

# Hugoton



## Activities Handbook

Mr. C. J. Korf - Activities Director  
Mrs. Melody Wit - High School Principal  
Mr. Tyson Eslinger - Middle School Principal  
*Revised June 1, 2018*

### Administrative Staff Directory

Name	Title	Email
Adrian Howie	Superintendent	adrian.howie@usd210.org
Melody Witt	HS Principal	melody.witt@usd210.org
C. J. Korf	HS AP, MS/HS AD	cj.korf@usd210.org
Tyson Eslinger	MS Principal	tyson.eslinger@usd210.org

### Fall Sports Directory

Name	Title	Email
Nikolaus Barre	HS Cross Country	nikolaus.barre@usd210.org
Karie Gaskill	MS Cross Country	karie.gaskill@usd210.org
Nick O'Loughlin	HS Football	nick.oloughlin@usd210.org
Anthony Davis	MS Football	anthony.davis@usd210.org
Rex Evans	HS Girls Golf	rex.evans@usd210.org
Kimberly Korf	HS Volleyball	kim.korf@usd210.org
Bobbi Ferguson	MS Volleyball	bobbi.ferguson@usd210.org

### Winter Sports Directory

Name	Title	Email
C. J. Korf	HS Boys Basketball	cj.korf@usd210.org
Scott Schechter	MS Boys Basketball	scott.schechter@usd210.org
Emmanuel Adigun	HS Girls Basketball	emmanuel.adigun@usd210.org
Ray Kennedy	MS Girls Basketball	ray.kennedy@usd210.org
Ross Addison	HS/MS Wrestling	ross.addison@usd210.org

### Spring Sports Directory

Name	Title	Email
Rusty Crites	HS Baseball	rusty.crites@usd210.org
Rex Evans	HS Boys Golf	rex.evans@usd210.org
Tommy McClure	HS Softball	tommy.mcclure@usd210.org
Nick O'Loughlin	HS Track and Field	nick.oloughlin@usd210.org
Bobbi Ferguson	MS Track and Field	bobbi.ferguson@usd210.org

## **USD 210 Mission Statement**

Our mission is to ensure academic achievement for all students through:

- Relevant educational opportunities;
- Rigorous Coursework;
- An environment built around caring Relationships.

## **Hugoton Athletic Department Vision Statement**

The Department of Athletics strives to enhance the student-athletes Middle and High school experience by teaching life-lessons through sports and activities. Through a dedicated commitment to education, developing a competitive spirit, and promoting character and integrity in all areas, the student-athletes, parents, and coaches will strive to bring credit and positive recognition to USD 210 and the community of Hugoton.

The Athletic Department is committed to and embraces the policies set forth by the State of Kansas, the Kansas State High School Activities Association (KSHSAA), the Great West Activities Conference (GWAC), the Great West Activities Conference-Jr. (GWAC-Jr.), and USD 210 rules and regulations.

The Athletic Department wishes to promote the USD 210 Mission by adhering to the following principles:

1. To provide support in all areas of the student-athlete's development including academics, physical and emotional well being, personal growth, social development, and community service opportunities.
2. To promote Rigor by teaching life-lessons through sports and activities. Those lessons include: Commitment, Courage, Discipline, Sacrifice, and a strong Work Ethic.
3. To provide Relevant life-long skills such as Integrity, Leadership, Sportsmanship, Poise, and Perseverance.
4. To build caring Relationships by teaching Accountability, Character, Teamwork, Pride, and Unity.
5. To maintain a sound financial base through adequate funding and appropriate management of funds.
6. To provide and maintain appropriate facilities, equipment, and services to give student-athletes the opportunity to excel in all activities.
7. To operate in compliance with all rules and regulations of the KSHSAA, GWAC, GWAC-Jr., and USD 210.

## **League Affiliation**

**High School** - Great West Activities Conference (GWAC): Colby, Goodland, Holcomb, Hugoton, Scott City, and Ulysses

Gate Fees for all High School activities will be \$5 for Adults and \$3 for Students. All HS & MS Students will get in free to High School events when they show their Student ID Badge. ES students will be charged at all HS Events.

The Kansas State High School Activities Association will set all gate prices for postseason activities and tournaments. No league or district passes will be honored at those events.

**Middle School** – Great West Activities Conference-Jr. (GWAC-Jr.): Colby, Goodland, Holcomb, Hugoton, Scott City, and Ulysses-Kepley.

Gate Fees for all Middle School activities will be \$3 for Adults and \$2 for Students. All MS & HS Students will get in free to Middle School events when they show their Student ID Badge. ES students will be charged at all MS Events.

## **Coaches Code of Conduct**

As a member of the Hugoton Activities Department, I will use my talents to enhance the quality education of the student-athletes in my program. I understand that I am a vital part in the whole Activities Department. I will conduct myself in a professional manner at all times involving student-athletes, parents, media, other coaches, and administrators.

I will do my best to represent USD 210 and the community of Hugoton in a positive manner. I understand that I am the leader of my program. I will model good sportsmanship, understand, teach, and adhere to NFHS rules and regulations. I will follow all guidelines set forth by the KSHSAA and the Hugoton Activities Department.

I understand the responsibility I have as a leader of young student-athletes and will adhere to the following principles:

1. I have a tremendous influence in the education of the student-athlete; therefore, I will never place the value of winning above the value of instilling the highest ideals of character.
2. I must uphold the honor and dignity of the profession and set the example for my student-athletes.
3. I will take an active role in the prevention of drug, alcohol, and tobacco use by my student-athletes.

4. I will cooperate and be professional in all my interactions with other coaches, officials, and news media personnel.
5. I will cooperate to the fullest extent possible with all USD 210 administration.
6. I will conduct myself in such a way as to bring positive recognition to USD 210 and the community of Hugoton.

### **Responsibilities of Head Coaches**

The Hugoton Activities Department believes in 7-12 alignment throughout all our programs. The High School Head coach should strive to create an atmosphere of collaboration with the Middle school staff to develop a complete program. This will be facilitated through staff development, professional interaction, and effective communication skills.

Other duties include, but may not be limited to:

1. Assisting the AD in assembling the staff and ensuring all coaches are aware of KSHSAA rules and USD 210 policies. All questions regarding KSHSAA policy should be directed through the AD office. DO NOT call KSHSAA directly!
2. Ensuring that all student-athletes have the appropriate paperwork on file in the AD office. (PPE, Concussion, Risk of Injury, Emergency Contact) Update your roster frequently to ensure we have made the appropriate changes.
3. File appropriate Travel Request forms with AD, Transportation Director, and your Building Administrator. (Two weeks before 1<sup>st</sup> competition)
4. It is recommended that all coaches have a Pre-Season Parent meeting.
  - Create team rules/expectations and provide a copy for the AD.
  - Create a lettering policy that is fair, yet challenging. It is an honor to letter, do not water it down.
  - Communicate your expectations of how parents can support your program.
5. Supervise student-athletes before, during, and after all practices and competitions including but not limited to: locker rooms, weight room, training room, fields, gyms, track, and road trips.
6. Create a practice plan that ensures development of all student-athletes.
  - Ensure the general health and welfare of all student-athletes in the program.
  - Provide the “best” possible care to any athlete who is injured, ill, or otherwise incapacitated.
  - Use the appropriate Accident Report Form when necessary.
7. Ensure that all players are properly informed of KSHSAA rules and conduct themselves with respect and dignity while representing USD 210.
8. Maintain equipment, locker rooms, and facilities to the best of their ability.
9. Cooperate with local media outlets. (Hugoton Hermes, Garden City Telegram, Hutchinson News, Topeka-Capital Journal, and Wichita Eagle)

10. Complete a post-season evaluation/conference with the AD. Items to be discussed will include: Staff evaluations, Lettermen, Equipment and Facility Needs, Inventory, and Expectations of the Program.

- Fall Sports – Before Christmas Break
- Winter Sports – Before Spring Break
- Spring Sports – By June 1st

### **Roles of the Assistant Coach**

1. Remain abreast of all KSHSAA rules and USD 210 policies.
2. Perform duties as delegated by the Head Coach to the best of your ability.
3. Assist in supervision of student-athletes.
4. Maintain professionalism and staff loyalty at all times.

### **Practice Policy**

It is important to remember that our athletes are students first. We must find the appropriate balance between preparing them for 4A competition and creating the ever-growing problem of “burn-out”.

1. No school activity is to take place on Wednesday night. Practice should be complete by 6:30 pm. Exceptions may include Regional Activities and/or make-up dates.
2. Sunday practices must be directed through the AD office to be cleared by the Superintendent.
3. In the event of Inclement Weather, use appropriate judgment regarding indoor/outdoor practice. If school is cancelled, practice will also be cancelled.
4. Observe all KSHSAA Non-Practice Dates. (KSHSAA Rule 9)

### **Equipment and Facilities**

1. Maintain an accurate inventory
2. Create an organized Check-Out and Check-In procedure.
3. Properly secure all storage areas.
4. Only allow athletes to wear school issued gear at appropriate times (Game Day)
5. Clean locker rooms are your responsibility (home and away). You may delegate that to assistants or student-athletes.
6. Clean buses after all competitions. Delegate this to the student-athletes.
7. During Coaches “One Week” Summer Camps please follow the USD 210 policy for facility usage. Please follow all KSHSAA guidelines regarding equipment usage. (KSHSAA Rule 30)

### **Activity Expenditures**

Each activity is allotted a line item budget to purchase program needs. The head coach is responsible to stay with-in this budget.

1. All requisitions for the district budget must be completed in the AD office.
2. Each program may create an H Club account run through the high school bookkeeper. Stay abreast of policy on how this account can be used. All requisitions through this account must be pre-approved by the AD.
3. Meal money during the regular season will be limited to overnight trips and tournaments, up to \$7.00 per meal. All postseason meals will be paid for, up to \$7.00 per meal.

### **Student-Athlete Code of Conduct**

As a valued member of the Hugoton Activities Department, I will use my talents to attain a quality education and earn my high school diploma. Although time commitments are demanding in-season, I will attend class, communicate with my teachers regarding any absences due to athletic events, and maintain academic eligibility.

I will do my best to represent USD 210 and the community of Hugoton in a positive manner. I will display good sportsmanship, understand and follow KSHSAA rules, and obey team rules and policies set forth by my coaching staff. I will do my best to become a better person, a better student, and a better athlete bringing positive recognition to USD 210 and the community of Hugoton.

### **Rules and Regulations for Involvement in Extracurricular Activities**

For a complete list of Kansas State High School Activities Association policies please feel free to visit [kshsaa.org](http://kshsaa.org). The specific rules applying to certain situations have been parenthesized to help as a guide. All questions regarding clarification and/or application of rules should go through the Activities Department. Please DO NOT call KSHSAA directly!

Students: All students in good standing at Hugoton High School are eligible to participate in interscholastic sports when the following forms are completed and on file with the Activities Department:

1. All academic and enrollment regulations of KSHSAA and Hugoton High School have been met. (KSHSAA Rule 12-17)
2. Form PPE (Physical 7-12)
3. Kansas Concussion Form
4. Assumption of Risk of Injury Form (Sport-Specific)
5. Emergency Contact Form (Must be notarized)
6. Complete the school's concussion education program, which was a new KSHSAA requirement for 2015-16.

## STUDENT-ATHLETE ELIGIBILITY (High School):

1. Eligibility at the start of each semester is based on KSHSAA regulations (Passing 5 credits from the previous semester and currently enrolled in at least 5 credits.)
2. Once school begins, grades will be checked on a weekly basis beginning the 3rd week of each semester. Grades will be checked on Wednesdays at 10:00 a.m.
  - A student must pass 6 of 7 classes at each grade check. If a student fails more than one course they will become ineligible. Ineligibility will begin on Thursday morning and will last until the next weekly grade check.
  - A student can regain their eligibility by passing 6 of 7 classes at the next grade check.
  - A student who is declared ineligible, can practice, but cannot compete or travel to any game/competition.
3. Students may not engage in outside competition during the season in which they represent the school in that sport. (KSHSAA Rule 22)
4. A transfer student must meet the KSHSAA requirements. (KSHSAA Rule 18)
5. A student shall not have been in attendance more than eight semesters of possible eligibility in a four-year school (grades 9-12).
6. Students must be in good standing. A student who is under suspension, out of school, or whose character or conduct brings discredit to the school or to the student, as determined by the principal, athletic director, or head coach is not in good standing.
7. In school suspensions end at 3:45 the day of the last ISS day. Student-athletes are expected to serve the entire ISS term. They are permitted to return to practice after 3:45. They may compete, provided the team has not left, or the contest is at home. If school transportation has left, the student-athlete would not be able to participate. Students who receive Out of School suspensions may not practice or compete until the suspension has been lifted.
8. Students must meet all USD 210 and Hugoton MS/HS requirements to remain eligible.

### **Attendance Policy**

Activities and Athletics are only a part of the total educational system. Student-athletes must be striving to attain a strong attendance record.

Students must be in attendance at school for the entire day in order to be eligible to practice, compete or perform that day. This policy applies to, but is not limited to, the following types of activities:

1. Athletic practices and contests.



2. Music and Drama performances, contests, tryouts, and festivals.
3. Club and organizational conferences, workshops, or contests.

This policy may be waived and the student allowed to participate if the following actions are taken:

1. Professional appointments (doctor, dental, legal, etc.). These must be verified by a note from the professional.
2. In emergency situations, a call is made as soon as possible explaining the nature of the student's absence.

The decision to waive this policy will then be made by the administration.

Any student arriving at school more than 20 minutes late will be considered absent and will be ineligible that day without a professional note.

## **Cut Policy**

### **Hugoton Middle School**

Hugoton Middle School has a no-cut policy for all athletic programs, however there are tryouts for the cheerleading teams.

### **Hugoton High School**

Hugoton High School encourages students to be involved in our activity/athletic programs. It is the belief of our schools that all students will be allowed to participate in our programs if they meet school and state eligibility requirements and comply with all team rules. However, there are times when "cutting" players becomes a necessity.

#### **Decision to have cuts will be based on:**

1. The number of teams we can have in that particular sport (C, JV, Varsity).
2. The number of players who can be on the court/field at one time.
3. The space available for practices.
4. The number of coaches available.
5. The number of seniors out for a sport (it is common practice to not allow seniors to participate on the JV).
6. Cuts will not be made if the number of players to be cut is 2 or less.

*The decision to have cuts will be made by the Head Coach and the Activities Director.*

#### **If it is determined the cuts are going to be made, the following guidelines must be followed:**

1. There must be at least 3 tryouts or practices before any cuts can be made.
2. Prior to tryouts, the coach will provide the following information to a player:
  - a. The length of the tryout period.
  - b. The criteria used to select the team.
  - c. The number of team members to be selected.

- d. The team rules.
3. Coaches will complete an evaluation form for each player.
4. Coaches will inform players not making the team in a face-to-face meeting and share the results of their evaluation form with them.
5. Under no condition are lists of players cut to be posted.
6. The head coach may choose to add a player after tryouts, given special circumstances.

### **Dual Sport/Activity Policy**

USD 210 seeks to provide quality extra-curricular opportunities to its students. Some students have talents and abilities which they have a desire to more than one activity in a particular athletic season, and both of these activities can benefit. Some activities may struggle with low numbers, and this can booster participation in those activities.

#### **Students Participating in Two Activities During the Same Season:**

1. Students are allowed to participate in two extra-curricular activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a request form from the high school office and follow the guidelines set down by the board of education involving dual sport participation.
2. Students may participate in activities such as band, vocal music, FFA, FBLA, school musical/play, scholars bowl, etc. during their sports seasons. Occasionally, conflicts may arise where events are scheduled for both activities during the same time. Students are asked to look ahead at potential conflicts and let their sponsors/coaches know of these situations as early as possible. In the event of a conflict, it is the student's decision on which activity they are going to participate in. Sponsors/coaches should not pressure a student to choose their sport/activity and cannot punish a student for not choosing their sport/activity.

#### **Guidelines for Dual-Sport Participation**

1. A student who wishes to participate in two sports during the same season must designate a priority sport before the beginning of the first appointed date of practice for the season of competition.
2. Once a priority sport is set it cannot be changed at any point during the season.
3. A priority sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the priority sport in the event of any and all conflicts of schedule.
4. If an athlete quits a priority sport before the end of the season then that athlete will not be allowed to participate in either sport during that same season. If it is determined that dual-sport participation is too much for the

- student, then the non-priority sport is the only sport they may drop and still maintain participation in the priority sport.
5. The student must practice in both sports but the amount of practice time and schedule of practice time between the two sports will be set and agreed upon by the head coaches of those involved with the approval of the administration.
  6. Approval may be denied because of academic concerns at any time during the sport season. The student will then participate in the primary sport only.
  7. The student, their parents or legal guardians, and the head coaches of the sports involved must sign a contract of dual-participation before the first practice session the student attends.
  8. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation.
  9. The Athletic Director and Building Principal will serve in the capacity of advisors and make final decisions on matters concerning dual-sport participation.

### **Dismissal from Activities Policy**

All participants are encouraged to stay with the team and use school sponsored transportation. This not only promotes team unity, but it also ensures student safety. However, some circumstances arise where their parents may sign out students. Each Head Coach will provide the appropriate sign-out sheet at the end of the activity.

All participants are required to stay in attendance during the time of an activity and/or athletic event while the regular day of school is in session.

- For example: Athlete A is competing in the shot put during a track meet and is finished at 10:00 am during a normal school day. That student will not be allowed to leave with a parent/guardian until the normal school day is over. An exception would be if that student were to be returned directly to the school to finish out the day.

All participants are encouraged to stay in attendance during the time of an activity and athletic event after the time of a regular school day is over. The participant will be allowed to leave if the coach has been notified by the parent/guardian of that individual.

A participant will only be allowed to leave with someone other than his or her parent/guardian if the correct paperwork has been completed 24 hours prior to the event and approved by the participant's building administrator. Each office has this form and file and will place a copy of the file in the Head Coaches' Box.

### **Drugs/Alcohol/Tobacco**

It is the expectation of Hugoton USD 210 that students participating in extracurricular activities will not consume, possess, sell, purchase, receive, or distribute illegal drugs, alcoholic beverages or tobacco products (including electronic cigarettes & vaporizing devices).

If a student self-reports, or is observed violating this policy by a law enforcement official, school administration, the student's coach/sponsor/director, or a faculty member then disciplinary action will be taken.

Incidents involving the use of illegal drugs, alcoholic beverages or tobacco products will result in suspension from the next two dates of competition. If an athlete is honest and turns him/herself into administration or their coach, the suspension may be reduced to one competition date. A second offense during the same school year will result in the athlete being dismissed from any activities they are involved in and unable to attend any school sponsored activities for a period of sixty days.

KSHSAA policies will also be adhered to:

a. KSHSAA policy states: Rule 14, Article 2: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

Rule 14, Article 3: A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.

Rule 14, Article 4: A student who uses anabolic steroids will be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.

### **Lettering Policy and Special Awards**

Competing in Athletics and Activities is an integral part of the whole education process. The USD 210 Activities Department will recognize student-athletes who meet the criteria specified by their individual coach. The first time a student letters in a sport or activity, he/she will receive a certificate, activity pin and one chenille H. After that an athlete will receive a certificate and a bar each time he/she letters in that sport/activity.

Recent studies by a team from the University of Kansas have shown the positive impact sports have on GPAs, State Assessment Scores, and Graduation Rates. To read the complete study click on the following link ([Academic Performance](#)). The USD 210 Activities Department has created a special incentive program to foster participation in multiple sports programs.

1. Triple Crown – This is an annual award given at the All-Sports Banquet in May. Any student-athlete (9-12) who letters in three KSHSAA sanctioned sports and finishes the school year in good standing is eligible to receive this award.
2. Eagle Award – This is a cumulative award given at the All-Sports Banquet in May. It spans the student-athletes entire career. To be eligible for this award, a student-athlete must receive nine (9) varsity letters in KSHSAA sanctioned sports AND maintain a minimum of a 3.0 GPA throughout their entire high school career.
3. Any combination of the following sports may be used for consideration of these awards. Girls – Cross Country, Golf, Volleyball, Basketball, Softball, and Track. Boys – Cross Country, Football, Basketball, Wrestling, Baseball, Golf, and Track.

### **Insurance**

USD 210 carries a KSHSAA Liability Catastrophe Plan and Basic Catastrophe Accident Medical Policy. This policy covers students participating in activities and interscholastic athletics under the jurisdictions of the Association.

USD 210 also carries an accidental insurance plan on all students enrolled in school. This plan is intended to assist parents' primary insurance and take over MOST other expenses the original family policy does not cover, provided there is primary insurance. IT IS THE RESPONSIBILITY OF THE PARENTS TO FILL OUT THE FORMS AND FILE THEM WITH THE INSURANCE COMPANY WITHIN 90 DAYS OF THE ACCIDENT.

### **Athletic Trainer**

USD 210 has a contract with St. Catherine Hospital in Garden City. St. Catherine will send a trainer to Hugoton every Wednesday. It is the student-athletes responsibility to communicate any injuries to their head coach. Head coaches will sign-up any student-athlete who needs these services and make sure the appropriate Accident Forms have been filed.

### **Fundraising**

In today's current economic climate, activities and athletics may be required to supplement their line-item budget. All Activities fundraising efforts will be cleared through the Building Principal and all Athletic fundraising efforts will be cleared through the Athletic Director. Solicitations on school property shall be done only when they are related to school sponsored activities. Solicitations in the community shall not take place during school time and must have the appropriate approval.

Outside organizations wanting to use USD 210 Facilities and Activities to fundraise must have Principal and/or Activities Director permission to set-up booths, tables, etc. Each activity will have limited spots, so these will be on a first-come, first-serve basis, please plan accordingly.

### **Role and Responsibility of Parents**

Coaches, student-athletes, and parents all play a vital role in the success of our Activities Department. The foundation of the Hugoton Activities Department is to teach important life-lessons like commitment, discipline, hard work, sacrifice, and teamwork. Through “intentional coaching”, we believe sports can build character in young people. These principles can and will impact your child’s success not only in athletics, but also throughout their lives.

Rob Miller, from Proactive Coaching, LLC, presented the following ideas that can help you assist your child’s development through activities.

1. Release your child to the sport/game. Your child should be participating in activities because THEY want to, not because you want to live through them.
2. Do your best to understand the rules and expectations of your child’s activity. We offer a broad range of activities, help your child determine which one best fits their ability, passion, and talents.
3. Release your child to the coach. We have assembled a strong coaching staff and it is important that you allow the coach to do his/her job. Be supportive of the coaching staff and the time and effort they put in to your child’s team.
4. During appropriate times, you can and should communicate the following items with the coaching staff:
  - Academics
  - Injuries
  - Behavioral concerns from your child that you do not approve.
5. Release your child to their role on the team. Not everyone can be a starter, understand where your child fits into the dynamics of the TEAM concept.
6. Avoid negative conferences with the coaching staff:
  - Game-time decisions
  - Play-calling
  - Playing Time

Remember, at every activity there are four majors roles:

1. Coaches
2. Athletes
3. Officials
4. Spectators – Do this to the best of your ability and represent the community of Hugoton in a positive manner!

### **Hugoton Sports Boosters**

The Booster Club is a great opportunity for you to become involved by supporting your child's athletic endeavors. Projects recently completed by the Booster Club include: sponsorship of the "Eagle" cards, feeding teams after home contests, and donating funds for new scoreboards.

**2017-18 Meetings Dates**

(All meetings start at 7:00 p.m. in the HS Cafeteria)

Thursday, Aug. 2

Tuesday, Aug. 6 - Fall Sports Coaches/Parents Meetings @ 6:30 p.m.

Monday, Sept. 10

Tuesday, Oct. 9

Tuesday, Nov 6

Monday, Dec. 10

Monday, Jan. 7

Thursday, Feb. 14

Tuesday, March 5

Monday, April 8

Wednesday, May 8

Monday, June 3

Monday Aug. 5