

2017 - 2018

Oasis Athletic Coaches Handbook



Brian Montag

Oasis High School & Oasis Middle School

Updated: July 18, 2017

This handbook supersedes all
previous versions.

“Good teams become great ones, when the members trust each other enough to surrender the ‘me’ for the ‘we’.”

~ Phil Jackson

“Before you can win, you have to believe you are worthy.”

~ Mike Ditka

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Oasis Athletics Coaches Handbook

Dear Colleagues,

The athletic program within our Oasis Charter Schools is designed to meet the needs of the student-athlete. Its intention is to develop the individual through healthy competition and education.

This handbook was created with the safety of the coach and student in mind. It is to be used by all coaches of the Oasis community. It clearly defines policies and procedures that of the Florida High School Athletic Association (FHSAA), Lee County Schools, and those that are unique to the City of Cape Coral Charter School System.

By agreeing to coach our student-athletes, you have accepted the responsibility to familiarize yourself with the contents of this manual and comply with its procedures/policies regardless of personal feelings or difference of opinion. In the event that a policy proves to be undesirable to both the student-athlete and/or team as a whole, it can be reviewed at the conclusion of the current sport season and could be rewritten at the end of the academic year.

It is the responsibility of the Athletic Director to distribute and explain all policies within. All policies are open for discussion in a group setting with all whom are or may be affected by the current or proposed amendment to the policy in question. It is recommended that any and all propositions to current policies be considered with the intention to enhance the environment of the Oasis coaching staff as a whole rather than to the benefit of a sole sport/team/coach.

It is well understood that it is your intention as the coach, to do right by your student-athletes and the Oasis community. Your input is vital to ensure the success of Oasis Middle/High School athletics. In addition to verbal communication, written documentation of your questions/comments/concerns may be necessary to ensure possible issues are dealt with in a timely manner. It is the full intention of the Athletic Director that your experience is enjoyable and rewarding.

Thank you for agreeing to be a member of the Oasis Athletic Department, and good luck to you in your respected sport.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Montag', with a stylized flourish at the end.

Brian Montag
Oasis Athletic Director

PHILOSOPHY OF ATHLETICS FOR OASIS CHARTER SCHOOLS

Athletics at Oasis Middle/High School are seen as an integral part of the total educational process. Participation in extracurricular activities is encouraged and strictly voluntary. It is considered a privilege participating in athletics, and the contents of this handbook are based on this philosophy and mind set. Every member of every team will be treated with respect by every coach, and our coaches are expected to use only positive motivation.

Research suggests that the lessons learned from participation in athletics greatly contribute to the student's ability to be successful while in school and after graduation. It is the goal of the Athletic Department to assist in the building of positive characteristics which will enable our students to conquer adversity, lead by example, and see the benefits of hard work and sacrifice toward an achieved goal or dream.

In order to fully realize the educational value of athletics, the athletic program should:

- Emphasize the 3 “C”s: **C**haracter, **C**itizenship and **C**ivility
- Promote the physical and emotional well-being of all participants,
- Be an integral part of the total education program,
- Be conducted by certified coaches with training in First Aid/CPR/AED, and concussions.
- Be conducted within the letter and spirit of all applicable rules and regulations.

VISION

Oasis High School strives to be the premier athletic program in the state of Florida.

MISSION

Oasis High School Athletic Department is committed to offering high-quality athletic programs to its student-athletes that promotes personal development, encourages teamwork, and teaches important life skills for becoming an essential part of the community.

OBJECTIVES

Physical

- To provide opportunities for students to reach improved fitness levels.
- To provide opportunities for students to further enhance skill level development.

Social

- To provide opportunities for positive interactions in a fun filled environment wherein leadership, sportsmanship, and fair play can be developed.
- To develop a better cooperative and harmonious relationship among students regardless of race or sex.

Emotional

- To provide students a healthy emotional setting where self-image can be enhanced and stress can be released in a positive manner. Good sportsmanship will be stressed.

Mental

- To increase student knowledge of rules, terminology, strategies, and basic tournament organization.

Educational

- To promote teamwork, self-discipline, dedication, commitment, and self-reservation.

PRINCIPLES OF COACHING

The coach of an interscholastic athletic team assumes a very responsible position in education. He/She has the unique opportunity to work with the students in an activity that many times has a profound and lasting impact on the lives of the athletes. Coaches are viewed as role models and can directly influence the decisions made by athletes, and personal rapport can be quickly established. Through this close association, coaches, if they choose, can achieve a unique and seldom attained relationship in education – a personal involvement in the lives of students who willingly and eagerly seek guidance, advice and counsel. The sport serves as the vehicle for creating this climate. Therefore, coaches should be ever mindful of this role and conduct themselves accordingly. No other teachers enjoy so rich an opportunity for molding the character of our youth.

ATHLETIC COACHING STANDARDS

Based on National Standards for Sport Coaches - (NASPE – National Association for Sport and Physical Education)

Domain One - Philosophy and Ethics

- Develop and implement a student- athlete-centered coaching philosophy
- Identify, model, and teach positive values that can be learned through sport participation
- Teach and reinforce responsible personal, social, and ethical behavior of student-athletes, staff, and parents
- Demonstrate ethical conduct in all facets of the sport program
- Demonstrate, promote and model good sportsmanship in all facets of the sports program
- Display respect for administration, colleagues and the total school program

Domain Two - Safety and Injury Prevention

- Prevent injuries by maintaining safe facilities
- Ensure that all necessary protective equipment is available and used appropriately
- Monitor environmental conditions and modify participation as needed to ensure individuals' health and safety
- Identify conditions that predispose student-athletes to injuries
- Recognize injuries and provide immediate and appropriate care
- Facilitate a coordinated medical program of prevention, care, and management of injuries
- Provide proper supervision at all times

Domain Three - Physical Conditioning

- Design programs of training, conditioning, and recovery that properly incorporate physiological and mechanical principles
- Utilize research-based conditioning principles to design conditioning and practice sessions.
- Teach and encourage proper nutrition for healthy body weight, optimal physical and mental performance, and overall good health
- Advocate drug-free sports and provide accurate information about the use and abuse of drugs and supplements.

Domain Four - Teaching and Communication

- Provide a positive learning environment
- Develop and monitor goals and objectives for the program, student-athletes, and assistant coaches
- Organize practices based on effective instruction and efficient time management
- Individualize instruction based on the specific needs of each student-athlete
- Provide clear and understandable instruction to student-athletes in order to provide effective instruction
- Utilize appropriate and effective motivational techniques to enhance student-athlete performance
- Demonstrate effective verbal and non-verbal communication skills in a clear, appropriate and professional manner
- Communicate regularly and effectively with the parents of student-athletes, including but not limited to a pre-season parent meeting and as well as informal in and out of season communications as be needed

Domain Five - Sport Skills and Tactics

- Know the skills, elements of skill combinations, and techniques associated with the sport being coached.
- Identify, develop, and apply teaching techniques for specific skills associated with the sport being coached and appropriate for the age and skill levels of the participating student-athletes
- Conduct practices based on a progressive seasonal plan and competitive strategies
- Organize and implement materials for scouting, planning practices, game preparation, and game analysis
- Know, abide by and enforce the policies, rules and regulations of the Lee County Public Schools and the Florida High School Athletic Association

Domain Six - Organization and Administration

- Demonstrate organizational and administrative efficiency in implementing sports programs.
- Manage fiscal resources for the program. In a responsible manner
- Manage all information, documents, and record-keeping for the program in an accurate and timely manner
- Provide adequate care and accounting for school property, including an up-to-date inventory and storage of equipment
- Promote care of equipment and facilities by student-athletes and fellow coaches

CODE OF BEHAVIOR FOR COACHES

- Set an example both on and off the playing area. Be a living example of sound personal values and good sportsmanship.
- Recognize that athletic competition is a means toward an end, not an end in itself. Specifically, athletics should lead to the development of healthy, well-adjusted young men and women.
- Approach competition as a healthy and constructive exercise, not as a life and death struggle that requires victory at any price. It should be fun and enjoyable.

- Recognize that the participants in individual or team sports are young men and women with human frailties and limitations who are capable of making mistakes.
- Be modest in victory and gracious in defeat and instruct your players accordingly.
- Be sensitive to the feelings and needs of your players, and use good judgment when addressing them, avoiding offensive comments.
- Be positive and nurturing.
- By personal attitude and behavior, command the respect of the players.
- Do not use, or allow the use by others, of profanity, crude or abusive language with players, opponents, officials or spectators.
- Respect the judgment of the officials. Although it is reasonable for the coach to question an official's decision or even disagree with decisions, the official's decision must be accepted graciously.
- Instruct the players to respect the officials and not to argue, demonstrate or be abusive. Any questions with officials concerning rules interpretation should be made by the captain or coach.
- Avoid behavior in game situations that will incite players, opponents or spectators.
- Instruct players in the elements of good sportsmanship and **remove players from competition who demonstrate un-sportsmanlike behavior.**
- No coach should use alcohol, tobacco, or other drug before, during, or immediately after any interscholastic contest until his/her supervisory duties are completed for that contest.
- Communicate often. Be willing to listen to players and parents for the sole purpose of creating an environment favorable of growth and development for all aspects of the team.
- Coaches are welcome to provide students with proper and appropriate instruction as it pertains to their nutrition and well-being. Never provide a student with dietary supplements nor assist with the acquisition of dietary supplements for a student.
- Coaches should never text one-on-one with a student. Group messages are sometimes needed to communicate last-minute changes but should never be conducted in a way that would imply a personal relationship with a student-athlete. Coaches should **NOT** have a connection with a student via Facebook, Twitter, etc. Common sense is urged when utilizing social media websites.
 - Please reference Social Networking Websites and/or Blogs Guidelines in both Oasis Middle School and Oasis High School Staff Handbooks.

INTERSCHOLASTIC ATHLETIC COACH

The Oasis Administration believes that each extra-curricular program should be under the supervision of a certified faculty member. At times, however, certified faculty members are not available to coach a program during a season. After an effort has been made to secure the services of a certified faculty member, non-faculty coaches may be employed.

VOLUNTEER/VENDOR COACH

All Oasis Middle and High School assistant coaches must be approved by the Athletic Director and Principal. Every volunteer or vendor coach must have the same paperwork on file as a paid/faculty coach at both the main and athletic offices prior to contact with student-athletes. A Vendor Coach is a non-staff member serving as a head coach. Vendor and volunteer coaches are representation of the Oasis Athletic Department and must abide by all policies within the Oasis Athletics Coaches Handbook, as well as the following:

- Must have CPR/AED and First-Aid certification.
- All student-based issues will be handled by the Oasis staff member (head coach) on site.
- All donations (t-shirts, food, etc.) by the volunteer/vendor coach **MUST** be approved through the office of the Athletic Director.
- A Vendor Coach will have thirty (30) days from the final event of their respective season to submit an invoice for their services – when applicable.
 - In order to claim an add-pay/stipend for two (2) teams/squads (boys & girls or JV & Varsity), student-athlete participation must meet or exceed fifteen (15) student-athletes.
- Volunteer coaches are to never be left to work alone with a student-athlete. All interactions are to be supervised by the head coach and/or an Oasis staff member.

FHSAA and Home Campus

In 2017, the FHSAA entered into a long-term business partnership with the software and web platform provider Home Campus. At Oasis High School, it is the responsibility of each varsity head coach to maintain a user account with Home Campus. Utilizing that account, coaches are required to complete all FHSAA-mandated certification training, quizzes, and/or state elections. In addition, head coaches are required to “sign off” on all State Series entry lists before they are submitted to the FHSAA. All other Oasis High School FHSAA/Home Campus requirements will be fulfilled by the athletic director.

CONTACT WITH OUTSIDE STUDENTS/FAMILIES

- Coaches should never make contact with a student or family not enrolled within Oasis. To do so would be a violation of the **FHSAA Policy 36 on Athletic Recruiting**.
 - Each coach, paid or un-paid, must complete the Policy 36 training via the FHSAA website before the start of their respective season.
 - When contacted by a family, they must be advised to contact the office of the school registrar when inquiring about future enrollment possibilities.
 - At that point in time, conversations regarding student enrollment or athletic opportunities must not continue.
 - Coaches should **NEVER** promise a family that they will assist in the enrollment process.

STUDENT-ATHLETE ACADEMIC RESPONSIBILITIES

Oasis Middle School students must have a minimum accumulated grade point average of 2.0 from the previous quarter, and Oasis High School students must have a cumulative grade point average of 2.0 in order to be eligible for athletic participation during the current school semester.

- Incoming 6th graders will receive a one-quarter, and 9th grade students will receive a one-semester GPA “grace period” during their first quarter (OMS) and first semester (OHS) as a student of Oasis Athletics.
- Students must maintain a 2.0 GPA while in-season or face academic suspension.
 - Participation in regular practice sessions may be suspended in order to regain acceptable academic standing.

Students are not to be penalized for missing practice time in order to enhance their academic status with a staff member after school hours.

JOB DESCRIPTION

- All coaches will operate under a one-year agreement with the option for renewal at the conclusion of their respective season.
 - The decision to renew or not renew a coach will be discussed between the Athletic Director and Principal.
- All interscholastic athletic team coaches are directly responsible to the Principal and Athletic Director. In fulfilling their duties and responsibilities, all coaches are expected to:
 - Read, comprehend, and follow all FHSAA rules and policies.
 - Any issues/concerns regarding FHSAA policies should be communicated to the Athletic Director/FHSAA Representative.
 - Any contact with FHSAA Personnel should be done so through the FHSAA Representative (Athletic Director) **ONLY**.
 - Should the coach act against FHSAA rules and policies resulting in a financial penalty, the coach may be requested to replenish the Athletic Department funds spent to cover said fine.
 - Read, comprehend, and enforce the Oasis Student-Athlete Handbook(s).
 - Assume complete responsibility for the conduct of their team.
 - Establish positive relationships with fellow coaches, athletes, parents and community members.
 - Supervise the use, issuance, return, cleaning, inventory and storage of equipment, uniforms and supplies
 - Submit equipment and supply requests to the Athletic Director.
 - Make recommendations for use and improvement of school facilities.
 - Attend meetings called by the Athletic Director or Principal. Attend FHSAA District and coaches’ association meetings (if required), and end of the season school dinners/banquet.

- Support and conform to the Athletic Department policies and decisions.
- Prior to the start of each season, conduct a mandatory organization meeting with athletes and their families to explain try-outs, method of selection, cutting procedures, behavior expectations, and other key matters.
- Submit a team roster to the Athletic Director no less than two weeks prior to the first scheduled contest or at the conclusions of the last try-out date prior to releasing to the student body to ensure student eligibility.
 - Roster size should not exceed the limited number of participants as put forth by the FHSAA according to State Entry List (SEL) guidelines.
- Report all serious injuries to the Athletic Director and school nurse. Complete necessary City of Cape Coral documentation of the incident to be kept on file.
- Report results of all away contests to the Athletic Director via email at the conclusion of the contest.
- Notify the Athletic Director of any canceled games or practices and any unusual events or incidents.
- Secure the assistance of student managers to aid in conducting games; for example, statistician, scorekeeper, ball boys/girls, timers, etc.
- Collaborate with the Athletic Director to better provide opportunities for parents to acquire Volunteer/Involvement hours at each athletic contest.
- Schedule and conduct practices on a regularly scheduled basis.
 - Distribute a legible schedule that contains practices and contests for student-athletes and families.
- Supervise team members before and after practices/games until all have left the locker room, picked up by parents or left the parking lot.
- Secure all offices, closets and building exits when leaving campus.
- Conduct themselves in a professional manner during all practices and games, and notify the Athletic Director of any incident that occurs, including but not limited to, a coach or athlete being ejected from the competition and/or any other unsportsmanlike conduct on behalf of the Oasis players or staff or the opposing team.
- Make decisions regarding his/her particular team, in keeping with established policies and procedures. However, when decisions are of a broader scope and affect other coaches and other teams, or actions of a student off-campus, or when the problem clearly falls within the jurisdiction of the Principal or Athletic Director, action should be reserved for the Principal or Athletic Director to review and discuss the matter more fully.

- Keep current certifications, including CPR/AED and First-Aid.
 - Coaches without proper certification will be held from their coaching duties until certifications have been acquired.
- Any coach who wishes to include a volunteer in their program should communicate their intentions to the Principal and Athletic Director at least two months prior to their season.
 - It is the responsibility of the coach to ensure the volunteer has completed all First-Aid/AED/CPR requirements and submitted necessary criminal/volunteer paperwork to the school's front office.
- Reserve the distribution of any and all disciplinary action for the Principal and/or Dean of Students regarding student behavior both on and off campus.
- Clear all fund raising for your program with the Principal and Athletic Director prior to discussion with parents, students or community members.
 - All funds will be directed to and shall stay within the Athletic Department or appropriate account per sport.

COACHES DUTIES AND RESPONSIBILITIES

1. Pre-Season (Maximum three (3) months prior.)

A. Planning

1. Coaches are required to take the FHSAA-mandated online certification courses prior to their season.
 - i. Policy 36 on Athletic Recruiting
 - ii. Concussion in Sports
 - iii. Heat-Related Illness
 - iv. Sudden Cardiac Arrest
2. Know what equipment and supplies are available to your sport no less than three months in advance.
3. Every sport is required to have a try-out session for the entire student-body.
 - i. A complete schedule of the try-out session is to be submitted to the Athletic Director no less than **one (1) month** ahead of the start of its FHSAA calendar.
4. Notify the Athletic Director of any special needs.
 - i. Verify deliveries specific to your team are complete upon arrival.
5. Prepare a practice schedule and submit a copy to the main and athletic office.
 1. Fall sports must submit a practice schedule no later than 30 days prior to the end of the previous school year.
 2. Practices that take place on a weekend, extended weekend, or holiday break, are not to be mandatory for student-athletes.

- ii. Verify all student-athlete documentation is complete for those students in attendance for the try-out schedule.
- 6. Coaches are not permitted to schedule or reschedule contests with other schools.
 - i. EXCEPTION – Individual team sport coaches (i.e. Swim, Golf, and etc.) may be permitted to schedule with fellow coaches with the permission of the Athletic Director.
- 7. Establish criteria for varsity awards.
 - i. Communicate criteria to students and parents at the pre-season parent/student meeting.
- 8. Outline try-out requirements.
- 9. Plan end of season gathering.

B. Meet with Athletes and Families

- 1. It is recommended that coaches conduct pre-season meetings with students to discuss try-outs, practice schedules, team and department rules, and other important matters.
 - a. Meetings should be publicized via school website, Cape Coral Charter System calendar, and morning/afternoon announcements.
 - b. It is **mandatory** for a copy of the Oasis High School Student-Athlete Handbook to be distributed to each family at each parent meeting.
 - c. Any deviation from the Student-Athlete Handbook for the purpose of establishing additional standards and rules that are more rigorous and restrictive than that IN the Student-Athlete Handbook must be reviewed and approved by the Athletic Director and the Principal and clearly communicated to the participants before being applied to a participant for unusual or special circumstances.

C. Facilities

- 1. It is the responsibility of the Athletic Director to secure all facilities for practice and interscholastic athletic events.
- 2. Any maintenance request can be done so by the coach. All requests should be submitted via email to the maintenance/janitorial team(s) as well as the Athletic Director.
- 3. The Athletic Director will arrange for supervisors, scoreboard operators, ticket collectors, and ambulance/medical coverage.
 - a. Coaches are responsible for acquiring their own bookkeeper each game.

D. Repairs or Work Orders

- 1. Coaches should immediately report all needed repairs or items requiring attention because they are broken or not working properly to the Athletic Secretary or the Athletic Director. If a Work Order is needed, the Athletic Director, will request one.

E. Inventory of Equipment

1. Head Coaches are responsible for the care, issuance and storage of athletic equipment and uniforms for their programs. Coaches are required to utilize a written Equipment/Uniform List, which contains specific information about the numbers, sizes and condition of their inventory. Under no circumstances shall any piece of equipment or uniform ever be issued to any athlete unless it is accounted for in writing.
2. Head Coaches are required to submit their complete athletic inventories to the Athletic Director within two weeks after their last contest, along with budget requests for the following year.
3. During the season, all equipment shall be secured in proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be stored (after cleaning) in their designated areas until the following year.

2. **In-Season**

A. Student-Athlete Handbook

1. Each coach is responsible for seeing that the Student-Athlete Handbook is fully explained, not just merely distributed.
 - a. It is highly recommended that the coach familiarize themselves with the Student-Athlete Handbook during the "Planning" phase of the pre-season.

B. Communication

1. Coaches are responsible to make all practice and contest locations/times available to all student-athletes and families.
 - a. Contact made by a parent (email or voicemail) should be returned within twenty-four (24) hours.

C. Supervision

1. It is the responsibility of the coach to supervise his/her student athletes at all times. From the moment they enter the locker room, to when they exit.
2. Make sure all students have left the practice area within a reasonable timeframe upon the conclusion of your practice/game.
3. Coaches must ensure students have left the campus safely after every practice and interscholastic contest, home or away.
 - a. Coaches must remain on the Oasis campus until the last student-athlete has gone home after a return bus trip from an away contest.
 - b. Request a parent to sign their child out should they wish to transport the student home from an away contest.
4. All pre- and post-game music is to be pre-approved or selected by the head coach.

D. Accidents and Injuries

The following guidelines should be adhered to in the event of an accident or injury to a student under your supervision or care, evaluate the injury and, where necessary or appropriate, take the following action(s):

1. Administer minor first aid
2. If hospital care is necessary, immediately call an ambulance.
 - a. It is always better to err on the side of caution when making this determination.
3. Accompany the injured athlete to the hospital if a parent/guardian is unavailable. If the parent/guardian is available, check on the status of the injured athlete at the hospital as soon as is feasible and in person.
4. Always make contact with the parent/guardian as soon as possible regardless of the extent or seriousness of the injury. NOTIFY THE ATHLETIC DIRECTOR.
5. If an injury or accident requiring medical attention occurs, a STUDENT ACCIDENT REPORT must be completed by the coach and submitted to the Athletic Director within 24 hours of occurrence.
6. If an injury or accident requiring medical attention is discovered after the athlete has already returned home, a STUDENT ACCIDENT REPORT must be completed by the coach and submitted to the Athletic Director within 24 hours of occurrence.

E. Game Schedule

1. Each team's game schedule will not exceed the FHSAA allotment, or the preferred quantity less than FHSAA regulation as requested by the head coach.
2. Once completed, there will be no changes to the team's regular season schedule within two (2) months of the first date of the sport's FHSAA calendar.
 - a. EXCEPTION – If a team loses a minimum of three (3) games due to tournament cancellation, or other unforeseen circumstances, the Athletic Director will attempt to recoup some, if not all, lost contests.

F. FHSAA Documents

1. Before an athlete can try-out for an interscholastic athletic team, he/she must have completed an approved medical examination (EL2), waivers (EL3, EL3CH, & EL3CH Addendum), and compliance affidavits (GA4 & GA6*).
 - a. Students MUST be covered under their own family's insurance plan. The school does not provide for each individual student.
 - Students not covered by their family's insurance will not be eligible for participation.
 - b. It is each coach's responsibility to ensure that the necessary signatures are present as well as all essential health information.
 - c. GA4 and GA6 when necessary.
2. Coaches are responsible to ensure student-athlete eligibility, as it pertains to FHSAA documents, while in-season.

G. Equipment

1. Coaches are responsible to secure the equipment on a daily basis.
 - a. Coaches/student-athletes are responsible to assist during pre-game set-up and/or post-game take-down of gymnasium equipment.

H. Practices

1. Practice schedules are created by the coach. Practices shall be mandatory while school is in session. Student participation at weekend or holiday break practices shall not be mandatory nor will an absence be reason for future punishment.
 - b. Gate keys are necessary for Saturday practices. If a key is not obtained by the Friday prior, practice is to be cancelled for the following day.
 - c. The FHSAA does not allow for any athletic activity on Sundays.

I. Faculty Meeting/Early Dismissal Days

1. Please refer the Charter System calendar for designated early dismissal days.
2. Practices are to not be scheduled prior to 2:00 p.m.
 - d. Voluntary study hall will be available in the cafeteria from 12:00 to 2:00.
 - i. Students may not leave study hall to run personal or team errands.
 - ii. Students not in attendance must leave the school campus until practice begins.

J. Early Dismissal for Transportation

1. At times, it will be necessary to request that a team and its coaches be excused from school to travel to an away contest in order to meet an early scheduled starting time. A team roster should be emailed to fellow Oasis staff as soon as possible so the student-athlete's teachers are aware of the early dismissal.
 - a. It is the responsibility of the coach to communicate an early dismissal to the Principal and Athletic Director. If coverage is needed, that too shall be obtained by the coach.

K. Concession Stand

1. The Oasis High School Booster Club shall be responsible for the staffing the concession stand with parent volunteers for the nights of home contests.
 - e. The Oasis High School Booster Club will be the main operator of the concession for all events/activities that take place within the Shark Tank for the 2017-2018 school year and beyond. Coaches will no longer be required to operate or assist with the operation of the concession stand.

- f. The **Booster Club** will ensure the concession stand is cared for during game-play.
- 2. Funds from the concession stand will be deposited into the **Booster Club's account**.
 - g. Profits will be collected by the **Treasurer or Booster Club representative** and locked in a secure location.

L. Tournaments

- 1. Requests for tournaments **MUST** be made no less than forty-five (45) days prior to the event.
 - h. A detailed outline including format, invitees, and all required purchases for the requested tournament **MUST** accompany submission.
 - i. The Athletic Director will file any and all necessary FHSA paperwork within five (5) days of the request.
- 2. Tournaments will be funded by the team's internal fund/profits.
 - j. Each tournament requires an entry fee for each participating school to help control the cost, associated with hosting a tournament.
 - k. Assumed costs: game officials, athletic trainer, trophies, t-shirts, hospitality suite(s), tickets, stamps, etc.
- 3. The head coach will assume the duties of tournament host.
- 4. The coach is responsible to confirm availability of the Athletic Director a minimum of 30 days prior to the event.
 - l. If the Athletic Director is not available, it is the responsibility of the coach/tournament host to secure supervision for the duration of the event.
- 5. Parent volunteers should be considered before hiring an outside organization.

7. **Post-Season Responsibilities**

A. Equipment Return

- 1. Coaches must supervise the return of all issued equipment and uniforms and submit, in writing, the names of those athletes who failed to return one or more equipment items. Each coach must also complete the Inventory Checklist and return it to the Athletic Director.

B. Budget / Purchasing

- 1. All supplies and equipment for all phases of the interscholastic athletic program will be budgeted and purchased through the Athletic Director.
 - a. No items may be purchased without prior approval of the Principal or Athletic Director.
- 2. All purchases require a formal request using necessary documentation found on the shared Q drive.
- 3. Preapproved purchases may be made by a coach/staff via Charter School Authority credit card to be checked out through the front office.

- a. This process is to be accompanied by email notification to the Athletic Director.
 - b. Donation requests should be made a priority before purchasing through the team's internal fund.
4. All checks are to be made payable to **OASIS HIGH/MIDDLE SCHOOL**.
5. Deposits, cash and check, **MUST** be made within 24 hours after collection.
 - a. Deposits **MUST** be made by the end of the school day or first thing the following morning should cash/checks be collected after 2:30 pm.
 - i. Cash collected after 2:30 **MUST** be locked in a secure location until a deposit can be made the following morning.
6. At the conclusion of each season, coaches should submit an equipment requisition form to the Athletic Director. The coach and the Athletic Director will discuss equipment needs and prepare budget requests. Items requested will be given priority as they pertain to safety, need and cost.

C. Add-Pay/Stipend

1. In order to claim an add-pay/stipend for two (2) teams/squads (boys & girls or JV & Varsity), student-athlete participation must meet or exceed fifteen (15) students.
 - a. **Note:** In the event the funds are not budgeted for two stipends/add-pays, this policy is null and void.

D. Open Gym

1. Open gym sessions are offered on specific days as determined by the Athletic Director within three weeks of the conclusion of the final indoor sport season.
2. Any **Oasis staff member** may supervise the open gym session.
 - a. Volunteer coaches or parent volunteers are not considered acceptable supervisors.
3. Open gym sessions are not specified to one sport.
 - a. Coaching is not allowed during the session, but supervision by an Oasis staff member is **mandatory**.
 - b. Open gym should be open to all members of the student-body, not just specific members of a team.
 - i. Student participation **IS NOT** mandatory.
 - ii. Only bona fide Oasis students can attend open gym.
 1. OHS at OHS, and OMS at OMS only!
 - c. Students may not attend open gym sessions at the neighboring campus.
4. Coaches/Staff are there to supervise only. Coaches are **not allowed** to participate in student activities. Doing so, the coach is jeopardizing their status within the Athletic Department and placing Oasis Middle/High School at risk for major liability should a student experience an injury.

E. Club Programs & Summer Conditioning/Practice

1. Teams are welcome to practice on the Oasis campus provided they supply the Athletic Director with a schedule of their activity during the summer months.
2. Only bona-fide Oasis High School students are allowed on the Oasis campus for summer conditioning and summer practices.
 - a. Exception: Non-Oasis students are eligible for participation in Oasis summer camps as registered participants.
3. Off-season/summer **club teams** have no affiliation with the Oasis High School Athletic Department and are valid forms of athletic participation during the FHSAA-regulated off-season and summer time period.
4. The coach must provide proof of membership for the club organization he/she would like to operate within.
 - a. Insurance is necessary through the club organization to cover the students operating within the club program.
5. Club programs may rent/utilize Oasis High School facilities through the execution of a Cape Coral Charter School Authority (CCCSA) Facility Rental Agreement and abide by the rules/policies within.
 - a. The following items are necessary before a coach may proceed with club practices:
 - i. The coach must provide a detailed calendar of practices and competitions to the Athletic Director at the time the CCCSA Facility Rental Agreement is submitted.
 - ii. The coach must provide a list of Oasis equipment needed by the club program.
 - iii. The coach must provide a complete team roster.
 1. Students not included on the roster are not allowed in the rented facility during the club practice.
 2. When applicable, non-Oasis students must be recorded through the use of an FHSAA GA6 (Affidavit of Compliance with Policy on Non-School Teams and Off-season Participation) form prior to the start of the club program's calendar.
6. To be eligible for a waiver of fees, the club program must cater to the needs of the Oasis student only.
 - a. Non-Oasis students are welcome to participate within club programs, yet the request for a fee waiver shall be declined.
 - b. Non-Oasis students are encouraged to apply for enrollment/lottery prior to inclusion of a club program..
7. School internal funds or school transportation cannot be utilized for club program activities.

F. Summer Camps

1. Coaches are welcome to host a sport-specific summer camp in order to help advance the skills of the student body as well as create awareness for their own program.
 - a. Camps must be conducted during the summer as described in the FHSAA handbook which begins the after the last day of school

and concludes the Saturday that proceeds the first day of the Fall season.

2. Coaches are required to coordinate dates, location, and camper gifts.
 - a. Flyers and pamphlets associated with the camp must be submitted to the Principal and Athletic Director prior to the start of Spring Break.
 - i. Upon approval, camp documentation will be posted to the school's website, calendar, and Facebook page.
3. All volunteers are required to have pre-approval by the Athletic Director and Principal prior to attending any Oasis-sponsored camp or camps.
4. Summer camps should be held to benefit our student athletic programs. Funds raised are to support the student-athlete as it relates to their respective sports program and account that has been assigned to the sport team.
 - a. All funds raised during the camp must be deposited into the sport-specific account.
 - i. Any and all funds **MUST** be deposited within twenty-four (24) hours.

GATE COLLECTION – OHS Only

- The gate collection rates are determined by the Athletic Director and/or Principal.
- Season passes and rates are created by the Athletic Director. Season passes will be available for football, volleyball, boys' and girls' basketball, and baseball.
 - Passes will come in the form of a 3" x 5" card and t-shirts and garments of any type will not be used for game admission.
- Gate collection will be deposited into the Athletic Department internal fund.
 - These funds are intended to supply the needs of the department as a whole in the form of safety supplies, team uniforms (annual rotation), and on-field equipment.

COMPENSATION

- Coaches will be compensated for their services at the conclusion of their athletic calendar. Upon completion, the Athletic Director will verify payment to be made for the coach's time.
- Coaches must submit their request for payment **no later than thirty (30) days** from the conclusion of their respective season.
 - Compensation will not be processed until all school property (team uniforms, game balls, etc.) is returned and accounted for.
 - If items are missing, the coach will make every attempt to recoup them from the responsible student.
 - Compensation cannot be redirected to an individual other than the Principal and/or Athletic Director-assigned head or assistant coach.

TRANSPORTATION

- All team transportation requests will be made by the Athletic Director at the beginning of each season via email to the Director of Transportation and all necessary coaches.

- All teams, coaches and students, will follow the rules of bus as designated by the Transportation Department.
- Students must travel in school-provided transportation to any interscholastic contest, home or away, that does not take place on the Oasis campus.
 - These sports include: Golf, Swim, Football, Soccer, Baseball, Softball, Tennis, and Track & Field.
 - Each request will give detailed information of: departure time, passenger totals, contest location, and time of return, if applicable.
 - Coaches cannot cancel school-provided transportation based upon field/event location therefore requiring student-athletes to transport themselves in their personal vehicle.
 - As a result, the coach will accept any and all responsibility in the event a student-athlete is harmed in route to the athletic competition.
 - The coach will also take on the responsibility of all incurred charges in the event bus transportation scheduled by the Athletic and Transportation Director is cancelled.
 - Coaches must inform their student-athletes of transportation arrangements as well as proper conduct while riding to and from athletic competition.
 - Unscheduled stops to or from athletic contests must be agreed upon by all present coaches and the bus driver.
 - Any possibility of a stop must be discussed with all passengers at least two days prior to the trip.
 - At least one coach per team must be present for all bus trips.
- Transportation to off-campus practice and games will be arranged by the Athletic Director through the transportation department.
 - **HS Coaches Only!** – Dependent upon team size, students may transport themselves in their personal vehicle to and from the game/practice facility given their parent/guardian sign and complete the Oasis Athletics Transportation Waiver before the first team practice.
- Coaches transporting student-athletes in the Shark van **MUST** have a copy of their valid State drivers' license on file in the Transportation office prior to departure.
 - Coaches are to never transport students in their personal vehicle.
- Transportation to special events outside of the FHSAA calendar is to be scheduled through the transportation department by the head coach/trip planner.

COMMUNICATION VIA SOCIAL MEDIA

It is understood that social media may be a preferred mode of communication between a team/club/group and its student members. Caution is urged when creating new online groups/pages/sites and how it connects our student body with the expansive community of the World Wide Web.

- Each team has a webpage dedicated to its schedule, coach's contact, and any other pertinent team information through the main Oasis Middle and Oasis High School webpages. Coaches are encouraged to dress this page to their liking. This page will be updated with pre-approved materials by the Athletic Director.
- All existing fan or group pages must be reported to the department head and Principal.
 - Any new fan or group pages must be approved by the Athletic Director and Principal prior to its creation.

- Webpages or “groups” that bear the school’s name or logo are direct representation of Oasis High School and its staff. Posts are to be made by one designated individual made known to school administration and if applicable, page settings should be set to restrict comments posted by other group members to the absolute minimum.
- Coaches/Directors should never search out students to become members of your group/page.
 - Students should never be “tagged” or highlighted.
 - Photos where student faces are clearly recognizable should never be displayed.
- Group or team pages (Facebook, Twitter, Edmodo, webpage, or etc.) with the school name or logo should not bear any links or images of outside organizations that would be considered “unethical” or “questionable” for middle or high school-aged students.
- Acceptable forms of Social Media: Schoology, Remind, and Edmodo.
- Coaches are urged to utilize the Department’s official Twitter and Facebook pages when news is to be released.

INCLEMENT WEATHER

- Prior to any and all athletic events, ensure that all entrances/exits are closed but unlocked.
- Prior to any outdoor contests, ensure weather conditions are safe and secure for the duration of the event.

If lightning is detected via handheld device, thunder is heard, or lightning has been witnessed, OMS/OHS staff will do the following:

1. Upon first notification of inclement weather, the Administrator in charge (AD, Assistant AD, Principal, Assistant Principal, or head coach) will call for a suspension of game play and evacuation of playing area for student-athletes, coaches, parents and officials.
 - a. All present members/spectators must head for nearby shelter.
 - i. Oasis campus = Airnasium or OMS/OHS gymnasium
 - ii. Pelican Soccer Field = Cape Coral Soccer Association clubhouse adjacent to playground or Cape Coral Fire Department Station 9
 - iii. Cape Coral Sports Complex = Park concession area
 - iv. Jim Jeffers Complex = Park concession area or Christa McAuliffe airnasium
 - v. Royal Tee Golf Club = *See club policy upon arrival.*
2. The players will be directed by their coach to move to their designated area or locker room.
 - a. If necessary, leave all personal belongings behind.
3. The Athletic Director will lead the visiting school and officials to a safe area or visiting locker room if available.
4. The second on-site Administrator will lead any and all Oasis spectators (parents) to designated safe areas.

- a. All other Oasis staff that is present as spectators is expected to provide leadership to any visiting spectator (parents of either home or away student-athletes) in need of assistance.
- 5. The Administrator in charge will monitor weather conditions via handheld device and confers with both coaches and officials as to the status of the contest at hand.
- **If Necessary** – Oasis coaches are supplied with a First-Aid kit and are CPR certified.
 - AED's are located in the OMS/OHS gymnasium and cafeteria.
- All Oasis staff is to instruct student-athletes and their parents while at an away contest.

FHSAA FORMS AND DOCUMENTS

- All Oasis Middle and High School students must have the following FHSAA documents completed and on file through the Athletic office before they are allowed to participate in any preseason activities:
 - **EL2** – *Pre-participation Physical Evaluation*
 - Must be signed and dated by both the parent and the student.
 - Physical Examination **MUST** be completed by a licensed physician.
 - **EL3** – *Consent and Release from Liability Certificate*
 - Must be signed and dated by both the parent and the student with proof of insurance.
 - Students **MUST** be covered under their family insurance plan.
 - **GA4** – *Affidavit of Compliance with Policy on Athletic Recruiting*
 - Must be signed and dated by both the parent and the student while witnessed by a Notary.
 - **GA6** – *Affidavit of Compliance with Policy on Non-School Teams and Offseason Participation*
 - Only applicable during summer camps and/or club teams.

COACHES RESOURCES

www.fhsaa.org
www.nfhslearn.com/courses
www.fhsaahome.org
www.maxpreps.com
www.faca.org
www.anyonecansavealife.org

Coaches Agreement

2017 – 2018 School Year

Please sign and return to the office of the Athletic Department prior to your sport's season.

I, _____ have read the above Oasis Athletics
Coaches Handbook and understand the expectations are of a member of the Oasis coaching
staff. I agree to follow the policies described within and understand that any violation can and
will result in actions by the Athletic Director and/or Principal(s).

In addition, I understand that my actions against the Florida High School Athletic
Association (FHSA) policies may result in disciplinary actions (suspension, monetary fines,
etc.) beyond the control of the Athletic Director and Principal(s).

**This agreement shall be for a period maximum of one year, beginning August 1,
2017 through July 31, 2018.**

Coaches Signature: _____ Date: _____

Preferred Contact Number: (____) _____ - _____



This agreement will be held in the office of the Athletic Director for 365 days from the completion date.