



ATHLETIC DIRECTORS' MANUAL

2026-2027

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OSSAA AD'S

I. UPDATE OSSAA RANKINGS AND MEMBERSHIP PAGE

1. OSSAARANKINGS

All new athletic directors should update their schools' OSSAA rankings page at ossaarankings.com. (Have outgoing AD make a change or contact OSSAA.)

- a. Make sure they are listed as the school's athletic director. Fill out all personal information, including cell phone number and email address.
- b. Make sure every sport has a head coach listed and that each coach knows how to log on to ossaarankings.com.
- c. At the beginning of each year, add/subtract coaches to keep this updated.
- d. Please include your Academic Bowl coach, Pom, e-sports coaches, and your Junior High AD.
- e. All entry form are located on ossaarankings.com. Fill out forms at the beginning of the year. Put **YES** on those you are entering and **NO** on those you will not be participating in for that year.
- f. Coaches need to be able to;
 - Log on
 - Plug in schedules
 - Plug in results

- Be able to rank (if their sport does a ranking)

Note.... When the OSSAA staff blasts out information by email to head coaches or AD's, it comes from this site. If it is not updated, these coaches will not receive critical updates.

2. OSSAA MEMBERSHIP PAGE

If there is a change in your Superintendent, principal, or athletic director, please make sure you make changes on the membership web page at ossaa.com.

- Go to ossaa.com and click on the tab, OSSAA MEMBERSHIP. To update, one of the three administrators will need to log on and add the new member.
- Please keep personal information updated, cell phone numbers, and email addresses.
- OSSAA uses the source to send out emails and surveys to administrators.

II. COACHES' REQUIREMENTS

(Should be completed before any practices)

- CONCUSSIONS IN SPORTS (NFHS COURSE)
- SUDDEN CARDIAC ARREST (NFHS COURSE)
- HEAT ILLNESS AND PREVENTION (NFHS COURSE)
- PREVENTION AND TREATMENT OF ATHLETIC INJURY (COLLEGE COURSE)
OR (NFHS COURSE—FIRST AID, HEALTH, AND SAFETY)
- CPR & AED TRAINING (NFHS COURSE OR OTHER)
- HOUSE BILL 3958 COMMUNICATION WITH ATHLETE'S TRAINING
(EACH SCHOOL IS RESPONSIBLE FOR GOING OVER WITH COACHES)
- FUNDAMENTALS OF COACHING
(FOR FIRST-YEAR COACHES ONLY AND AN NFHS COURSE)

III. STUDENT ATHLETES REQUIREMENTS

(Should be completed before any practices)

- PHYSICAL FORM
- CONCUSSION FORM
- SUDDEN CARDIAC FORM

4. ELIGIBILITY RECORD FORM (ON RANKONE)
5. BIOLOGICAL SEX FORM

IV. OIAAA OKLAHOMA INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION

- OIAAA is a great asset for all Athletic Directors
- OIAAA offers a mentorship program for new ADs
- Membership includes a dual membership with NIAAA
- Please visit oklahomaad.org for more information

V. GETTING FAMILIAR WITH OSSAA.COM PAGE

Explore the OSSAA web page, get familiar with it, and learn how to track down information. A few things you can find;

- OSSAA MEMBERSHIP tab, which will get you to the membership page to find exclusive information for school administrators.
- OSSAA board members and meeting dates
- Appeal panel members and appeal dates
- The ATHLETIC DIRECTORS tab with information exclusively for Ads
- Rules and policies
- An Eligibility tab for guidance on student eligibility
- Sports and Activities pages that will have information specifically for that activity.
- 2-year calendar to help with future planning
- A list of all sanction events
- Ai button

On the lower right-hand side of the opening page, there is a small bubble. Click on it, and you can ask it any question. It is not 100% accurate, but it is something we are working on. It will help guide you and direct you to policies and rules based on your question. Always feel free to call the OSSAA staff if you have any questions.

VI. EAP EMERGENCY ACTION PLANS

Make sure you and your coaches have emergency action plans for situations like medical emergencies, weather, active shooters, and any other items that may be specific to your area or school.

Coaches should have an EAP for;

- Practices
- Home games
- Away games
- Roadside breakdowns on a bus

ADs should have AEP for all players and fans at home events. AD's should also share their AEP with all schools that visit their school during the year.

ALL COACHES AND ADMINISTRATORS SHOULD KNOW THE LOCATION OF THE NEAREST AED

VII. NIL POLICIES

Permissible NIL Activities

Student-athletes may earn compensation from Name, Image, and Likeness (NIL) opportunities, provided that **none** of the following are used in connection with any NIL agreement or service.

- School logos
- School-issued uniforms
- School facilities
- School awards or honors
- OSSAA awards or honors
- School Name or School Mascot
- Spirit wear that identifies the school

NIL Compensation

NIL compensation must come from legitimate third-party commercial entities operating for a valid business purpose. Collectives and booster-funded pools are prohibited under this policy.

School Involvement

Schools may use an NIL marketplace (such as Opendorse). Student-athletes may wear school-issued attire for their profile or for promotional content

displayed on the platform. However, school-issued attire may not be worn while the student-athlete is performing the actual NIL service or activity. Except for school-issued attire used as outlined above, none of the items listed in Section A may appear on the NIL marketplace platform.

Definition of an NIL Marketplace

An NIL marketplace is a platform that connects athletes with brands for individual transactional NIL deals such as endorsements, social media posts, appearances, or merchandise. It works like a job marketplace or booking platform where athletes are paid directly for specific deliverables. An NIL marketplace does not include a collective. (An NIL marketplace facilitates deals, whereas an NIL collective funds)

1. Question – Can a photo or video taken at a school facility be used by an athlete for NIL?

Answer---No. Not when it shows the school's facilities.

2. Questions—Can a school or booster club pay for the cost of an NIL marketplace?

Answer ---Yes

Use of Athletic Footage

School Game footage or practice recordings may not be used in any NIL promotional activities.

3. Question---Can students use a video recording of themselves during training at a school facility?

Answer---No, this is not allowed. Not at any school site or in any recognizable school gear.

4. Questions---Could an athlete use Game footage/recordings from club activity or other non-school activities for NIL purposes?

Answer---Yes, as long as it stays within other guidelines.

Recruiting and Enrollment

NIL opportunities or endorsements may not be offered or used as an inducement to influence a student's attendance or enrollment at a member school. Such conduct violates OSSAA Rule 9, which prohibits recruiting or influencing students for athletic purposes, and may result in appropriate disciplinary action.

Prohibited Endorsements

Student-athletes may not promote or endorse restricted industries or activities, including but not limited to gambling, alcohol, tobacco, firearms, adult entertainment, or any banned substance or unlawful activity.

Academic Priority

NIL activities may not disrupt or interfere with the instructional school day or a student's academic responsibilities.

Disclosure

Student-athletes who receive \$200 or more in compensation related to Name, Image, and Likeness (NIL) activities must submit a completed disclosure form to school administration within fourteen (14) days. Local school districts may impose more restrictive disclosure requirements.

Enforcement and Discipline

Any disciplinary action imposed by the OSSAA will be aligned with OSSAA Rules and Board Policies, which are also implicated by the violative activity. This includes but is not limited to Rule 5 (Amateurism) and Rule 9 (Recruiting).

NIL collectives, and School Actors

NIL collectives and School Actors are prohibited from providing any direct or indirect benefit to student-athletes. Student athletes may not be members of, receive compensation from, or otherwise benefit from such entities, nor may these entities assist in arranging, negotiating, facilitating, or securing NIL agreements.

Definition of "Collective"

A NIL Collective is a group (often boosters, businesses, or donors) that organizes and funds deals for athletes to be paid for things like endorsement, appearances, or social media promotion.

A School Actor is a person or group tied to the school who cannot be involved in arranging or providing NIL compensation. Including but not limited to:

- Coaches
- Athletic Directors
- School Administrators

- Teachers
- School Employees
- Booster club members
- Donors who have donated money to the school within the past 10 years
- Anyone acting on behalf of the school

5. Question---May a school employee facilitate an NIL agreement for a student-athlete who is their immediate family member or legal guardian?

Answer---Yes

Additional Consideration

The OSSAA recommends that student-athletes and their families seek professional guidance as to how NIL activities could impact their collegiate eligibility, collegiate financial aid, and/or tax obligations, among other issues.

VIII. OPENING DAY

- | | |
|-----------------------------------|-------------------|
| • CROSS COUNTRY | AUGUST 10, 2026 |
| • FAST-PITCH SOFTBALL | AUGUST 10, 2026 |
| • FALL BASEBALL | AUGUST 10, 2026 |
| • VOLLEYBALL | AUGUST 10, 2026 |
| • FOOTBALL LIMITED PRACTICE | AUGUST 3, 2026 |
| • FOOTBALL WEEK "0" THURSDAY | AUGUST 27, 2026 |
| • FALL GOLF | SEPTEMBER 1, 2026 |
| • SWIM | NOVEMBER 1, 2026 |
| • BASKETBALL (NON FB AND JH) | NOVEMBER 1, 2026 |
| • BASKETBALL (FB PLAYING SCHOOLS) | NOVEMBER 19, 2026 |
| • WRESTLING | NOVEMBER 19, 2026 |
| • SLOW-PITCH SOFTBALL | MARCH 1, 2026 |
| • GOLF | MARCH 1, 2026 |
| • TENNIS | MARCH 1, 2026 |
| • TRACK | MARCH 1, 2026 |
| • SPRING BASEBALL | MARCH 1, 2026 |
| • SOCCER | MARCH 1, 2026 |

IX. FALL ENTRY FORM DEADLINE

- | | |
|--------------|----------------|
| • FOOTBALL | NOT REQUIRED |
| • VOLLEYBALL | AUGUST 1, 2026 |

- BASEBALL (FALL) AUGUST 15, 2026
- CHEERLEADING (COMPETITIVE) AUGUST 15, 2026
- TENNIS AUGUST 15, 2026
- SOFTBALL (FALL) AUGUST 28, 2026
- CROSS COUNTRY (BOYS AND GIRLS) SEPTEMBER 9, 2026
- ACADEMIC BOWL SEPTEMBER 2, 2026
- FOOTBALL (HOST SITE FORM) NOVEMBER 1, 2026

WINTER AND SPRING ENTRY FORM DEADLINES

- SOCCER BOYS AND GIRLS SEPTEMBER 11, 2026
- GAME DAY OCTOBER 1, 2026
- WRESTLING BOYS AND GIRLS OCTOBER 1, 2026
- SWIM OCTOBER 1, 2026
- BASKETBALL (HOST FORM DUE) NOVEMBER 1, 2026
- BASEBALL (SPRING) FEBRUARY 1, 2026
- SOFTBALL (SPRING) FEBRUARY 1, 2026
- GOLF (BOYS AND GIRLS) MARCH 31, 2026
- TRACK NONE

Please fill out all entry forms as soon as possible. If you are not sure you are playing, go ahead and fill out the form as participating and change it if your team folds. It is easier to take someone out than to add them later.

X. FINE ARTS DEADLINES

- September 8- One Act Play Regional Entry Deadline
- September 17- Marching Band Regional Entry Deadline
- October 15- Orchestra String Regional Entry Deadline
- October 21- One Act Play State Entry Deadline
- January 28- District Band, Choir, and Solo & Ensemble and State Orchestra Contest Entry Deadline
- March 2- Regional Speech & Debate Tournament Entry Deadline

- March 11- State Band, Choir, Jazz Band, and Solo & Ensemble Contest Entry Deadline
- March 23- State Speech & Debate Tournament Entry Deadline

XI. PARTICIPATION FEES FORM

This form is sent out from the OSSAA office to schools directly in the first week of August. On this form, you will check the activities that your school will be involved in and pay the entry fee for each activity with one check. This is not the entry form for the activity and is only used to pay the entry fee.

XII. ACCLIMATIZATION PERIOD (FOOTBALL)

Days 1–5 are the first formal practices. No more than 1 practice occurs per day. Total practice time should not exceed 3 hours in any 1 day. **Walk-through is defined as no football equipment is to be used or worn.

Day 1:

- Practice Frequency: No more than 1 practice occurs per day.
- Practice Time: Total practice time should not exceed 3 hours in any 1 day.
- Protective Equipment: Helmet only
- Optional Walk Through: 1-hour maximum; No equipment; must be a minimum 3-hour break in a cool environment between practice and walk-through.

Day 2

- Practice Frequency: No more than 1 practice occurs per day.
- Practice Time: Total practice time should not exceed 3 hours in any 1 day.
- Protective Equipment: Helmet only
- Optional Walk Through: 1-hour maximum; No equipment; must be a minimum 3-hour break in a cool environment between practice and walk-through.

Day 3

- Practice Frequency: No more than 1 practice occurs per day.

- Practice Time: Total practice time should not exceed 3 hours in any 1 day.
- Protective Equipment: Helmet and Shoulder Pads; contact with blocking sleds, and tackling dummies, and other players may be initiated.
- Optional Walk Through: 1-hour maximum; No equipment; must be a minimum 3-hour break in a cool environment between practice and walk-through.

Day 4

- Practice Frequency: No more than 1 practice occurs per day.
- Practice Time: Total practice time should not exceed 3 hours in any 1 day.
- Protective Equipment: Helmet and shoulder pads; contact with blocking sleds, and tackling dummies, and other players may be initiated.
- Optional Walk Through: 1-hour maximum; No equipment; must be a minimum 3-hour break in a cool environment between practice and walk-through.

Day 5

- Practice Frequency: No more than 1 practice occurs per day.
- Practice Time: Total practice time should not exceed 3 hours in any 1 day.
- Protective Equipment: Helmet and shoulder pads; may have contact with blocking sleds, tackling dummies, and other players.
- Optional Walk Through: 1-hour maximum; No equipment; must be a minimum 3-hour break in a cool environment between practice and walk-through.

Day 6-14

- Practice Frequency: May begin having 2-a-day practices. Full protective equipment can be worn on day 6 and beyond. Not before Day 6.
 - However, after a day with 2 practices, you must have a day with no more than 1 practice.
 - On Days with one practice, teams can have a walk-through practice.
- Practice Time:
 - For 2-A-Day Practice Days:
 - Total practice time should not exceed 5 hours in any 1 day.
 - No single practice should exceed 3 hours.
 - For 1-A-Day Practice Day:
 - Total practice time should not exceed 3 hours in any 1 day; May have a Walk-Through Practice with a 1-hour maximum; must be a minimum 3-hour break in a cool environment between practice and optional walk-through practice.
- Protective Equipment: Full pads for both 2-a-day practices and 1-a-day practice. No equipment for a walk-through practice.

XII. LIMITS ON SCHOOL DAYS MISSED BY ACTIVITY

Athletic period at the end of the regular school day shall not count against the total.

OSSAA play-offs will not count against the total for each activity.

Fall

Cheerleading (Competitive)	NO RESTRICTION
Cross Country	4 DAYS
Fall Baseball	5 DAYS
Football	NO RESTRICTION
Fast-Pitch Softball	5 DAYS
Game day	NO RESTRICTION
Volleyball	No more than 2 days per week

Winter

Basketball	NO RESTRICTION
Swimming	NO RESTRICTION
Wrestling	Restrictions placed on tournaments

Spring

Golf	7 DAYS (No more than 2 days per week)
Slow-Pitch Softball	5 DAYS
Spring Baseball	5 DAYS
Soccer	NO RESTRICTIONS
Tennis	7 DAYS (No more than 2 days per week)
Track	5 Days
	HS of their 8 meets, 3 cannot miss school time
	JH of their 6 meets, 2 cannot miss school time

XIII. GUIDE TO SUBMITTING A HARDSHIP WAIVER

- 1) Meet with student and student's family to discuss waiver process and criteria
 - a) Criteria 1 - One time change of schools
 - b) Criteria 2 - A circumstance that compelled a change of schools
 - c) Overage or Additional Semesters

Details of the criteria can be found in the Hardship Waiver Manual found on the eligibility tab of our website, OSSAA.com

CRITERIA 1 PROCESS

- 1) Documentation
 - a) Transfer Students
 - i) Form 1 and Form 2 filled out by the family through the RankOne platform
 - (1) This is done digitally by the student's family
 - ii) Upload a screenshot of the OSDE portal showing that the student

submitted a transfer request on or before July 15th (a document with

a date handwritten will not be accepted), example on page 2

(1) This will be uploaded to the RankOne platform

iii) Sending School Form

(1) This is now gathered through the RankOne platform

b) Return to District of Residence

i) Upload through the RankOne platform the student's Enrollment Form

(1) Must be dated on or before July 15th

ii) Sending School Form

(1) This will be uploaded to the RankOne platform

2) Review all documentation

3) Submit the Waiver

i) This will be done through the RankOne platform

CRITERIA 2 PROCESS

1) Form 1 and Form 2 filled out by the family through the RankOne platform

a) This is done digitally by the student's family

2) Sending School Form

a) This is now gathered through the RankOne platform

3) Gather all documentation needed to show the circumstances that compelled

the

student to change schools

a) Upload all documentation through the RankOne platform

4) Review all documentation

5) Submit the Waiver

a) This will be done through the RankOne platform

OVERAGE OR ADDITIONAL SEMESTERS PROCESS

1) Complete the Form: Overage/Additional Semester Waiver Form

a) Also found on the Eligibility tab of our website, ossaa.com

2) Overage Documentation Added

a) Explanation of why the student is overage

b) if repeated a year, grade card from both years

c) if repeated 7th or 8th, a statement confirming no participation during the repeat year

3) Additional Semester

a) All documentation supporting the student was unable to make normal academic progress

****IN ALL CASES, ALLOW 15 DAYS AFTER ALL HARDSHIP WAIVER INFORMATION HAS BEEN RECEIVED****

XIV. CLASSIFICATION CYCLES BY ACTIVITIES

Fall	CYCLE	CURRENT SEASON	ADM USED
CHEERLEADING (COMPETITIVE) 2026	YEARLY	2026	MAY
CROSS COUNTRY	YEARLY	2026	MAY 2026
FALL BASEBALL	YEARLY	2026	MAY 2026
FOOTBALL	2-YEAR CYCLE	2025-2026	DEC 2023
FAST-PITCH SOFTBALL	(2A-6A) 2-YEAR CYCLE	2025-2026	MAY 2024
	(A-B) YEARLY	2026	MAY
2026 VOLLEYBALL 2026	YEARLY	2026	MAY

Winter

BASKETBALL	YEARLY	2027	MAY
2026 SWIMMING	YEARLY	2027	MAY
2026 WRESTLING			
INDIVIDUAL	YEARLY	2027	MAY 2026
TEAM	2-YEAR CYCLE	2026-2027	MAY 2024

Spring

GAME DAY	YEARLY	2027	MAY 2026
GOLF	YEARLY	2027	MAY 2026
SLOW-PITCH SOFTBALL	YEARLY	2027	MAY 2026
SPRING BASEBALL	(3A-6A) 2-YEAR CYCLE	2027-28	MAY
2026	(2A-B) YEARLY	2027	MAY 2026
SOCCER	2-YEAR CYCLE	2027-2028	MAY 2026
TENNIS	YEARLY	2027	MAY 2026
TRACK	YEARLY	2027	MAY
2026			

Social Media Posts Guidelines

With the continuous evolution of social media and ongoing school choice, the OSSAA felt that some communication regarding Rule 9 and what your school district can promote would be very helpful in your navigation and efforts to stay compliant with OSSAA Rule 9.

Social Media posts, or any promotional material that is not targeted to a particular student or family, are acceptable, and a school can supply prospective students or family information summarizing the school's academic and extracurricular programs. Also, the amenities of the school that are being

promoted should be available to all prospective students on an equal basis. Schools also have the ability to state their current capacity as well.

The OSSAA office will handle any reports on a case-by-case basis and reach out to the administration for those reported to our office. If the post is deemed to be in violation, you will be asked to remove the post and revise it to fit Rule 9 before reposting. If a school is reported and found in violation a second time, the school will be placed on warning and could be subject to further sanctions/penalties.

Please be advised that, as a school, it is your role to monitor community members and their posts as well. While they may not be directly involved with your school, Rule 9 specifically states that it should not allow others to recruit or influence students to select or transfer schools on its behalf. Your school could be found in violation based on posts from community members.

Examples of items that could be listed, but not limited to:

- AP Courses
- Career tech programs
- Fine Arts Programs
- Capacity
- Enrollment Links
- School amenities
- Programs for all athletes
- When the OSDE transfer window opens for all students

Items that would be considered a violation of Rule 9, but not limited to:

- Listing the July 15th deadline in any part of the post
 - This directly targets athletes, as it is a deadline for athletic eligibility for transfers.
- Information that would influence any student-athlete to select or transfer to a member school for the purpose of representing that member school in athletic competition.
 - Listing your team and individual accolades/accomplishments would be considered an example of this.

The goal of the post should be to promote your entire school and all that it has to offer, and not target athletes and specify athletic programs. There

should be a balance in the promotion of your school and the athletic department, and the majority of the posts should not be focused on athletics.