

Dear Parents & Student Athletes:

The Athletic Department of Mannford Public Schools appreciates you for encouraging your child to participate in athletics. Each of us feels that athletics are very worthwhile for many students. The coaches will do their best to help students develop to their fullest. The information in this handbook is designed to help you better understand the program we offer your student. Each student athlete and his/her parents are responsible for the information contained in this handbook.

As an athlete your child is representing Mannford Public Schools and must always represent them proudly. If athletes fail to fulfill their obligation to their fellow students, the coach has the authority and responsibility to apply the proper measure of discipline – to the extent he or she may dismiss your child from the team. The head coach of a sport has the final authority for determining who will and who will not be on his or her team. The head coach also has the final authority to recommend an athlete for a letter award.

Sincerely,
Josh Pierce
Athletic Director

POLICIES, RULES, & REGULATIONS GOVERNING THE ATHLETIC PROGRAM

The athletic program at Mannford is governed by policies, rules, and regulations established by the Oklahoma Secondary Schools Activities Association, the Mannford School Board, and the administration of Mannford High School. Athletes must be familiar with the policies, rules, and regulations of the governing bodies and must, without exception, follow these rules.

OKLAHOMA SENATE BILL 2 “SAVE WOMEN’S SPORTS ACT”

Section 1(D) Prior to the beginning of each school the parent or legal guardian of a student who competes on a school athletic team shall sign an affidavit acknowledging the biological sex of the student at birth. If the student is eighteen (18) years of age or older, the student who competes on a school athletic team shall sign an affidavit acknowledging his or her biological sex at birth. If there is any change in the status of biological sex of the student, the affiant shall notify the school within 30 days of such change. Section 1(E) Athletic teams designated for “females”, “women” or “girls” shall not be open to students of the male sex.

OKLAHOMA HOUSE BILL 3958 - ELECTRONIC AND DIGITAL COMMUNICATIONS

Any one-to-one staff-to-student electronic or digital communication must include a parent or guardian unless it is on a school approved platform and specifically related to school/academics. Approved platforms are available on the District website.

SCHOOL ATTENDANCE AND GRADES

Schedules will not be changed after the first five days of class. Athletes who quit a sport after the five-day grace period for schedule changes has expired must stay in athletics until the semester has ended. These athletes may be required to stay with the sport he/she quit for the athletic period until that season ends or the semester ends, whichever occurs first. Student athletes must remain with the athletic department until the end of that semester. Student athletes that have quit a sport after their first regular season game/competition may receive a failing grade from their coach.

Unexcused absences will not be tolerated. The student athlete must constantly strive to do their best academically as well as athletically. Of the two, academic excellence is far more important. Athletes are expected to work diligently on their assignments and ask for help when it is needed. Daily attendance procedures will be the same as in a classroom. Attendance and Extracurricular Activities Students must be in attendance a majority of the day before they will be eligible to participate in any school sponsored activity that same evening or night. Any absence that day must be excused for participation. The State Board of Education Standards for Accreditation state that the maximum number of absences for activities, whether sponsored by the school or by an outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete.

SEMESTER ELIGIBILITY

At the end of the semester, students must have passed five (5) of the seven (7) classes enrolled in to be eligible to compete at the beginning of the next semester. If a student does not meet the scholastic standard stated above, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends. This student will be removed from athletics for the semester. Exceptions will be made only with Administrative approval after Head Coach petitions for this exception. A student who does not meet the scholastic standard stated above may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six (6) week period. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet requirements for the end of the spring term.

WEEKLY ELIGIBILITY

Scholastic eligibility for students will be checked at the end of the second week of each semester and each succeeding week thereafter. A student must be passing in all subjects in which he/she is enrolled on the day eligibility is checked each week of the semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible during the next one-week period. The ineligible period will begin on Monday and end on Sunday. Student athletes who are ineligible will participate in athletic contests with the team. Student athletes who are ineligible are still required to practice with the team.

ATHLETIC DEPARTMENT GRADING PROCEDURES

Athletes will be graded on factors that athletes can control such as: Attendance & Participation; Work Ethic & Effort; Character & Citizenship; Responsibility & Preparation; Academic Eligibility & Accountability. Athletes are expected to be at practice daily, participate with great effort and attitude, and conduct themselves with the utmost sportsmanship. The Head Coach is responsible for developing and implementing these standards for their teams.

CONDUCT

Athletes must always remember that they are representatives of Mannford Public Schools and their community. They must constantly strive to project a very positive, wholesome image. Athletes should remember that there are young, aspiring athletes who watch them constantly. Because of this admiration, an athlete must be certain to set a proper example. Athletes who fail to exhibit proper behavior during the school day, during practice, or at an event may be dismissed from the athletic program. Examples of improper behavior are: rowdiness, profane or vulgar language, lack of respect for superiors and/or teammates, violation of laws, and any violation of the student handbook and policies of the Board of Education. The coach has the authority to dismiss an athlete from the program for improper conduct.

MEDICAL POLICY

Participation in athletics is on a voluntary basis. Athletic competition can provide excellent skills for an entire lifetime. However, parents and students should be aware that a degree of risk of serious injury exists for participants in athletics. Mannford Public Schools does not assume any responsibility for injuries to athletes and does not provide hospitalization/health insurance coverage for athletes. This is the responsibility of the parent(s).

HEAD INJURY AND CONCUSSION PREVENTION AND MANAGEMENT

Pursuant to 70 O.S. Section 24-155 and in an effort to maximize student safety with respect to head injuries and concussions which can occur as a result of athletic participation, schools will work in conjunction with the OSSAA to educate coaches, students, and parents/guardians about head injuries and concussions, the risks therefore, and about continuing to play after a head injury or concussion as follows:

- Each year prior to participation in any athletic practice or competition, students and parents/guardians shall be required to complete and sign a concussion and head injury information sheet and acknowledgment form which will be kept on file in the district. The school district will utilize and distribute the sheets and forms developed by the OSSAA, copies of which may be obtained through the school administration office or on the OSSAA website www.ossaa.com.

- Each year, head injury and concussion fact sheets shall be provided to all coaches and trainers within the district. In addition, all coaches and trainers shall annually review relevant information and materials relating to the prevention, identification, and management of head injuries and concussions.
- Any athlete suspected of receiving a head injury or concussion during a practice or game shall be promptly removed from participation at that time.
- An athlete who has been removed from participation in a practice or game upon suspicion of head injury or concussion shall not be allowed to return for participation in any athletic practice or game until the following three conditions have been met:
 - The athlete has been evaluated by a licensed health care provider who has been trained to evaluate and manage head injuries and concussions; **and**
 - Said health care provider issues a written clearance for the student to return to participation; **and**
 - The written clearance is on file with the district. A “licensed health care provider” is an M.D., a D.O., a P.A., a nurse practitioner, or a physical therapist.

DRUG TESTING POLICY

Random drug testing will be done throughout the school year. All athletes (7-12) will be subject to this random testing. All athletes will be charged a \$30.00 activity fee each year.

NECESSARY FORMS

All athletes (7-12) must have on file in the athletic director’s office the following forms prior to their first workout. It will be the responsibility of the in-season head coaches and the athletic director to make sure the following forms are on file each year. Each form below must be signed by the student athlete’s parent or legal guardian.

- Updated physical
- Student athlete release form
- Eligibility Record Form - Per OSSAA policy eligibility forms must be completed electronically through the Rank One platform.
- Student athlete alcohol and illegal or performance-enhancing drugs contract
- Early school release (High school students only) 6. Concussion Management Form
- Sudden Cardiac Arrest
- Informed Consent Form
- SB 2 Affidavit

ENROLLMENT

All sports grades 9-12 are scheduled as 7th period. Exceptions are Freshman girls’ and boys’ basketball which could be scheduled as 6th period. Please remember these rules for enrolling in athletics:

- Students in grades 10-12 are responsible for obtaining the signature of the head coach for each sport they wish to participate in on their pre-enrollment forms before they turn them into the counselor. The Head Coach makes the final decision on who will be on the team.
- Students must indicate their plans to participate in at least two specific sports on their pre-enrollment forms in order to be enrolled in athletics for both semesters.
- Students must be passing 5 out of 7 classes at the minimum to be enrolled in athletics.
- All freshmen are eligible to participate in athletics. However, if an athlete has a history of discipline issues, excessive absences, non-participation, failing grades, etc.; participation may not be allowed. Skill or talent level will not be part of the criteria used to make this determination.
- Note: Golf and Cheerleading have limited participation. Tryouts will be held to determine membership.

SPORTS PERFORMANCE CLASS

All athletes in grades 9-12 are strongly encouraged to enroll in the Sports Performance class beginning the first semester of their freshman year and maintaining enrollment throughout their Mannford High School athletic career. The Mannford Sports Performance Program is designed around two scientifically proven programs that reduce junk volume, keep athlete’s fresher, improves explosiveness and reduces injuries. The Starting Strength Program focuses on progressive overload and incorporates the Bench Press; Squat; Overhead Press; Power Clean. These are the core

exercises with additional auxiliary exercises used as supplementation. Progressive overload is key to force the adaptations necessary for increased strength and force production which are essential for athletic performance. The Simplifier Program is built around sprint mechanics, high quality reps, recovery and measurable data. Speed is a technical movement and nervous system skill that must be coached. Conditioning until fatigued teaches slower movements and decreases force production. Max sprinting can improve conditioning better than excessive conditioning improves speed.

LOCKER ROOM CONDUCT AND REPORTING PROCEDURES

Members of each team or activity will always report to a predetermined location at the beginning of the athletic period. A coach will always be present when students arrive. Athletes should see that locker rooms are kept in an orderly manner. Always keep the equipment placed neatly in the lockers. Keep all tape and other items off the floor. Clothing should be kept as clean as possible – don't have dirty personal laundry in the lockers. Good personal hygiene is very important to an athlete. Athletes are to keep themselves and their equipment clean – this is especially important in order to minimize the risk of spreading infection. If any problems result, contact the coach. The Mannford Public Schools athletics program has no tolerance for any form of hazing. The athletic department will work in cooperation with the administration on appropriate consequences.

MANNFORD SCHOOL DISTRICT POLICY ON STUDENT TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES

In order to ensure the safety and well-being of participant students, the Board of Education requires all team members to ride to all events using school provided transportation. Athletes may return home with their parents when the parent signs the coach provided sign-out form, unless team rules require the team to return on the school provided transportation. Parents wishing to have their child ride home with someone other than the team must complete the Athletic Transportation Permission Form no later than 24 hours in advance of the scheduled contest. This form is valid for one contest only and is not permanent. The coach/sponsor has final authority to determine whether to grant such a request. Violation of this policy by any student may be grounds for disciplinary actions, including suspension from school and disqualification from participation in extracurricular activities. It is the sole responsibility of the parent, guardian, or lawful custodian to follow the procedures outlined in this policy for the protection and safety of a student, his/her family and Mannford Public Schools. Permission forms may be obtained from the coach or the athletic director and are also available in the office of the athletic director's secretary and in the main high school office. Forms must be returned to the high school office in advance of the 24-hour deadline for the proper approval.

LETTERING POLICY

There are general and specific standards to be met for an athlete to earn a letter from Mannford Public Schools.

- General Standards: (must be met by all athletes). The participant must maintain sportsmanship, training methods, and regular attendance at practice. And athletes must remain on the team for the entire season.
- Specific Standards: (may be determined by the head coach of each sport).

LETTER JACKET ORDERING POLICY

A student can purchase a letter jacket ONLY if he/she letters in a varsity sport. Mannford student athletes must present a lettering verification form signed by their coach to the sporting goods vendor of their choice before the jacket can be ordered. The verification forms are on file in the athletic director's office.

CONDITIONING CARRY-OVER PROGRAM

Athletes enrolled in the athletic program during the academic school day and whose sports are not in season and legitimate practices are not permitted will be placed in a conditioning or offseason program. Specific coaches will be assigned to supervise these students. Conditioning or offseason class will be conducted using the same principles, policies, and procedures as any other class.

DISQUALIFICATIONS BY OFFICIALS

When a student athlete is disqualified by officials during an athletic contest, that student may not participate in another contest until reinstated per OSSAA guidelines.

REMOVAL OF A STUDENT FROM THE TEAM DURING THE SEASON

The head coach may request that an athlete be removed from the team. When the head coach makes such a request, the coach will make the final decision in a meeting with himself and the athletic director. The head coach is responsible for parent/guardian notification of the dismissal of the athlete. In turn, the athletic director will notify the principal of the action taken. Removal from the team could include removal from the athletics class at the end of the semester.

ATHLETIC SCHEDULING

Cross-Country

Organized practice may begin July 15. Regular season begins the Monday of the first full week in August. (Aug 6) Following the state meet and/or at the end of the semester, Mannford student athletes will go to their next sport, to off-season, or to a class.

Softball

Organized practice may begin July 15. Regular season begins the Monday of the first full week in August. (Aug 6) At the end of scheduled and/or state playoff competition or at the end of the semester, Mannford student athletes will go to their next sport, to off-season, or to a class.

Football

Organized practice begins on the Monday of the first full week in August. Regular season games, at the earliest, may begin on the Friday of the third week of football practice starting. Following the team's last game and/or at the end of the semester, Mannford student athletes will go to their next sport, to off-season, or to a class.

Wrestling

Organized practice may start October 1. Body fat tests start no earlier than October 20. Regular season opens November 15. Following the team's last event and/or last athlete is eliminated from playoffs, Mannford student athletes will go to their next sport or to off-season.

Basketball

Organized practice may begin October 1. JH season opens November 5. Varsity season opens November 15. Following the team's last game, Mannford student athletes will go to their next sport or to off-season.

Golf and Track

Organized practice may begin December 1. Regular season opens March 1. At the end of scheduled and/or state playoff competition Mannford student athletes will go to the next seasonal sport or off season.

Soccer and Baseball

Organized practice may begin December 1. Scrimmages may begin February 11 for Baseball and February 13 for Soccer. Regular season opens March 1. At the end of scheduled and/or state playoff competition Mannford student athletes will go to the next seasonal sport or off season.

All Sports

There will be no type of practice on Sunday and no practice later than 6:00 p.m. on Wednesday without administrative approval. Coaches are encouraged to limit practices or games during Christmas Break and to be aware of each child's commitment to his or her family's plans. These schedules need administrative approval.

At the end of scheduled and/or state competition of spring sports, student-athletes will go to next seasonal sport or off-season.

PARENT COMMUNICATION

Parents are expected to follow the chain of command policy. A 24-hour waiting period is required before discussing athletic concerns following competitions. Communication must remain respectful and focused on the athlete's growth and development. Instructional time and staff roles will be protected.

Appropriate Topics for Parent Communication:

- Student's academic performance or behavior.
- Ways to support their child's development.
- Health, safety, or well-being concerns.
- Team policies and communications

Inappropriate Topics for Parent Communication

- Playing time decisions or what position their child is playing.
- Team strategy (what offense/defense/sets the team employs).
- Other students/athletes.
- Coaching decisions made during competition.

Student Self-Advocacy Expectation

- Students are encouraged to speak with the coach first.
- Parents are encouraged to support-not replace-this process.
- Coaches may request the student be present in meetings.

Chain of Command Process for Parents

- Contact the Head Coach
- Contact the Athletic Director
- Contact the Building Principal
- Contact the Superintendent
- Skipping steps will result in being redirected back to the appropriate level.

Communication Methods

- Parents should email the head coach on their school email or call the school's main office.
- Coaches/Administrators will not respond to confrontations before/after games or in public settings.
- Coaches/Administrators will not respond to social media complaints about staff or students.
- Parents can expect a response to an email or phone call within 24-48 hours.

Meeting Expectations

- Meetings must be scheduled in advance. (No impromptu meetings at any level of the chain of command).
- Meetings must be conducted respectfully and focused on solutions for their athlete only.
- School staff may end meetings at any time if behavior becomes inappropriate.

Exceptions to the Chain of Command

- Student safety concerns.
- Legal or compliance issues.

NCAA DIVISIONS I AND II INITIAL-ELIGIBILITY STANDARDS FOR ATHLETICS PARTICIPATION

This information is critical if you plan on participating in college athletics at a Division I or II institution. You may go to the NCAA website for more information. You may also see the specific information for eligibility standards by going to <http://eligibilitycenter.org>. The NCAA has established a central clearinghouse to certify an athlete's eligibility for Divisions I and II. Following are answers to basic questions frequently asked by students regarding what they need to do to participate in college sports under the NCAA process.

Why do I need to register and be certified?

If you intend to participate in athletics at a Division I or II school as a freshman, you must be registered with and be certified as eligible by the NCAA Initial-Eligibility Clearinghouse. PLEASE NOTE THAT INITIAL ELIGIBILITY PARTICIPATION IN DIVISION I OR II ATHLETICS HAS NO BEARING ON YOUR ADMISSION TO A PARTICULAR DIVISION I OR II INSTITUTION. To be certified for Division I, you need to graduate from high school and have a grade point average in your core curriculum classes and an ACT/SAT score that are within the NCAA sliding scale requirements. The basic core requirements are listed below. You may go to the NCAA website listed above to see the Division I sliding scale.

When should I register?

You should register with the clearinghouse whenever you decide you would like to participate in athletics as a college freshman. It generally is best to register after your junior year grades appear on your transcript. Although you can register any time prior to participation, if you register late, you may face delays that will prevent you from practicing and competing. It is important for you and your parents to work closely with the high school counselor to make sure you will meet all of the requirements when the time comes.

EXCEPTIONS

The administration reserves the right to alter any of the policies stated in this handbook which they deem is in the best interest of the school or students.

REGULATION APPROVAL

The above stated regulations were approved by the Mannford Board of Education on July 13, 2026.