



**USD 311**  
**PHILOSOPHY, POLICIES, AND PROCEDURES**  
**of the**  
**ATHLETIC DEPARTMENT**  
**2023-24**

**BOE approved 07-10-2023**

**Philosophy of Extra-Curricular Activities**

The primary purpose of extra-curricular activities is to provide the student with an additional educational experience which might otherwise never be received.

These extra-curricular activities, like no other phase of education, affords the student the opportunity to accept victory or defeat, to appreciate the skill of the opponents, and to perform at maximum capacity during each contest. We expect our students to show pride in our school and to feel personally responsible for its reputation.

Sportsmanship and good conduct should be foremost in the minds of all those attending contests. Coaches and administrators should never overlook an opportunity to emphasize the need and value of proper respect of opponents, officials, and fans from other schools.

**KSHSAA (Kansas State High School Activities Association)**

As a member of the KSHSAA we will abide by all rules and regulations that are set forth by the members that make up the association. Coaches are expected to read journals and use best practices that are shared by the association. Head coaches need to communicate with the Principal/AD about any KSHSAA rules and questions pertaining to their activity.

**COACHING RESPONSIBILITIES**

Selection and Assignment of Coaches: It is the policy of the Board of Education and the administration to select a person primarily for a teaching position and coaching responsibilities are secondary, therefore, teaching duties are foremost.

Conduct: It is expected that coaches will be professional in their relationships with their colleagues and in the performance of their duties. Coaches will be examples of good conduct for the students they coach. Harassing officials or encouraging students to disobey state, school, or department rules are detrimental to the education of the student.

Coaches who have questions regarding policies and procedures should consult the AD or principal before proceeding. Coaches will be consulted regarding any performance or conduct deemed undesirable.

Team Rules and Guidelines: Coaches will provide each student a copy of the team rules and/or guidelines. Any departure by a coach from these established rules **MUST** be cleared in advance with the administration. Sudden changes from established rules create problems for athletes, coaches, parents, and administrators.

Student Academic Eligibility: The coach and/or AD should make certain that an athlete is scholastically eligible before permitting the athlete to compete. Any questions on eligibility should be referred to the AD/Counselor.

Student Activity Lists: When students miss class time to attend an activity, it is the responsibility of the coach to see that all teachers are notified ahead of time, preferably through email. The list of student athletes missing school time should be published at least a day before the absence.

Absence for a contest is an excused absence. Coaches and students should refer to the MAKE-UP WORK POLICY in the student handbook for guidelines to determine how make-up work should be handled.

Rosters: A roster of players MUST be submitted to the AD as soon as possible after the start of the season. This list should include the athlete's name, grade, uniform number, and position. If there are any changes throughout the season to the roster, please edit the roster as soon as possible.

Transportation: To facilitate planning for transportation, coaches should turn in a roster to the AD indicating the athletic event, time of departure, number of passengers, and approximate time of return. This should be turned in one week prior to the start of the season and updated regularly.

Transportation requests, other than scheduled athletic events, should be turned in to the AD's office one week in advance, to notify the transportation department.

Travel Arrangements: Arrangements for transportation, hotel or motel accommodations, and meals for teams will be done by the AD and district office following a written request (itinerary) from the coach. Requests for all arrangements should be made well in advance (at least 14 days) for trips requiring overnight accommodations and eating arrangements. **Daily stipends include \$12 for lunch and \$15 for dinner (breakfast will be at the hotel).** Anything over these amounts will be taken out of the team/activity private account.

Budget: Budget requests for the coming year must be turned in at the conclusion of the season or at spring order time for spring sports. Requests should be based on what is needed and dictated by the inventory and schedule of upcoming athletic events. All desired items should be included. The coaches will work with approved vendors to ensure prices, desired style, sizes, and numbers. The coaches will submit a requisition through Aptafund and it will be approved by the Principal/AD. The district will then issue a purchase order if the budget allows.

Budget requests will be prioritized on the basis of need for the entire athletic program. If requests must be reduced, the AD will consult the coaches to determine which items should have priority. All budget requests for the upcoming year will be submitted to the district office for budgetary planning by July 1.

Student Managers: We want to provide this position for students who want to be involved but do not wish to participate. The coaching staff needs to assign duties and responsibilities to the student manager that are fitting for the role and the student's capabilities.

## PUBLIC RELATIONS

1. Games and Practices: Coaches and teams are constantly before the public eye; everything done by the coach and team members is scrutinized. Every action reflects on the reputation of the school. Athletic programs need to be organized, show discipline, compete well, and display sportsmanship at all times. Anything a coach can do to improve the image of USD 311 in the public's eye should be done.

2. Parent Meetings: Parent meetings which introduce the coach to the parents and explain the rules affecting the athletes are very important. Parent meetings should occur prior to or at the beginning of the season. Agenda should be shared with the Principal/AD at least one week prior to the parent meeting.

3. Faculty, Staff, and Administrative Relations: Relations with the faculty, administration, and other school personnel should be professional and informative. Athletic teams support the work of education in many ways; it is important that all staff members know what is happening in the sports program as often as possible.

4. Social Media: Coaches are responsible for taking part in further educating student athletes of responsible use of mobile devices and/or social media. All coaches must be proactive in reminding student athletes about being aware of appropriate content and use of technology. Inform student athletes of misuse of technology such as bullying and inappropriate use of cameras. Promote to the entire team that trust, respect and responsibility among all members is necessary. Remind students that it is a violation of school policy to (a) post anonymous messages or materials, (b) request, transmit, or possess obscene or threatening material.

### **Rule 10 Coaches**

Rule 10, article 2, of the KSHSAA Handbook helps us understand that the local board of education must employ all coaches or coaches' aides by written contract. Volunteers cannot coach unless they are certified staff employed by the school district. All non-faculty interscholastic coaches in Kansas must be Rule 10 certified in their 2<sup>nd</sup> year. Being a Rule 10 coach presents a challenge, because oftentimes the Rule 10 coach is not in the building during the school day. Communication with the AD, Principal, and Front Office personnel are important for Rule 10 coaches. Stopping-in before practice is recommended to find important information or get a general feel how the school day went for their students in the activity they coach.

### **Team Handbooks, Rules and Lettering**

Each head coach is responsible for writing/revising a team handbook that includes expectations, lettering, and discipline. The team handbook must be submitted each year in writing to the Principal and AD before the first day of practice.

Lettering requirements should be highlighted in the team handbook handed out at the beginning of each season. At the end of each season, the head coach shall provide the AD with a list of students who lettered and participated for their particular activity. The AD will then record and get the head coach letter awards. It is recommended that all team members receive a certificate. The head coach is responsible for certificates. The front office will help out if enough notice is given. Coaches must conduct a meeting with players and parents to go over the team handbook.

### **Principal, AD, and Coaches Meetings**

At the beginning of each season, coaches will meet with the Principal and AD to review the coaching handbook as well as team rules, expectations, lettering requirements, and goals. Coaches will meet with the Principal and AD during the season and at the end of the season.

### **Head Coaches and Assistant Coaches Meeting**

Head coaches are responsible for meeting with all assistant coaches to detail roles and responsibilities and delegate duties. Head coaches must give responsibilities to assistant coaches, especially if they are going to teach athletes skills in a sport when the head coach is not directly coaching a small group. Head coaches provide assistant coaches opportunities to attend coaching clinics or provide them specific goals. Head coaches must review player goals with assistant coaches so assistants can help players develop.

### **Parent-Coach Meeting**

At the beginning of each season the parents and coaches will meet. The coaches will go over rules, expectations, and lettering requirements for the activity. Parents will have the opportunity to ask the coaches questions.

### **Parent-Coach Communication**

It is the expectation of USD 311 that coaches establish and maintain good communication with parents. Coaches should express their desire to work with parents. Parents want to help their child, and coaches, too, want to help. It is important to involve the student, first, by encouraging the student to visit with the coach if there is a concern. Many times there is a misunderstanding that can be worked out if we include the student in the process early. Including the student in this process early can assist communication between parents and coaches. Coaches need to provide students and parents with advanced notice of practice information, game information and travel times.

### **Student-Coach Communication**

Students should visit with the coach and privately discuss any concerns about individual status with the team or the team as a whole. Participation and playing time is a general concern students have. If a student questions playing time, coaches have to be honest with them with things that will help them. We want students to learn responsibility, to ask their coaches to meet with them, and to have a respectful conversation.

Private texting with students is not recommended and could result in disciplinary action. Instead, contact students using group messaging services like GroupMe, private messaging can still occur in the app, but there is a record of it there. It is recommended that all sponsors/coaches use GroupMe to contact students involved in their activity/sport AND include an administrator in the group.

### **PRACTICE PROCEDURES**

Practice Schedules: If Saturday, holiday, or unusual practice dates occur, just make the admin aware of this in advance, so that custodians may be notified and facility usage may be coordinated.

Student Attendance - Day of Contest/Practice: It is the policy of USD 311 that a person must attend at least three hours of classes prior to leaving for a contest to participate in an athletic event that day. Exceptions to this rule would be a doctor's appointment, funeral, or other approved absence. Illness on the day of the contest will not be an exception; students too ill to attend school are too ill to compete. THE SAME POLICY HOLDS TRUE FOR PRACTICE.

Definitions of an excused absence for practice or games are as follows: Illness, school activity, medical (injury, dental, orthodontist, doctor), family emergency (hospitalization of immediate family member, wedding, funeral, anniversaries), inclement weather or special circumstance that can't be avoided by the

student/athlete on the day of practice or game and has been excused by the head coach or administration.

Definitions of an unexcused absence for practice or games are any situation that is not listed as an excused absence, any situation in which the coach is not notified prior to the absence, and if the absence is within the student-athlete or parents' control to avoid.

Missing Practice - Coaches are responsible for outlining this in their handbook. Please organize it like this:

Example:

First offense: Punishment decided by the head coach/Loss of playing time

Second offense: Recommended dismissal from the squad. A due process hearing will be offered to the student-athlete.

Missing Contest - If unexcused, suspension and conference with student-athlete and parent, with the possibility of dismissal from the team. If dismissal is warranted, then a due process hearing will be offered to the student athlete.

## PRACTICES

1. **No middle or high school athlete may practice until a signed physical examination form is on file in the school office.** All athletes must have an updated physical and proper paperwork on file with the school before they can practice or participate.
2. Coaches should stress that athletes are not to be in other areas of the building after practice. Athletes are to take their books and materials with them to the locker rooms and should use the exit nearest to the dressing room to leave the building.
3. Wednesday night of each week shall be set aside as church night. There shall be no activities in the school buildings after 7 p.m. on Wednesday night without prior approval of the principal or AD. Athletes wishing to attend church services should be excused by the coach at the appropriate time.
4. There will be no Sunday practices without approval of the principal and superintendent. This will NOT be a required practice for athletes. Generally, the only time a Sunday practice will be approved is just prior to a State contest or a situation where weather has forced practices to be canceled.

### **Practice (Regarding athletic or school related activities)**

The KSHSAA Rules established in 2018 apply for **football, cross country, volleyball, and girls golf.**

One practice per day in the first 5 days of practice. No single practice can last longer than 3 hours (includes warm-up and weightlifting). Separate walkthrough is limited to 1 hour in addition to the 3 hour practice limit. Walkthroughs include teaching sessions with no physical exertion. On day 6 of practice, two-a-days (double practices) are permitted after completion of the first 5 practices. Two-a-days cannot be held on consecutive days. The day following two-a-days a single rest/recovery day is required. Total practice hours on two-a-days cannot exceed 5 hours in a day.

**Sports in winter and spring** will be the following: No single practice for any one individual team member may last longer than 2 ½ hours on any given day. Two-a-day practices may not exceed 4 hours

for any one individual in one day. Practice includes practice outside, activities in the gym, required team meetings, voluntary activities, and watching films. No team practices may be scheduled on a Sunday unless it is a unique situation such as post-season play and approved by the Principal. Ensure students are provided with or wear appropriate practice clothing.

### **The Player's Code of Ethics**

1. Be a student in good standing, work hard in the classroom, continue to learn.
2. Practice and play hard and do so for the love of the game.
3. Win without boasting, lose without excuses, and never quit.
4. Respect coaches, fans, and opposing teams.
5. Respect officials and accept their decisions without complaining.
6. Represent the team, school, and community with respect, responsibility, and dignity.
7. Recognize that extra-curricular activities are to be regarded as privileges and opportunities.

### **Levels of Participation and Expectations**

The following should be used as a guide for playing time/participation. The junior varsity level is for athletes/participants who need more opportunity to develop skills. At this level, the main priority for coaches is to get athletes/participants time to help develop skills. The varsity level is reserved for athletes/participants who have shown the ability to play/participate at a higher level than the junior varsity level. The purpose of varsity competition is to compete at the highest level of competition.

### **6<sup>th</sup> Grade Participation**

Students in the 6<sup>th</sup> grade are eligible to participate in middle school sports with the exception of football. According to KSHSAA, 6th grade participation should only be utilized when there are not enough 7th and 8th graders for a team. In the spring of each school year, incoming 7th and 8th graders will be surveyed about their participation for the upcoming seasons.

### **Eligibility**

USD 311 is a member of the Kansas State High School Activities Association (KSHSAA). All USD 311 students who participate in activities must conform to the eligibility requirements of the KSHSAA and USD 311. The KSHSAA Handbook can be reviewed at [www.kshsaa.org](http://www.kshsaa.org).

A participant in USD 311 must have maintained a passing grade in every subject up to the end of the week preceding that in which the activity occurs. There will be a weekly eligibility report on each student.

- > Eligibility checks will begin after the third week of each semester.
- > Students with a failing grade will be placed on a one-week probationary period.
- > If at the end of the probation weeks, the grade has not been raised to passing, the student will be declared ineligible until such time as a passing grade has been earned.
- > A student on probation for one class who fails another class will not receive probation for the second class, but will be declared ineligible.
- > If a student has a failing grade in a course, he or she may be able to participate in an extra curricular activity if said activity requires participation for a grade. Examples may include but are not limited to drama, band, choir, debate, forensics, FBLA, FACS, FFA. Such situations require a meeting with the teacher of the activity, the student, and the counselor prior to

participation in the event.

> No student shall be made eligible by taking special tests or extra credit. After a student has been declared ineligible, he or she is not permitted to participate in extracurricular activities. (Extra Curricular activities include but are not limited to the following: Academic Contests, Cheerleading, Cross Country, Football, Volleyball, Basketball, Golf, Track, Quiz Bowl, School Plays, Forensics, Pep Band, Vocal/Band Contests, Pep Rallies, Math Contests, Dances, Spelling Bees, Yearbook, Field Trips, Challenge Seminars, Assemblies, Student Council, Class Parties, Spring Fling.) The student is still allowed to practice.

> Students must be in good standing with the school to attend school sponsored activities. Those on in-school or out-of-school suspensions may not attend activities the day of any suspension unless the principal grants permission to do so.

### **Scrimmages and 5<sup>th</sup>/6<sup>th</sup> quarter Exception**

Interschool scrimmages are not allowed. Middle School teams are not to scrimmage against High School teams. Scrimmages between alumni and high school teams are allowed as long as score and clock is not kept. Officials are allowed. Middle School provides exceptions for inter school scrimmages via 5<sup>th</sup> quarter in football and 6<sup>th</sup> quarter in basketball allowing for the intent to provide those not participating significantly an opportunity to participate informally under modified game conditions. The additional “quarter” would not count toward the four or six quarter limitation rule.

### **SAFETY AND HEALTH PROCEDURES**

Injuries and accidents: The coach should never attempt to play the role of the doctor. The possibility of liability and/or a more serious injury make it mandatory that the coach not be a diagnostician.

A coach should never attempt to reset broken or dislocated bones. An athletic trainer or EMS personnel should be the only people to evaluate injuries. If the athletic trainer or EMS personnel is not available then the best case scenario is to sit them out for precautionary reasons. Injured players will only reenter contests as advised by the KSHSAA guidelines.

In case of serious injury during a practice, the coach shall have an emergency action plan established regarding calling for an ambulance, contacting other emergency medical personnel, contacting the parents, and administration. Someone on the coaching staff should have the responsibility of accompanying the injured player to the locker room or to the hospital. Other coaches should be responsible for the team. In some cases, the athletic trainer is going to make this decision and coaches will be expected to honor that decision.

Injury Reports: In order to facilitate the completion of insurance forms and to make the necessary report to the principal, a complete report of any injury should be made as soon after the injury as possible. Injury Report Forms may be obtained from the AD and will be available online. Athletes or their parents should be reminded of the insurance forms to fill out to obtain catastrophic insurance for amounts not covered by personal insurance.

Insurance: All students of USD 311 who are engaged in activities are covered through KSHSAA with a policy known as a Catastrophic Injury Policy. This policy covers expenses in excess of a set amount in

the event the student has no other insurance. Insurance forms for insurance coverage are filed through the office of the AD and the district office.

Physical Examinations: The KSHSAA rules state that an athlete may not practice until middle/high school office has been presented with the appropriate forms: Acknowledgement of Risk, Concussion Form and Physical form. A medical doctor's signature will be required for the physical to be accepted by the office. The district is legally liable if an athlete is permitted to practice or perform without the proper examination and the parental permission forms signed. The office will retain all forms on file.

Safety and Health Practices: Per KSHSAA - All coaches and athletes are required to view the Concussion in Sports video through NFHSlearn.com. All Fall sport coaches and athletes are required to view the Heat Illness Prevention course through NFHSlearn.com.

## **DISCIPLINE PROCEDURES**

Team Control: The discipline of a team is the coach's responsibility, but the goal of any discipline procedure should be the learning of self-discipline by the athlete. The manner in which these athletes are handled is a critical aspect in their athletic career and may affect them for the rest of their lives. The attitudes and traits they develop in practice, in a game, on a bus, in another school, or out in public are the real and lasting rewards of participating in athletics. Discipline firmly, fairly, and in the best interest of the athlete.

### **TRAINING RULES:**

#### Use or possession of tobacco products and mood-altering substances:

During the season of practice and competitive play, a student shall not possess or use tobacco in any form (Vaping, e-cigarettes, etc. are included in this prohibition) while on school grounds or representing Pretty Prairie Schools. Regardless of quantity, a student shall not: use or possess a beverage containing alcohol or use or consume, have in possession, buy, sell, or give away any controlled substance (alcoholic beverage or illegal drugs) while on school grounds or representing Pretty Prairie Schools.

Consequences for violating the policy need to be addressed in each coach's team handbook. You can use the rules from the school handbook, but something needs to be written down on how this will be handled with 1st or 2nd offense, etc.

#### Unsportsmanlike Conduct:

Conference with the coach and/or AD and/or principal. Depending on the severity of the conduct, the penalty will be determined on an individual basis. It may include recommendation for dismissal from the squad for the remainder of the season with a due process hearing.

Disqualifications - Per KSHSAA - All athletes who are disqualified from a competition must complete the Sportsmanship video through NFHSlearn.com. The completed certificate must be sent to KSHSAA before he/she is eligible to participate in the next scheduled competition. All coaches who are disqualified from a competition must complete the Teaching and Modeling Behavior video through NFHSlearn.com. The completed certificate must be sent to KSHSAA before he/she is eligible to coach the next scheduled game. The fee to complete the video is the coach's responsibility.

IN ALL CASES WHERE DISCIPLINARY ACTION IS TAKEN BY THE COACH OR ADMINISTRATION, THE PARENTS WILL BE NOTIFIED AS SOON AS IS REASONABLY POSSIBLE.

Road Trip Dress and Conduct: Students on athletic trips are representatives of USD 311. Misconduct will not be tolerated. Appropriate attire shall be worn by all team personnel.



Bus Conduct: Coaches will be responsible for the behavior of all athletes making trips to athletic contests by bus. Damages to the bus will be paid for by the athlete involved.

### **DUE PROCESS FOR REMOVING A STUDENT ATHLETE FROM A TEAM**

An athlete who violates school, athletic handbook or team rules, commits a crime or does anything that might bring embarrassment to the team or cause negative reactions from fans or players from other schools or local community members may be recommended to be removed from the team by offering a due process hearing to the student/athlete and parent. The student athlete will be suspended from the team until a decision has been reached by the committee or until an appellate decision has been made by the school board.

1. The coach, AD, or principal shall notify the athlete involved and the parents or guardians of the individual of the recommendation to remove the athlete from a team.
2. If needed, a meeting with the parents or guardian will be set to discuss the actions of the school and what parental options are available. The student-athlete will be suspended from the team until a decision by the committee is reached.
3. The AD will set a time and place for a hearing chaired by the building administrator and staffed by one coach from another sport, one faculty member and another administrator. The time and place will be set within twenty-four hours of the parent meeting if such a meeting is necessary. Those allowed to attend the hearing may include the athlete, his parents or guardians, counsel, and such witnesses as are necessary to ensure a fair hearing.
4. The hearing committee will hear evidence provided by the person(s) recommending dismissal and determine if the athlete should be removed from the team. The group may hear evidence from the athlete and the parents.
5. The athlete will have the right to an orderly hearing and will have the right to a fair and impartial decision based on the evidence presented.
6. Written notice of the decision of the committee will be sent to the parents or guardians within twenty four hours of the meeting.
7. The athlete will have the right to appeal the committee's decision to the Board of Education within three days by contacting the Superintendent of Schools. The Board of Education will hear the appeal on the date set by the superintendent. Written notice of the decision of the board will be sent to the parents or guardians within three days of the appeal hearing.

Student Detentions and Incomplete Work: Detention time assigned by classroom teachers because of disciplinary problems or because of failure to make up assigned work will take precedence over practice. Coaches are expected to support the efforts of the classroom teacher.

Make-up Work or Assignments Missed Because of Activities: All athletes who will miss part or all of a school day because of an athletic event are expected to make up all work missed because of the activity. When possible, work should be made up in advance. When possible, students should ask for assignments three or four days ahead of time and should make sure that they understand whether the teacher expects the material to be handed in BEFORE or AFTER the activity.

### **Facility Use and Locker Rooms**

The Principal, designee, AD and Head Coaches will all work together to coordinate practice schedules, including any off-season camps or training schedules. All workouts, practices, meetings, locker rooms and competitions must be supervised by a USD 311 coach. The athletic facilities and weight room may never be used in the absence of a coach. School keys should never be loaned out. At the conclusion of all workouts, practices, meetings, and competitions, the Head Coach is responsible for seeing that the locker rooms and practice areas are clean and secured. All items must be in a locker. All exterior doors to the building must be locked, and all building lights must be turned off. All locker rooms home and away should be inspected before and after the contest. Leave locker rooms neat and orderly. Your team is responsible for keeping the locker room space orderly. All clothes (personal or school issued) must be in the lockers, not on the floor or on top of the lockers or on benches. Coaches are to keep track of lockers assigned to players and provide locks. Ensure a regular schedule is followed for washing clothes (taking personal items home to be washed/shoes aired out). Our locker rooms are used by visiting teams and need to look clean and smell clean.

### **OFF SEASON CONDITIONING**

Off-season conditioning programs should not detract from the sports programs in season. Coaches should support all programs by encouraging athletes to engage in other sports for the conditioning purposes and the well-being of the athlete. Athletes should never be pressured by any coach not to participate in another sport so that they can participate in an off-season conditioning program.

Off-season conditioning programs should not begin at the same time as the sports in season begin practices. Coaches should wait until the other programs are well under way. Athletes who quit a sport should not be allowed to participate in an off-season conditioning program during that same season without approval of both coaches involved and the AD.

Off-season conditioning programs must adhere strictly to the KSHSAA guidelines.

### **Team Equipment, Uniforms, Rosters, and Inventory**

Official rosters should be given to the front office and AD in time for pre-season press releases. All athletes and coaches are responsible for the proper maintenance of athletic equipment and uniforms. Each coach will properly distribute equipment and uniforms at the beginning of a season, and then coaches must immediately collect and inventory all uniforms and equipment at the conclusion of the season. The inventory and request of purchases must be turned into the Principal/AD at this time. It is the responsibility of each coach to submit a written inventory of equipment and uniforms to the Principal/AD within two weeks of the conclusion of an athletic season. Student-athletes must account for all school issued equipment and uniforms. Uniforms are to be worn for competitions only unless special permission is granted. They should not be part of the student's daily attire. All uniforms and equipment are the school's property and should not be stored outside of the building unless special permission is granted.

## **Media**

All coaches and players should cooperate and respect all media personnel. The head coach or designated assistant is responsible for reporting athletic information and scores promptly to local media (Ninnescah Valley News, Hutchinson News, Catch It Kansas). Coaches should counsel their athletes on appropriate responses when being interviewed by the media.

## **Transportation**

All transportation will be arranged through the AD and/or District Office. All Head Coaches should inform the AD as to the number of students, coaches and managers they will be taking on each trip. Coaches and players will generally have 15-20 minutes from school dismissal to departure. Student-athletes will need to bring all gear/food to school with them, as they should not be allowed to leave campus prior to the bus leaving for the competition.

All transportation to and from games must be in a school vehicle unless authorized by the AD/Principal. Coaches are expected to abide by all the laws governing motor vehicles and highways. The school vehicle must be supervised. Upon returning from a trip, the coach and players are responsible for cleaning the interior of the vehicle. Please report any damage to a school vehicle immediately. Keys must be returned to the school or district office immediately after the trip. A copy of a valid driver's license for any coach/sponsor who might drive his/her team to events must be on file with the AD.

Students who request to ride home with their parents after an event may do so under the following condition:

- 1.) Students who ride to a contest on the bus will be expected to ride home by bus unless a parent signs out the student with the coach after an event. In case of an emergency, a verbal request in person or by phone may be honored by the principal or designee if the request can be verified.
- 2.) A student riding home with someone other than a parent will need approval from the school principal at least 24 hours in advance. The coach will then be notified of the transportation request by the Principal/AD. If the coach does not have the proper form from the office allowing a student to leave a competition with someone other than the parent, the student will ride school transportation home.

## **Overnight Trips**

Normally, the school will not schedule athletic activities that require an overnight stay. Athletic competition that might require an overnight stay (i.e. KSHSAA Tournament) must be pre-approved by the administration. All arrangements of the event must be made via the AD and subject to approval by the Administration. Hotel accommodations must be made through the District Office. Coaches are responsible for appropriate supervision of all student-athletes at all times. Daily stipends include \$12 for lunch and \$15 for dinner (breakfast will be at the hotel). Anything over these amounts will be taken out of the team/activity private account.

## **Support For Other Programs**

Every coach should be supportive of other sports programs, extra-curricular programs, school functions and classroom activities. This includes but is not limited to Community Service Projects, Scholars Bowl,

Band, Choir, FFA, Forensics, School Musical or any other school sponsored program. Coaches should keep other programs in mind when meeting with their athletes outside of their season activity.

### **Athletic Participation In/Out Of Season Activities**

Participation of students in/out of season of activities is voluntary and completely at the discretion of the student and his/her parents. No coach may require participation of an athlete in an out of season activity. Coaches must be organized and communicate with parents well in advance when encouraging students to consider participation in any out of season activity.

### **Game Day Clothing for Student Athletes**

Coaches should do their best to communicate to their athletes' appropriate attire for game day clothing. If students wear their Sunday best or dress casually, ensure the students understand that the clothing follows the school handbook.

### **Supervising the Team and Middle School Practices During Last Hour of the School Day**

The last hour of the school day for Middle School students in grades 6<sup>th</sup>-8<sup>th</sup> is PE for students not in a sports activity. Teachers are designated as instructors for PE and they have class rosters. Students in a team activity receive PE credit during this time as well. Sports teams must be supervised by head coaches and assistant coaches to ensure PE classes are not interrupted. Whenever a Middle School practice or game is postponed or canceled, Middle School head coaches and assistant coaches must be responsible supervisors of the team during the last hour of the school day until school dismissal. Middle School teams will not be added to PE class for that day. All team members will remain with the team and coaches. Middle School team members who are not designated to play at a home or away contest must remain with the team or the coach must make arrangements for the player to be picked up by parents. At no time should players from any team (high school or middle school) be dismissed by coaches during the last hour of the school day to roam the hallways unsupervised or leave campus unsupervised. Supervise the team until school dismissal.