of the team and travel to the contest late shall not be permitted to compete, unless there were extenuating circumstances that the coach verifies.
- Because the driver is ultimately in charge of all the occupants in his/her vehicle, he/she will be respected and obeyed by the team personnel in the vehicle at all times.
- No food or drink is allowed in the vehicle unless the driver has given permission.
- Team personnel are expected to dress appropriately.
- Team personnel are expected to conduct themselves in an appropriate manner at all times.
- Electronic devices may be used with the permission of the coach. When used, such devices must be used with headphones.
- Team personnel are to return home in the same vehicle in which they traveled to the contest, unless the coach is given a written note from a parent/guardian stating otherwise or the coach decides otherwise.
- All passengers must wear seat belts, when available.

12.24.4 Information Required for Entrance onto Military Bases

All team personnel and any family members or others who will be attending athletic events on military bases must have the following on file with the Athletic Director:

- Full name as it appears in the passport.
- Birthday.
- Nationality.

- Passport number and expiration date.
- If driving: license plate number, color and make of vehicle, copy of driver's license.
- Home phone number.
- Address.

The Athletic Director needs to know at least two (2) weeks before the first contest that you wish to attend if you would like to be on the list along with the team personnel.

Escorts are needed for all bases. Contact the Athletic Director if you are planning to drive to get information regarding the escort.

12.24.5 Military Base Privileges

All team personnel and spectators on a military base for a contest are allowed to buy meals at the food court, but under no circumstances (with the exception of explicit, written permission from the Base Commander) are allowed to buy anything in the commissary, shoppette or any other shops. The United States SOFA agreement prohibits non-military personnel from using these facilities unless given explicit, written permission from the Base Commander. Neither is it acceptable to ask those with military privileges to buy items for non-military personnel.

12.24.6 Military Dress Code

Team personnel and spectators from OCSI are expected to abide by the civilian requirements of the military dress code when on any military base. The OCSI dress code does fall within the requirements of the military dress code. However, the military dress code does not allow for "active" sportswear to be worn in some of its facilities (commissaries, shops, restaurants, cafeterias, etc.). "Active" sportswear is athletic clothing that has been used for working out/playing sports in prior to entering a facility other than a gym. This means that players may not wear their uniforms to the food court after their contest. They either need to have changed clothes or be wearing clean sweats over their uniform.

12.25 NCAA Initial-Eligibility Clearinghouse

Any prospective student-athlete who will enroll in college as a freshman and plans to compete in NCAA Division I or Division II athletics must register with the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse is an agency which will provide initial-eligibility certification for all prospective student-athletes wishing to compete as freshmen at NCAA member institutions offering Division I or II athletics. The Clearinghouse is not a placement agency or an admissions office - it will not locate a college/institution for student-athletes to attend. The NCAA Clearinghouse will provide the student's initial-eligibility certification results to all colleges/universities that request to receive this information. There are several documents required to apply to the Clearinghouse. Foreign (international) student-athletes must submit all of the following items:

- NCAA Initial-Eligibility Clearinghouse Online Application for Foreign Student-Athletes. www.ncaaclearinghouse.net This online application requires a \$75.00 payment by MasterCard/VISA. The fee is not refundable should you decide not to attend an NCAA institution.
- Original academic records (or certified [attested] copies of the original documents) sent (not faxed) to the Clearinghouse.
- Score(s) from either the ACT or SAT standardized tests, reported directly to the Clearinghouse by requesting code "9999."

All international student documents should be sent to the NCAA Clearinghouse by regular surface or air-mail.

NCAA Initial-Eligibility Clearinghouse

2255 North Dubuque Road

P0 Box 4044

Iowa City, IA 52243-4044

USA

12.26 Earn a Tournament Policy

12.26.1 Team requirements

A team must have sufficient number of athletes meet requirements to allow for tournament participation according to the following guidelines.

Volleyball	Minimum 7 Individuals- Maximum athletes allowed for FET 10
Basketball	Minimum 6 Individuals- Maximum athletes allowed for FET 10
Soccer	Minimum 12Individuals- Maximum athletes allowed for FET 15

Teams must meet additional requirements (expanded on below) beyond requirements met by individuals.

Requirements in these areas must be met before two weeks following the first day of tryouts or after receiving the invitation for team play in order for a team to earn the right to attend a tournament.

1. Teams must ensure that school costs of the trip are met including substitute pay, tournament fees, and coaches and chaperones travel expense. One chaperone for each 10 students is required and at least one chaperone of the same gender for each gender attending the tournament is required. This cost can be met in the following three ways:

- A. Fund raisers
- B. Charitable donations by individuals
- C. Work funds of the coach

Verification of these facts must be made with the business manager.

2. The team coach must submit the plan for spiritual enrichment on the trip to the school principal.
3. The team coach must submit a plan to the principal for ensuring that athletes make up missed work. All coaches and athletes will be required to meet for at least 1 week after tournament to make up all work. Any athletes that do not attend these mandatory practices will be looked at as quitting the team.
4. The team coach must submit an activity request with team list, ensuring that no serious calendar conflicts will result.

12.26.3 Individual requirements

1. Academic: The individual athlete must gain the signature verification from each of their current teachers ensuring that the following two requirements have been met
 - A. They are not in danger of failing the class.
 - B. They have zero missing assignments.
2. Attendance requirements: The students must gain the signature verification from the Administrative Counselor that they have met the following two requirements:
 - A. They will not have missed more than 15 days of school in the current school year, including excused absences, days missed for other school trips, and days missed for the current tournament being considered, and not including course field trips.
 - B. The student has zero unexcused absences in the current school year.
 - C. The student does not have more than 10 tardy slips in the current school year.
3. Parental permission: Athletes must gain the signature of their parents verifying the following two facts:
 - A. The parents give their permission.
 - B. Parents agree to pay up to \$800 for the travel expenses, with the understanding that cost will be minimized and may be less.
4. Financial responsibilities: Students must gain the signature verification of the business manager ensuring that there are no current outstanding unpaid bills with the school in which no payment arrangements have been made.
5. Behavioral: The students must gain the signature verification of the administrative counselor, indicating that the administrative counselor does not consider them to be a discipline risk on the trip.

These signatures are required to be obtained in the week prior to the due date for earning the tournament.

12.26.4 Plan of implementation

1. The athletic director shall design and distribute necessary forms to facilitate the above.
2. The coach will be responsible for distributing forms to athletes, ensuring team follow through on all the above, and that all forms and necessary information is delivered to the principal.
3. Students will be responsible for gaining signature verification in each of the above-indicated areas.
4. Teachers, Administrative Counselor, and Business manager must verify the information as indicated above.
5. Principal must give advice and approval to coach's plans, and compile all documents together with the activity request and submit it to the superintendent.
6. The superintendent shall make final approval or disapproval based on the guidelines above.

12.27 Thunder and Lightning Policy

During practice if a Coach is able to see lightning, practice will be delayed for 30min from the last seen lightning. During a game it is up to the referees to stop the game and remove student athletes from the field unless the coach feels there is danger. In the case where the coach feels it is dangerous, remove the players immediately after telling the referees of the decision made.

12.28 Physical Education Credit for Participation in Athletics

If a student is playing athletics to earn a physical education credit the following requirements must be met.

Must fill out a Physical Education Credit for Athletics Sheet before starting the season. Athlete must remain eligible through the whole season (no academic probation) and must not miss more than 3 days of practice.

*Seniors- Cannot attempt to get a PE credit during there spring sports season. Each season completed successfully counts as ½ credit of Physical Education.

13 OAC GUIDELINES

13.1 Dual Participation by an Individual Student-Athlete

Individual dual (two sports) participation in a sports season is disallowed in all league sports.

13.2 Minimum of Ten (10) Practice Days

High school teams shall not participate until they have practiced a minimum of ten practice days. Each athlete must have 10 practices before they can participate in any event (any event that includes referees).

13.3 Ejection From a League Contest

13.3.1 Student-Athlete

If a student-athlete is ejected from a contest for bad behavior or negligence of rules, then it is also extended to the next regular league contest. (Note: For Cross Country, it is extended to the next meet.)

13.3.2 Coach

Coaches should have the same expectations and consequences as student-athletes when sent out of a contest. If a coach is ejected from a contest for bad behavior or negligence of rules, then it is also extended to the next regular league contest. (Note: For Cross Country, it is extended to the next meet.)

14 HEALTH AND MEDICAL ISSUES

14.1 Insurance

All OCSI students are automatically enrolled in an accident insurance policy. If a student-athlete is injured in a way requiring medical treatment, the student-athlete or parent is encouraged to seek guidance from the Main Office staff in making insurance claims.

14.2 Emergency Medical Release

On the *Parent/Guardian Consent Form* that a parent/guardian must sign in order for his/her child to participate in a particular sport there is an “Emergency Medical Release” statement that by signing the *Parent/Guardian Consent Form* the parent/guardian is agreeing to. It states:

“Recognize that as a result of athletic participation, medical treatment on any emergency basis may be necessary and further recognize that school personnel may be unable to contact me for my consent for emergency medical care. I do hereby consent in advance to such emergency care, including hospital care, as may deemed necessary under the then existing circumstance”

The coach will have all student-athletes’ *Parent/Guardian Consent Forms* with him/her at each practice and contest.

14.3 Injuries

If the coach of a student-athlete is not present when he/she sustains an injury, he/she must report the injury to the coach. It is very important that the coach be aware of any injury a member of his/her team sustains, no matter how minor it may seem, so that the coach will not unknowing make the injury worse by expecting a normal level of participation from the injured student-athlete. If the injury a student-athlete sustained was of a more serious nature which required fairly extensive treatment from a medical doctor and has kept the student-athlete from participating in the sport for five (5) or more days, the student-athlete will not be permitted to participate in practices and contests until the coach receives a Return to Activity Form completed and signed by his/her doctor.

When an injury occurs at practice or a contest, the coach will assess the situation and take the necessary steps (outlined in the *OCSI Athletic Staff Handbook*). If, in the coach’s opinion, the injury will keep the student-athlete from participating for a day or more, the coach will fill out the *Injury Report Form* and send it home with the injured student-athlete so a parent/guardian is informed of the injury and is aware of the suggested plan of action. Copies of the form should be given to the school nurse and the Athletic Director. An injured student-athlete should not be allowed to travel home alone, so it is the responsibility of the coach to make the necessary arrangements.

When an injury occurs at practice or contest, the coach will:

- Immediately stop the activity.
- Assess the injury and provide immediate care.
- If at school, send for the nurse or another athletic department staff member to give assistance. Send for an administrator.
- If at another school, ask the coach of the other team to find assistance, if there are not other coaches or adults from OCSI present.

- Determine whether or not to initiate the medical emergency procedures.
- Complete the *Injury Report Form* and make sure it gets home to a parent/guardian. A follow up phone call is recommended to make sure a parent/guardian received the form and to make any clarifications or answer any questions.

14.4 Medical Emergency Procedures

- The coach will remain with the injured student-athlete to provide necessary first aid until medical help arrives. The coach will strive to provide an environment that stabilizes the injured student-athlete and will not cause further injury or trauma.
- If the injury occurs during practice, the practice may be suspended or cancelled. It may be appropriate to cancel a contest.
- If the parents/guardians are not on the scene when the ambulance is ready to leave, the coach will travel with the injured student-athlete in the ambulance (if the injury occurs at an away contest, a responsible adult will remain with the team, while the coach accompanies the injured student-athlete in the ambulance), and will remain with the student-athlete until the parents/guardians arrive.
- When appropriate, the coach will call the Athletic Director and/or principal.

14.5 Student-Athletes with Medical Conditions

A parent/guardian has the responsibility to inform the office of any existing medical condition (e.g., asthma, diabetes, juvenile arthritis, scoliosis, serious allergies, anemia, etc.) that his/her child has, how to care for it, and what to do in an emergency before that child's participation in a sport begins. The school office will pass on any pertinent information to the Athletic Director who will, in turn, pass on the information to the appropriate coaches. The athletic department staff will maintain confidentiality of all matters at all times.

14.6 Healthy Student-Athletes

OCSI Student-athletes should model healthy, balanced lifestyle, which includes:

- Eating a well-balanced diet
- Maintaining a healthy weight
- Getting adequate sleep
- Refraining from using performance-enhancing substances

The Athletic Director and/or principal may speak to a student-athlete and if necessary his/her parents if concerns arise regarding student-athlete health.

14.7 Frequently Asked Questions Regarding Injuries

What should I do after suffering an injury?

The best principle to follow is PRICE:

P = protection: Protect the area from further injury.

R = rest: Avoid irritating the area until pain is diminished.

I = ice: Ice the injured area 20 minutes on and 20 minutes off for 48-72 hours after injury.

C = compression: Wrap the injury with an ace bandage or other wrap to prevent increased swelling.

E = elevate: Raise the injured area above the heart to reduce blood flow and swelling.

When can I put heat on an injury?

Heat can be applied 48-72 hours after the injury occurred or when active swelling has stopped (may be more than 72 hours).

When should I return to activity?

Return to activity should occur when the pain in the injured area is gone, motion is normal and strength has returned. This may be 2 days to 6 weeks depending on the injury. Proper treatment and rehabilitation can facilitate healing, prevent future re-injury and decrease time spent out of activity.

What is the best way to prevent injuries?

The best way to prevent injuries is to perform a proper warm-up and stretching session prior to the activity and to cool down afterwards.

- **Warm up:** 5-10 minutes of light jogging or bicycling
- **Stretching:** stretch the muscles to be used 2 to 3 times each holding 15-20 seconds (don't bounce)
- **Cool down:** after activity do 5 minutes of light jogging followed by light stretching. The cool down followed by stretching helps decrease muscle soreness later.

What is a concussion? How long should a student-athlete be kept from participating?

A concussion is an injury resulting from a violent blow or trauma to the head, causing, at a minimum, a temporary loss in brain function. It is one of the more common injuries sustained by young athletes. Concussions are typically divided into three distinct categories based on the level of severity:

- Grade 1: A mild concussion occurs when a person does not lose consciousness (i.e., pass out) although the individual may seem dazed.
- Grade 2: A slightly more severe form occurs when a person does not lose consciousness, but has a period of confusion and does not recall the event.
- Grade 3: A classic concussion, which is the most severe form, occurs when a person loses consciousness for a brief period of time and has no memory of the event. A healthcare provider should evaluate the individual as soon as possible after the injury.

It is often difficult to recognize a concussion in a young athlete, since the initial signs of a concussion may be subtle. Parents and coaches should be aware of the following early warning signals:

Amnesia, confusion, memory loss, headache, drowsiness, loss of consciousness, impaired speech, ringing in the ears, unequal pupil size, nausea, vomiting

According to many medical experts, a dangerous misconception exists that a loss of consciousness always accompanies a concussion. It is important that coaches, athletic trainers and parents diligently watch for other symptoms after a possible brain injury, such as a vacant stare, delayed verbal and motor responses, increased sensitivity to light or sound, irritability, depression, poor coordination, fatigue, sleep disturbances, and loss of sense of taste or smell. Another disturbing misconception is the notion that if loss of consciousness does not occur, the concussion is minor, and the athlete can safely return to action. Coaches, parents and athletes need be made aware and understand that no sports-related concussions are ever minor.

Unfortunately, many coaches and parents often minimize the seriousness of concussion injuries. These misinformed individuals consider concussions to be part of the game and encourage injured athletes to "play through" the injury, particularly if an injured child is the star player on the team. The key factor to remember is that a child who returns to activity too soon risks a more serious injury, known as second-impact syndrome. This condition occurs when the athlete experiences a second brain injury before the first has healed. Even if the second injury is milder than the first, the combination can cause brain swelling and can potentially lead to death within minutes. The important point is that a concussion is an invisible, often short-lived event that can be extremely dangerous, no matter how minor it may appear.

According to the American Academy of Neurology, grading the severity of concussions can be very helpful in deciding when an injured child should be allowed to return to activity. An individual suffering a Grade 1 concussion, for example, should be immediately removed from participation and examined by appropriately trained healthcare professionals (e.g., athletic trainers, physical therapists, physicians) for other symptoms every five minutes. Keep in

mind that because many young athletes will attempt to downplay the severity of their injuries, it is not sufficient to simply ask them if they are feeling O.K. A better approach is to ask the individual specific questions and test them for orientation (e.g., time, day of the week, location), concentration (e.g., months of year or the alphabet in reverse order) and memory (e.g., recent newsworthy events, outcome of previous game). They also should be monitored for nausea or vomiting, disorientation, slurred speech, unequal pupils, noticeable restlessness or stiff neck. The athlete may return to activity if no symptoms develop in 20 minutes of sideline evaluation. Grade 1 is the only level of severity at which a player can possibly return to play after suffering a concussion.

Individuals who sustain a Grade 2 concussion should be removed from participation and closely monitored on the sidelines for signs of increasing brain injury. Parents should be instructed to carefully watch their child throughout the night for sudden changes in mental status (e.g., acting dazed, forgetful or groggy), vomiting, unequal pupils or a severe headache. In addition, a physician should see the injured child the next day. The first 24 hours after injury are extremely critical, although serious symptoms can appear later. Should none develop, the athlete can return to practice or games in one week.

If a child sustains a Grade 3 concussion, airway, breathing, circulation and cervical spine should be checked first, and then he or she should be taken by ambulance to the nearest hospital emergency department. The child should not return to practice for at least 30 days or for the rest of the season if he or she has had more than one previous concussion.

Please keep in mind that the information presented in here is not intended as a substitute for medical treatment. If you have a medical issue or concern, consult a physician.

Source: Bryant, Cedric X. ACE FitnessMatters, September/October 2003.

15 AWARDS

15.1 OAC All District Awards

The OAC will award an all district certificate to at least one player participating in a varsity sport

15.2 Tournament Awards

The types of tournament awards are subject to what organization is sponsoring the tournament and who is directing the tournament.

15.3 OCSI Athletic Awards

The Athletic Department will provide 4 awards per team plus accolades on paper.

*Individual Sports (Wrestling, Cross Country) will receive different awards as seen appropriate for there sport.

Best Offensive Player-Given to the best offensive player as determined by the coach.

Best Defensive Player- Given to the best defensive player as determined by the coach.

Most Improved- Give to an athlete who has shown the most improvement in skill and ability during games.

Most Valuable Player (Fastest 5K- Cross Country)- Given to a player who stands out among his teammates as a necessary component of the team success.

These awards will be given out during the sports dinner held at the end of the year along with the All District awards. All athletes, managers will be given a certificate of participation during the school awards ceremony.

16 SPORTS OFFERED AT OCSI

16.1 Interscholastic Sports

Season	HS Girls	HS Boys
Fall	Cross Country	Cross Country
	Volleyball	
Winter	Basketball	Basketball
		Wrestling
Spring	Soccer	Soccer

Sports are subject to change or cancelled at the discretion of the athletic director with the principals approval.

16.2 Club Sports

Club sports are directly related to resources available. OCSI Athletic Director will work to provide quality club sports. All club sports will be approved and titled by the Athletic Director and appropriate level Principal.

17 ATHLETIC DEPARTMENT FACILITIES

17.1 Sound Room

The Sound room is off limits to student-athletes, unless they have been given permission from the Athletic Director, principal, or coach.

17.2 Equipment Room

The equipment room is off limits to student-athletes, unless they have been given permission from the Athletics Director or their coach to get equipment out.

17.3 Fitness Room

17.3.1 High School Students

- Must be trained and certified by an appropriate athletic department staff member before being allowed to use the weight room.
- Must sign in on the form in the Athletic Directors office before working out and remember to sign out when finished.
- Never work out alone.
- Follow the established weight room guidelines.

17.3.2 Middle School Students

- Must be under the direct supervision of a coach or authorized adult.
- Must receive instruction on the proper use of the equipment and on the proper lifting techniques.
- Follow the established weight room guidelines.

17.3.3 Fitness Room Guidelines

- No fooling around at any time.
- Never interfere with a person who is in the process of lifting.
- Make sure the area is clear before beginning to lift.
- Be aware of where others are before beginning to lift.
- Make sure weights are secure before lifting them.
- Spot carefully. Concentrate on the lifter.
- Protect your lower back (use proper technique, wear a belt).

- Return weights to the rack when you are finished with them.
- Keep the weight room clean. No food or drinks in cans or glass bottles (pet bottles only).
- Help and encourage each other.

17.3.4 After School Fitness Rooms Usage and Guidelines

The fitness room hours will be posted as supervision allows. If the supervisor is unavailable to supervise, the fitness rooms will be closed for that day to all students not currently in a sport. Students who are currently in a sport may be given priority to use fitness equipment between 4:00 pm and 5:00 pm, and they may also use the fitness rooms after 5:00 pm with the permission of their coaches. Middle school students may not use the weight equipment unless they are under the direct supervision of a knowledgeable coach/adult.

Guidelines

1. DRESS DOWN-

No working out in street clothing. Shorts/sweat pants and shirts (either t-shirts or tank tops) are required. **Shirts must be worn at all times.**

2. SIGN IN-

All students not currently in a sport are required to sign in the book provided **before** beginning their workout. If a student does not sign in, he/she cannot work out.

3. WORKOUT-

Students are to take their workouts seriously--no horseplay or socializing with others who are not working out (those who are not working out will not be allowed to be in the fitness room).

4. CLEAN UP-

Students are to straighten up the fitness rooms after working out. All benches and equipment used should be cleaned properly to maintain a healthy environment. If a fitness room is left messy that room will be closed the following day.

5. LOCKER ROOM-

Students should be done using the locker rooms by 5:00 pm.

17.4 Gymnasium

Student-athletes may only be in the gymnasium under the supervision of a coach or authorized adult.

17.5 Wood Shop Room

During the school day, this room is used for academic classes. After school (and occasionally before school) it may be used by athletic teams for team meetings, viewing video pertaining to that particular team, pre-contest team meals, and, when it is not being used by any team, it may be used for studying.

17.6 Locker Room

Please see 12.17 in the Athletic Handbook