

WAMEGO
HIGH
SCHOOL
ATHLETIC
HANDBOOK
2016-17



Table of Contents

Activity Trips.....	23-25
Athletic/Activity Good Standing Code.....	25-27
Athletic Budget.....	19
Athletic Director Responsibilities.....	6
Athletic Injuries.....	27
Athletic Schedules.....	23
Awards.....	13
Awards -End of the Year Senior Awards.....	16-17
Booster Club.....	20
Closing.....	36-37
Coaching Assessment Forms.....	38-40
Head Coaching Assessment	38-39
Assistant Coaching Assessment	40
Coaching Clinics.....	18-19
Coaching Philosophy.....	3
End of Season Responsibilities.....	12-13
First Aid/CPR Training.....	28
Game Responsibilities.....	10-11
Hazing and Harassment.....	11-12
Head Coach & Assistant Coach Responsibilities.....	6-9
Insurance.....	28
Inventory.....	20-21
Issuing Equipment.....	20
KSHSAA Guidelines.....	28-36
Lettering Requirements.....	13-16
Objectives of the Athletic Program.....	3-4
Off-Season Conditioning.....	19
Philosophy of Athletics.....	3
Practice Responsibilities.....	9-10
Responsibility of Parents.....	4-5
Responsibility of Students.....	5
Sportsmanship Code.....	27
Switching Sport Participation During a Season.....	18
Team Apparel- Non-Uniform.....	22-23
Transportation request	41
Uniform Purchase Rotation Cycle.....	21-22

Philosophy of Athletics

It shall be the purpose of USD 320 to provide equal opportunities for all students through a varied athletic program. The program shall be staffed with enthusiastic, knowledgeable coaches, who support the state, district and individual school policies and scholastic requirements. Through the cooperation of administrators and coaching staffs, monies will be budgeted to provide adequate facilities and equipment to ensure maximum safety standards and a worthwhile program. The basic purpose of the athletic program is to develop values for effective leadership, citizenship, and individual self-discipline. Through the athletic program we hope to develop in each participant characteristics of competitive spirit, good sportsmanship, respect for authority and opponent, how to react to pressure, and how to handle winning and losing. The athletic program will serve as a supplement to the educational program to develop students physically, mentally, socially, and emotionally.

Wamego High School athletic programs do not have try-outs with the purpose of limiting participation of individuals in sports. Golf is the one exception to this rule due to the agreement established with the Wamego Country Club limiting the number of high school golfers on the course at any time for practice.

Coaching Philosophy

The athletic program shall be in conformity with the general objectives of the school. The primary emphasis at Wamego High School is academics. The athletic program should function as a part of the whole curriculum and should constantly strive for the development of a well-rounded individual, capable of taking his/her place in society.

Objectives

- I. Insure interscholastic competition for both males and females.
 - A. Provide for these students the best possible coaching staff. The following criteria will be used to fill vacant head and assistant coaching positions:
 1. The position will be offered to a qualified, certified staff member employed by USD 320.
 2. If no individual with the above qualifications applies, the next choice is to offer the position to a qualified applicant that has a teaching license, but is not an employee of USD 320.

3. If no applicants apply with qualifications listed in 1 or 2 above, a qualified applicant who has no teaching license (KSHSAA Rule 10 Coaches Aide) will be considered for the open coaching position. **An individual hired to coach under this condition may remain in this position until such time that a qualified, certified individual employed by USD 320 wishes to be considered for this particular coaching position.**
- B. Provide adequate equipment and facilities while maintaining a realistic budget.
- II. Provide a high standard of education in which activities are important but not all consuming.
 - A. Schedule co-curricular activities so as to not interfere with the normal school day as often as possible.
 - B. Select coaches who are teachers first and always, who will stress the importance of the basic fundamentals.
 - C. **Expect** sportsmanship and good citizenship as fundamentals of each program.
 - III. Maintain an on-going program evaluation.
 - A. Evaluate individual coaches **yearly**.
 1. Head coaches will be evaluated by principal and/or athletic director.
 2. Assistant coaches will be evaluated by head coaches.
The head coach will review the completed evaluation with each assistant prior to submitting it to the athletic director.
 - B. The athletic director will retain reports turned in annually by each head coach to determine participation levels in each sport.

<i>Responsibility of Parents</i>

- I. Schedule a date for your student/athlete to receive a **Pre-Participation Physical Evaluation** by a recognized health care provider prior to starting practice of the first sport they participate in for the school year. **A physical for the upcoming school year cannot be scheduled earlier than May 1st of the current year to be valid for activities in the upcoming summer, fall, winter, & spring activity seasons.** This is to be completed on form "PPE", which is supplied by the Kansas State High School Activities Association. Parents and students are to read and sign the last page of the physical form acknowledging that there are risks involved in athletic participation, including the possibility of catastrophic injury. **KSHSAA requires students taking part in all sports, cheerleading, & dance programs to have a physical on file at the school and submitted to KSHSAA for a student/athlete to be considered eligible for participation in recognized extracurricular activities.** The school pays for catastrophic injury coverage

through KSHSA. This coverage is not valid should a student/athlete be injured and the school does not have a current physical with a medical care provider's signature indicating the individual is cleared to participate in activities as well as signatures of a parent and the athlete as indicated above.

- II. Starting with the 2011-2012 school year, the Kansas Legislature enacted the School Sports Head Injury Prevention Act. Before a student/athlete can legally participate in a sports practice or event, parents and students are required to read and sign the concussion and head injury information release form and turn in to the school. ****Protective equipment has made participation safer than at any time in the past, but at the same time, athletes are getting bigger, stronger, and faster which makes the possibility of accidents or injuries a legitimate concern. Once parents & athletes have read and signed the Pre-Participation Physical Evaluation form and the Concussion and Head Injury Information Release form and the Wamego High School office has these two forms on file, the school district has taken the necessary measures to confirm that the KSHSAA Catastrophic Injury coverage is valid.****
- III. Become involved in your child's athletic activity. Ask about practice; attend contests and meetings scheduled by the coach for parents. There are opportunities to volunteer that you can take advantage of such as preparing team meals, chain crew at football games, assist with cross country and track meets, etc.
- IV. Allow the coaches to coach. They work with the athletes on a daily basis during the season and make their personnel decisions based on their observations of practice. Understand that the head coach may have a different philosophy based on their experiences than you do.
- V. Respect the decisions of the game officials. Remember, they see the contest as an impartial observer while you are observing from a biased point of view.
- VI. If you have questions or concerns, please follow the proper chain of command. First, schedule a meeting with the coach. If issues cannot be resolved, ask to meet with the athletic director.

Responsibility of Students

- I. To remember at all times that they are students first and foremost, maintaining proper attendance and meeting eligibility requirements.
- II. To understand that participation in an athletic program is a privilege and not a right.
- III. To demonstrate at all times proper sportsmanship and ethical conduct.
- IV. To play the game fairly at all times.
- V. To show the proper courtesy and respect for opposing teams and coaches.
- VI. To show the proper respect and acceptance of all judgments made by the officials.
- VII. To achieve a thorough understanding and acceptance of the rules of the game and eligibility requirements.
- VIII. To remember that an athletic contest is only a game, not a matter of life and death. Give 100% effort and let the chips fall where they may.

Athletic Director Responsibilities

- I. The athletic director shall have general supervisory responsibilities of the total athletic program at Wamego High School. The athletic director's duties include, but are not limited to:
 - A. Yearly evaluation of each sport's head coach.
 - B. Scheduling athletic contests and accounting for contracts for all contests.
 - C. Communication with league commissioner; providing him with our football basketball, volleyball, and wrestling schedules for assignment of officials.
 - D. Financial accounting of the total athletic program including revenue collected from entry fees and admission and expenditures for entry fees and equipment/uniform purchases.
 - E. Compliance with all KSHSAA requirements for school participation.
 - F. Eligibility of transfer students and submission of the required KSHSAA forms.
 - G. Securing event workers, security, and officials as necessary for home events.
 - H. All other duties as outlined in the contract issued to the Assistant Principal/AD.

Head Coach & Assistant Coach Responsibilities

The head coach has full responsibility for his/her particular sport. He or she is responsible for the administration and operation of their sport and must comply with the rules, regulations, and policies of the KSHSAA and the Wamego Board of Education, District #320.

Head Coach Responsibilities Include:

- I. Provide each assistant (if applicable) with written expectations regarding their role in the specific program. i.e. - If they will be expected to scout upcoming opponents on game nights, they need to know that this is an expectation of the position.
- II. Inform the athletic director of any unusual events that arise. This can include but is not limited to injuries and parental issues/complainants.
- III. Submit roster information to the athletic director as soon as uniforms have been issued. Check for accuracy of individual names and jersey number, if applicable. Report any changes during the season to the athletic director as soon as they occur.
- IV. Caring for the team's equipment. Use proper and organized systems for checking equipment out and in. All equipment must be marked; and coaches must be able to

account for all equipment. An accurate inventory list is to be submitted to the athletic director at the conclusion of each season.

- V. **No student is to practice in any sport for any reason until they have received and turned in an up-to-date physical form** signed by the student and their parent/guardian. There are to be no exceptions to this expectation.
- VI. **No student is to practice or compete in a contest** until they and their parents have read, signed, and turned in the concussion and head injury information release form indicating that they are aware of their role in the safety of the athlete as it relates to possible head injuries in practices and contests.
- VII. Maintain a complete and sanitary medical kit. A “sanitary” first aid kit is one which is cleaned with a disinfectant at least at the beginning of each season and as needed and is neatly arranged for quick retrieval of contents.
- VIII. Seeing that equipment is not misused.
- IX. Checking facilities to see that they are clean and safe. Remove hazards or see that they are corrected—managers and assistant coaches can be helpful. Fill out and submit a work order to the athletic director if cleaning or repairs are needed.
- X. Designate an assistant to be in charge if a situation arises that causes the head coach to be absent from practices or games.
- XI. Being the last to leave. The head coach should never leave the building until the last athlete has departed. In case of emergencies, the head coach should see that an assistant coach is assigned to assume the responsibility of the building and the players. This includes athletic contests as well as practice. The following should be checked if you are the last coach to leave the facility:
 - A. Locker room in proper order.
 - B. Player’s equipment in proper place.
 - C. Training and equipment room locked.
 - D. Storage rooms locked.
 - E. Lights out.
 - F. Doors locked.
- XII. Assuming responsibility for the player’s conduct at all times they are under your supervision: games, practice, and trips.
- XIII. Handling injuries properly—parents, office, doctor notified. Fill out a district injury report for each injury. Don’t rely on memory of the event weeks later. Have on hand at all times the spread sheet listing each athlete’s emergency contact information as provided by the athletic director.
- XIV. Checking and seeing that all eligibility, grade and physical requirements are met by each athlete.
- XV. Safe return of all equipment at the end of the season regardless of its condition.
- XVI. Developing lettering requirements for their sport. Lettering requirements should be challenging to achieve: thereby making lettering an honor to receive. Submit the lettering criteria for your sport to the athletic director prior to the start of each season.
- XVII. Keeping the local public informed of the program through contacts with parents, Booster Club, media, and any other public sources of interest. Make sure our area newspapers receive results of each contest- Wamego Times and Smoke Signal are to receive results of all contests, varsity through freshmen. Manhattan Mercury is to receive varsity results. The head coach is responsible to see that results are submitted upon completion of the events or delegate the responsibility to an assistant.

- XVIII. Up to date certification in First Aid/CPR.
- XIX. Follow all USD 320 policies and procedures not specifically listed above.

Assistant Coach Responsibilities Include:

- I. Follow the directives of the head coach regarding philosophy of the sport, techniques, and expectations of the head coach as they relate to the assistant's position.
- II. Care and account for the team's equipment.
- III. Assist the head coach and report any issues of cleaning or maintenance that need to be addressed.
- IV. Following sub-varsity contests, home or away, be the last to leave the school/sport complex. Never leave until all athletes have left! The following should be checked if you are the last coach to leave the facility:
 - A. Locker room in proper order.
 - B. Player's equipment in proper place.
 - C. Training and equipment room locked.
 - D. Storage rooms locked.
 - E. Lights out.
 - F. Doors locked.
- V. Assist the head coach with keeping local media informed of contest results in a timely manner.
- VI. Attend clinics/workshops to increase knowledge in the assigned sport as requested by the head coach (see section on "Coaching Clinics").
- VII. Follow all USD 320 policies and procedures not specifically listed above.

All coaches are regarded as special teachers and receive payment for their services in accordance with a schedule that takes into account the duties and responsibilities of different coaching assignments. **All coaches are expected to be in attendance and on time for all scheduled practices and contests and remain in attendance for the duration of the practice/contest. Requests to miss practices or contests must be brought to the attention of the athletic director who will approve or deny requests to miss practices or contests.**

As a "special teacher", coaches recognize the difference between coaching a team and managing team. Coaching includes management, but emphasis is placed on teaching and developing players, rather than discovering and managing them. There is a distinct correlation between a quality teacher in the classroom and a quality coach on the playing field.

Athletic coaches enjoy a very favorable position in the eyes of the students and patrons. The coach should exemplify that which is best at all times in his/her conduct and emotional control, and he/she should not be seeking personal recognition. **A goal of Wamego High School is that the coaches will demonstrate sportsmanship and standards worthy of admiration.**

At times during athletic contests all eyes are focused on the coach to see how he/she reacts to a play or a decision. Reactions of the students and other spectators reflect his/her actions. The coach should not display uncontrolled emotions. His/her only reason for entering the court or playing field while a contest is in progress is to assist an injured player. **Any coach who violates USD 320 policies/procedures or conducts themselves in a manner that incites the players, student body, or fans against the officials or opponents is subject to consequences. Such conduct will result in sanctions against the coach that could include short-term suspension from coaching duties up to termination of the coaching position based on severity of the infraction as determined by building and/or district administration.**

The High School Administration and staff (including the coach) are responsible for the conduct of the students who are spectators. The principal delegates to the coach the responsibility for the conduct of the players.

The High School Administration and athletic staff should conduct an on-going program of public relations in which the purposes and values of the athletic program are emphasized. Coaches are to exercise care and judgment in the language they use with athletes, and are to avoid ridiculing an athlete.

It is the responsibility of the Athletic Director and all coaches to see that high standards are maintained throughout the entire athletic program. The foremost duty of the coach of each sport activity is to the student athlete who comes out for the team. Regardless if the student is on the first or last team of the squad, they are as important in the program as any individual member.

The educational development of the student athlete must be the top consideration of the entire athletic program. If the athletic program is to be considered an integral part of the school curriculum, school does not end for the athlete at the conclusion of the academic schedule. The school day will end for those participating in athletics at the close of practice session, game or at the time of dismissal by his/her coach.

Practice Responsibilities

- I. A written practice schedule should be followed each day.
- II. Whenever possible practice should be immediately after school and students out of the building by 6:30 p.m., late basketball practice by 8:00 p.m.
- III. Teams will finish practice on **Wednesday** so the teams will be **out of the practice facility by 6:00 p.m.** Teams will not participate in a contest on Wednesdays. (Tournaments, state sponsored activities and some rescheduled activities may be exceptions).
- IV. Teams will not practice nor participate in a contest on Sundays. (**Unless special permission is granted by the Superintendent based on unusual circumstances.**)

The head coach must make such a request in advance stating the reason for the request.)

- V. Teams may practice during school term vacation periods if not in conflict with KSHSAA rules.
- VI. Teacher in-service days take precedence over practice.
- VII. **The closing of schools because of inclement weather will automatically cancel all practice sessions that were scheduled that day.**
- VIII. Coaches will be present when students report to practice and remain at the facility until the last player has departed unless the coach has arranged for a faculty member to assume responsibility in his/her absence. Locker rooms are to be supervised (as deemed appropriate) while athletes are dressing before and after practice.
- IX. Practice will not be permitted after the last scheduled contest in any sport unless a team is preparing for state playoffs.
- X. A scrimmage may be held against an alumni squad provided that no score or time is kept during the scrimmage.
- XI. Always make arrangements to lock up valuables during practice.
- XII. Practice conditions must be held with the safety of the student in mind and immediate care given to any injury.
- XIII. It is required that students do not practice on days they have been absent from school unless it is a school sponsored activity.
- XIV. Individuals not directly involved with athletic team should be asked to clear the playing area after school unless they have faculty supervision.
- XV. Inclement weather may make it necessary to coordinate use of gyms for practice in fall and spring. Coordinate and plan ahead to arrange for district gym space with the athletic director and the other building principals.
- XVI. Arrangements need to be made with the coaching staff or managers for washing practice gear, game uniforms, and towels. Send washing instructions home with athletes/parents indicating specific washing instructions so uniforms are not ruined if the athletes are expected to be responsible for laundering uniforms.

Game Responsibilities

- I. The head coach is responsible for submitting transportation requests to the athletic director for all events requiring district transportation. All transportation requests are to be submitted at the start of the season to assist the transportation director.
- II. ***With rising fuel costs, multiple teams (i.e. – boys and girls basketball) will be asked to share a single bus if the transportation director determines that the requests can be combined. ***
- III. If students are to miss school, the teachers should be notified by announcements or e-mail, **at least 2 days in advance.**
- IV. Meal money will be available for only regional, sub-state, and state competition, depending upon availability of funds, length of stay, and distance from Wamego. The Athletic Director will make arrangements for the teams to receive meal money or a district credit card. All meals paid for by the school or district must have a receipt turned in to the athletic director.

- V. Check on substitute teacher; fill out all appropriate leave slips. It is especially important for spring sports that this is done at the start of the season as there are numerous requests for substitutes at this time.
- VI. Make sure all necessary equipment is packed.
- VII. Expect your squad members to display good citizenship at all times (including on the bus). Appropriate dress is expected as it reflects on and represents our school.
- VIII. All participants must travel with the team and the coaches, to and from the game site, unless parent permission is granted or other arrangements are made by the administration, in cooperation with the coach, prior to the trip. Parents may not assume the responsibility of releasing any student(s) other than their own. Students can only be released to their parents if the coach or athletic director (in attendance) has been handed a written request from the student's parent/guardian.
- IX. Students will not participate in a contest if they have been absent from school, unless their absence was due to a school sponsored activity. **Students must be in attendance 3 hours prior to the activity.** (Unless special permission is given by the Principal or Assistant Principal/AD).

Hazing and Harassment

- I. **Hazing: (USD #320 BOE Policy JHCAA)** Forcing any student, to act against their will is a serious offense. This manner of conduct will not be tolerated, and could result in suspension and/or expulsion.
- II. **SEXUAL HARASSMENT(USD #320 BOE Policy JGEC)**
 Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- A. Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- C. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- A. Verbal harassment or abuse;

- B. Pressure for sexual activity;
- C. Repeated remarks to a person, with sexual or demeaning implication;
- D. Unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

Specific examples of sexual harassment include:

- A. Making sexual comments or jokes;
- B. Looking or gesturing in a sexual manner;
- C. Touching, grabbing, pinching in a sexual way;
- D. brushing up against;
- E. flashing or mooning;
- F. spreading sexual rumors about an individual;
- G. pulling clothing in a sexual manner;
- H. showing or giving sexual pictures, messages or notes;
- I. blocking passage in a sexual way;
- J. writing sexual messages or graffiti on walls, locker rooms, etc.;
- K. forcing a kiss on someone;
- L. calling someone gay or lesbian;
- M. forcing someone to do something sexual other than kissing;
- N. spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

End of Season Responsibilities

- I. The head coach of each sport is responsible for preparing a report at the end of their season. A part of this report is an inventory of all athletic equipment for that sport. This report is due two weeks after the conclusion of the season. It should include:
 - A. Win/loss record of all levels of play.
 - B. Team or individual recognition.
 - C. Updates to school records- (To be placed on the athletic webpage if you or the tech personnel are maintaining one for your sport.)
 - D. Updated equipment & uniform inventory.
 - E. Assistant coach evaluations.

- F. Supply requests for the following year.
- G. Requests for fundraisers for the following school year.

Awards

- I. Letter requirements will be explained to the squad at the beginning of the season. To be considered for a letter in any/all sports the athlete must successfully complete the season in good standing with the team.
- II. All varsity letter winners will receive a 6" block letter the first time they qualify. Thereafter, metal emblems and bars will be available to recognize additional years or sports. A metal star can be awarded for captains.
- III. The first year an athlete letters in a sport, they will receive a metal emblem to designate the first year of lettering. For each successive year they letter, they will receive a metal bar to designate a year of lettering.
- IV. A senior who has not fulfilled normal letter requirements in a sport will receive a letter if they have participated at least 3 years in that sport and meet participation requirements.
- V. An individual can be awarded a **provisional letter** in a sport for a given year if the coaching staff deems that the athlete has exemplified themselves as worthy of lettering, but have not achieved the criteria established to letter. If the individual participates the following year and meets the lettering requirements, they will receive a letter for both years.
- VI. Team managers may be lettered in their first year of service if the coach feels their work was superior.
- VII. Following each season, the head coach will turn in a list of lettermen and participating players to the Athletic Director to receive appropriate awards for lettering.
- VIII. The Head Coach will organize an awards ceremony for their athletes at the conclusion of their season. It is recommended that the awards ceremony takes place in a school facility if available and placed on the calendar a month in advance. It is not required or expected that a meal be a part of the awards ceremony.

Lettering Requirements

In addition to each requirement per sport, the student/athlete must successfully complete the regular season of competition to be considered for lettering.

GIRLS TENNIS:

To letter, the student-athlete must:

- I. Medal in a varsity tournament.
 - 1. Or

- II. Participate in (5) varsity tournaments.

FOOTBALL:

To letter, the student athlete-must:

- I. Play (15) quarters of varsity games.

CROSS COUNTRY:

To letter, the student-athlete must:

- I. Have (15) points to letter.
 - A. (2) points for participating in a varsity meet.
 - B. (1) point for an individual first.
 - C. (1) point for placing in the top ten.
 - D. (1) point for breaking the time of the top ten board.
 - E. (1) point for a first place team finish.

*JV runners have the same scoring system; however, they will receive (1) point for participating in a meet.

- II. A runner who participates in the Regional and State Meets will automatically letter.
- III. Athletes may also letter upon the recommendation of the coaching staff.

VOLLEYBALL:

To letter, the student-athlete must:

- I. Appear in 50% of the varsity playing dates.
- II. Have no unexcused absences from practice.
- III. Be a contributing member of the team.
- IV. Be in good standing with the coaching staff.
 - A. Athletes may letter under the discretion of the head coach.

*Managers will letter at the discretion of the head coach.

GIRLS BASKETBALL:

To letter, the student-athlete must:

- I. Play (16) varsity quarters.

BOYS BASKETBALL:

To letter, the student-athlete must:

- I. Play in (20) varsity quarters. (one-fourth of all varsity quarters)

- II. Be a senior who has participated (4) years.
- *Provisional Letters will be awarded to underclassmen who participate in any part of (10) games, but did not meet the (20) quarter requirement. Provisional letter winners will receive (2) bars if they letter the next season.

WRESTLING:

To letter, the student-athlete must:

- I. Wrestle at varsity status in (5) or more varsity competitions (duals or tournaments).
- II. Score an accumulative of 12 team points in varsity tournaments or duals.
- III. Finish the season with the team through Regionals.
- IV. *In the case of injury, sickness or other pending circumstance and the athlete can not participate in one or more competitions including the regional tournament, he must meet one of the first two requirements and attend all possible practices.

*Provisional Letters will be given to the athlete who has met the third lettering requirement, but has not met the first two and has performed exceptionally under junior varsity status. This will be determined by the head coach and assistant coach. The wrestler who receives a provisional letter will receive a letter for his provisional year if he finishes the next wrestling season and achieves lettering requirements for that year.

TRACK:

To letter, the student-athlete must meet one of the following criteria:

- I. Be awarded (100) points. Points are awarded as follows:
 - A. Each practice attended = 1 point
 - B. Perfect practice attendance = 5 points
 - C. Personal record at a meet = 3 points
 - D. Place at a meet = 2 points
 - E. Minus points for a missed practice
 - 1) 1st unexcused = -5 points
 - 2) 2nd unexcused = -10 points
 - 3) 3rd unexcused = Dismissal
 - F. Minus points for being tardy = 3 points
 - G. Must compete in a varsity meet
- II. Score 40 varsity team points
- III. Place at the NCKL (Relay teams must be in the top two).
- IV. Place at the Regional meet.
- V. Be a 3rd or 4th year senior participant.
- VI. Meet individual performance standards

BOYS TENNIS: (The sport is inactive at this time)

To letter, the student-athlete must:

- I. Win one match at #1 singles or doubles in a varsity tournament.
- II. Win two (2) matches at the #2 single or doubles in a varsity tournament.

GOLF:

To letter, the student-athlete must:

- I. Participate in (2) varsity meets.
- II. Shoot 88 or below in a varsity meet.
- III. Coach's discretion.
- IV. Be a (4) year participant who did not meet #1 or #2.

SOFTBALL:

To letter, the student-athlete must:

- I. Participate in one more than half of the games.
- II. Coach's discretion.

BASEBALL:

To letter, the student-athlete must:

- I. Remain in good standing throughout the season and fulfilled all requirements and expectations to the satisfaction of the coaching staff.
- II. Have participated in (7) varsity games.
- III. Be a positive contributor to the team as it pertains to the team atmosphere.
- IV. If the team qualifies for the State tournament, all varsity players on the State roster will be awarded a varsity letter.

End of the Year Athletic Awards

The following are the end of the year athletic awards given by WHS:

- Sportsman of the Year Award**
- Lion Heart Award**
- Strong Heart Award**

Criteria for Awards:

Sportsman of the Year Award

The Sportsman of the Year Award is presented to one male and one female Senior athlete who has exemplified outstanding ability and talents while being involved in athletics at Wamego High School. These top recipients have been selected by the coaching staff as being exceptional all-around athletes in which others may follow with pride and dignity in the years to follow.

Lion Heart Award

The Lion Heart Award is presented annually by the Wamego Lions Club to the athletes who have portrayed strong qualities of dedication, sacrifice, and the will to succeed despite all odds. The athletes chosen each year are recognized by the coaches as having the qualities of leadership as well as their desire to succeed. All athletes who have won this award can look back with fierce pride in their accomplishments, and they may look forward with pleasure and understanding that the sacrifice and dedication they put forth will be required throughout their entire life. This is a lesson we all should remember.

Strong Heart Award

The Strong Heart Award was developed by the coaching staff to recognize a winner in the truest sense of the word. This winner exemplifies what everyone in athletics should strive for, but only few accomplish—to get 100% out of the ability they have. This may mean overcoming limited ability, handicap, injury, or all of these to accomplish the goals he or she has set. The examples these recipients have expressed throughout their high school careers are what we all should strive for in athletics or life in general regardless of our limitations.

Nomination Process:

- I. Each Head Coach will cast one vote.
- II. Any student who has received out-of-school suspension at any time (from school or activity participation) for violation of school rules involving the substance abuse policy and/or behavior will not be eligible for these athletic awards. These awards are to recognize those individuals who are positive role models that all look up to for leadership and inspiration.
- III. Senior boys and girls who have participated in one varsity sport will be eligible.
- IV. Each Head Coach will have an opportunity to discuss an athlete's merits before the vote.
- V. In the case of a tie, the tie breaker will be:
 - A. The number of sports the athlete participated in.
 - B. The number of years in each sport participated in.
 - C. If a tie remains, they will be declared co-award recipients.

Switching Sport/Activity Participation During a Season

There have been a few occasions in past years where individuals have switched sports during a given season. Listed below is the procedure coaches are expected to follow if an individual makes such a request:

- I. The athlete should first ask the head coach of the sport they wish to switch to if they would be able to do so.
 - A. Once past the first couple of competitions, the request should be denied with reason being that those already on the squad have spent at least two weeks to a month of practices to establish their position on the team.
 - B. If the coach would consider accepting them on the team, it would need to be clearly communicated as to the amount of time the individual would have to practice before being able to participate in a contest.
- II. The athlete then needs to approach the coach of the sport they originally went out for to inform them of their desire to switch sports.
 - C. The coach should ask the individual the reason for their request to switch sports.
 - D. All equipment and uniforms issued to the athlete from the original sport need to be turned in before the individual is allowed to start practicing in the second sport.
- III. Coaches of the two sports involved are expected to communicate. Inform the athletic director of the situation. At no time should a coach “recruit” an athlete that is out for another sport during the same season.

An example of when a situation such as this may occur is if an individual goes out for the first day or two of volleyball and they either decide it is not for them or they realize there are several with better skills than they possess. They may wish to switch to tennis or cross country. It would be a rare circumstance to be two weeks or more into a season and have a student request to switch sports. It would be the position of the athletic director to support any coach’s decision to deny such a request.

Coaching Clinics

USD 320 recognizes high school interscholastic coaching as a very important part of the district’s total educational program. The district believes that the attendance at coaching clinics by Wamego High School coaches is desirable and enhances staff and program development.

Wamego High School coaches will be provided the opportunity to attend the KSHSAA coaching clinics on an annual basis. USD 320 will reimburse coaches at a reasonable cost for registration fees and meal expenses. The district will also provide transportation for travel to the clinic. In the event that a coach wishes to attend a clinic of comparable

cost other than the KSHSAA clinic, he or she may apply to do so with the Athletic Director.

WHS football, girls and boys basketball, baseball, softball, wrestling, track/cross country and volleyball head coaches may on a rotational basis (three per year) make application to attend an additional clinic. USD 320 will reimburse head coaches up to a maximum of \$200 each for registration fees, meals, and lodging and travel expenses. (District transportation may be provided). Attendance of these clinics is subject to approval by the Athletic Director, Principal, and Superintendent based on amount of school time missed and other considerations. One additional assistant coach may be allowed to attend these clinics with additional expenses paid. The rotation of these clinics will be as follows:

2016-2017	2017-18	2018-19
Football	Baseball	Boys Basketball
Volleyball	Softball	Girls Basketball
Track/Cross Country		Wrestling

Off-Season Conditioning Program

- I. Off-season conditioning programs for any sports should not detract from the sports programs in season. Coaches should support one-another’s programs by encouraging athletes to engage in other sports for conditioning purposes. Athletes should never be pressured by any coach to not participate in another sport so that they can participate in an off-season conditioning program.
- II. No coach of a sport is to express or imply that an athlete will not start or will not receive as much playing time if they choose to participate in another sport during the off-season of the sport they coach. To do so would result in short term sanctions up to termination of the coaching position. ****Wamego is not so large of a school that we can expect our athletes to specialize in any one sport. For our athletic programs to be successful, we need our athletic students participating in a number of sports. It is imperative that all coaches support each other’s programs and encourage athletes to participate in the high school programs.****
- III. Off-season conditioning programs must adhere strictly to the KSHSAA guidelines concerning activities, supervision and use of equipment and facilities.

Athletic Budget

The Athletic Director shall keep an account for each sport activity to record and cover all items where monies are paid out. Each head coach **of the fall and winter sports** shall submit a request list for the coming year no later than March 15, **for spring sports, the list should be submitted by June 1.** This request will include his/her training supplies and all equipment needed for the coming year.

Booster Club

The Wamego Sports Booster Club is considered to be an entity of the schools it supports. By KSHSAA policy, it is held responsible to follow all rules and regulations that schools are to abide by. Any questions of compliance can be directed to the athletic director who will use appropriate resources to resolve those questions. KSHSAA provides a power point that covers KSHSAA Rules that applies to Booster Clubs in regard to activities and support Booster Clubs may wish to provide schools- the Booster Clubs power point can be viewed by going to the KSHSAA home page (www.kshsaa.org), KSHSAA Links on the home page right side, click on “General Information” and see the power point link titled, “Booster Clubs”.

The Wamego Sports Booster Club plays an important role in support of the athletic department by fostering school spirit, initiating projects that support athletics and contributing financially by providing funds toward purchase of equipment and items that improve the programs offered at Wamego High School.

Coaches are encouraged to support the efforts of the Wamego Sports Boosters as their programs benefit from their efforts.

Issuing Equipment

All equipment regardless of size, cost, etc. should have some type of identification. The head coach will be responsible for numbering all articles with year of purchase and item number; example 12-1 for 2012 year and item 1. This is for coaches and athletes to identify equipment. The coach and manager will record all equipment issued to the athlete and the athlete is responsible for the return of the equipment. Each athlete is responsible for the equipment checked out to him/her; if it is not returned in a condition that would be normal wear and tear or the item is lost, the athlete will be responsible to pay the cost of replacement. Keep records accurately and avoid embarrassment because of negligence of either party. It is suggested that if there is room in the back of your grade book that equipment checkout be recorded there. Equipment is not to be given to the athlete at the close of the season, regardless of its condition. We expect to get full use of all athletic equipment.

Inventory

- I. Equipment should be laundered before it is put away for the year.
- II. Check all equipment for repairs.
 - A. Equipment must be laundered before repair.
 - B. Equipment to be repaired should be separated and brought to the Athletic Director’s attention.

- III. All equipment should be marked and numbered.
- IV. All equipment should be inventoried.
- V. All equipment should be recorded when issued and a copy on file.
- VI. Equipment checked out to a student will be the responsibility of that student. Equipment that is not returned or that is misused will be charged to that student. Once equipment check-in is completed, provide the athletic director a list of the students who still have/owe for equipment.
- VII. Make two copies of your complete inventory; one for the Athletic Director and one your own records.
- VIII. Your inventory should include:
 - A. How much equipment is on hand for next season.
 - B. Equipment to be repaired or replaced.
 - C. Amount of new equipment requested for next season.
 - D. How much equipment has been worn out, lost, or taken.
- IX. Each coach will turn in athletic equipment requests at the conclusion of their season and no later than March 15, (**June 1 for spring sport coaches**).
- X. Individuals receiving equipment will be held responsible.
- XI. Keep equipment room clean.
- XII. Athletic equipment will be ordered after the inventory has been taken and the budget approved.

<h2 style="margin: 0;"><i>Uniform Purchase- Rotation Cycle</i></h2>

RECENT UNIFORM PURCHASE ROTATION

- Starting in the 2012-13 school year, Superintendent O’Dea directed the HS and MS to use the participation fees collected from athletic participation to go toward the purchase of replacement uniforms. The sports were to be placed on a rotation cycle (every 5 years if able to) to purchase new uniforms. Following is the recent and projected uniform replacement purchase cycle.
 - ****Please note: If a coach goes “off-cycle” to purchase uniforms, the sport will not change position (move up) in their rotation.****
- No uniform selection/purchase is to take place without approval by the high school athletic director. No matter what the source of funding is, teams represent the school therefore the athletic director is to be informed of the intent to purchase new uniforms and must approve any uniform purchase prior to an order being placed.

Cycle One

2012-13:	Wrestling & Track/XC (both G & B this year)
Summer 2013:	Cheer
2013-14:	Boys Basketball & Baseball
2014-15:	Volleyball & Girls Basketball
2015-16:	Football & Girls Tennis (3)
2016-17:	Softball & Golf & (1)Girls Track/XC

Cycle Two

2017-18:	Wrestling & (2)Boys Track/XC
----------	------------------------------

2018-19:	Boys Basketball & Baseball
2019-20:	Volleyball & Girls Basketball
2020-21:	Football & Girls Tennis (3)
2021-22:	Softball & Golf

Notes:

- (1) Starting with the 2016-17 school year, Girls Track & Cross Country will be separated from Boys for uniform purchase/replacement
- (2) Starting with the 2017-18 school year, Boys Track & Cross Country will be separated from Girls for uniform purchase/replacement
- (3) If Boys Tennis is reinstated as a competitive sport, it will be placed in the uniform purchase/replacement rotation on the same years as Girls Tennis.

<i>Team Apparel... Other than uniforms</i>

The school and district has responsibility for purchasing uniforms and apparel deemed to be necessary for an athletic program. Examples of apparel not considered a uniform but necessary for the program would be the warm-up tops and bottoms for cross country/track and wrestling.

It is common practice for athletic programs to design apparel (tee shirts are an example) that team members are able to purchase. Other non-essential apparel could include polo travel shirts, team hoodies, travel warm-up suits, and team jackets. Each head coach is responsible for the following in regard to team apparel that is not necessary for their program to operate:

- Any and all team apparel requests are reviewed by the head coach and approved by the head coach before being offered to team members.
 - Good judgment should be used when considering apparel that is not essential for the program.
 - The head coach should consult the Athletic Director if they feel a second opinion is needed to make a final decision.
 - No member of a team or their parent shall take it upon themselves to distribute flyers of apparel with the purpose of their taking orders and purchasing apparel for a school team.
- The coach (or an assistant the responsibility is delegated to) is responsible for taking orders and collecting money for the apparel orders.
 - Money collected for such orders is to be deposited in a school account through the office and a school-issued check will be paid to the vendor once the apparel is received.
 - This procedure ensures the purchase can take advantage of the tax-exempt status of the district.
- An apparel item purchased by individuals is theirs to keep. If fund-raiser money is used for the purchase of apparel, it is the responsibility of the coach to follow

KSHSAA rules as they apply to merchandise so as not to violate Rule 20-Awards, in the KSHSAA Handbook.

Athletic Schedules

The scheduling of athletic events will be done in accordance with KSHSAA guidelines. Scheduling will also reflect the school philosophies about the loss of school time for the students and instructors. It should be realized that a large amount of scheduled activities does not necessarily reflect a quality program. The department will schedule a sufficient amount of contests to insure a competitive program that all students are able to enjoy.

Activity Trips

Students and teachers/coaches are expected to remain in class until dismissal time. Teachers, if your substitute has not arrived and it is time to leave, be sure the office is informed so someone can watch your class.

Coaches must complete the Transportation Request Form(s) located in the office and submit to the Athletic Director. The Transportation Request Form(s) must be submitted at the start of each season. Any changes to the Transportation Request must be made one week prior to the event.

Activity Trips-Buses:

- I. Students are to be seated at all times and expected to be reasonably quiet and well behaved.
- II. Be certain the bus is reasonably clean when the trip is completed.
- III. Report all mechanical problems to the Transportation Director.
- IV. The image we give the public can be made or broken on trips, make sure all team members dress neatly, act polite, and are a good representative of our school at all times.

Activity Trips-Vans:

- I. Only certified employees, unless otherwise approved, will drive on school trips.
- II. All vans need to be reserved through the District Transportation Director, as soon as the need is confirmed. This process will secure a van for that specific date to avoid any last minute scheduling problems.
- III. Keys for the vans need to be picked up at the Transportation Director's office.
- IV. When arriving back home:
 - A. Refuel van at USD 320 pumps in bus lot.
 - B. Return van to the bus lot.

- C. Make sure van is locked and cleaned before leaving. Make sure there is no trash, or personal possessions left in the van. Clean all spills that you or your students are responsible for.
- D. Return keys to the drop box at the bus lot or take to the transportation director if during normal business hours.
- E. Report any needed maintenance or problems with van.

V. Coaches Who Will Transport Students in a car or van
VI.

- 1. Each person employed by a school district who, at any time, will provide student transportation and/or drives a USD 320 vehicle **shall be licensed in accordance with K.S.A. and the appropriate licensing statues of the person’s state of residence.**
- 2. Each prospective school transportation provider or other school employee who may transport students shall be required to **sign a statement indicating whether that individual has been convicted within the past 10 years in any state or federal court of any felony involving another person or any crime involving a child.**
- 3. Each prospective driver shall be required to **sign a statement indicating whether, within the past 10 years, that individual has been convicted in any state of any major traffic violations indicated in subsection (c) of this regulation.**
- 4. Each USD 320 employee who drives a USD 320 vehicle and/or prospective school transportation provider **shall give written authorization to the prospective employer to obtain the applicant's driving record through a local law enforcement agency or the Kansas department of revenue, division of vehicles,** in accordance with K.S.A. 74-2012 and amendments thereto.

Overnight Trips:

Coaches should file a written itinerary with the Athletic Director before leaving on an overnight trip.

The itinerary should list the following:

- I. Leaving time and date.
- II. Any stops on the way and purpose.
- III. Approximate arrival time at destination.
- IV. Phone and address of rooms. (cell phone number of the head coach or an assistant)
- V. Repeat 1,2,3 on the way back.

Athletic/Activity Good Standing Code

Wamego High School athletic and activity teams, coaches, sponsors and administration believe that students who are selected for the privilege of team membership should conduct themselves as responsible team members and their coaches or sponsors will enforce this team code. Members of the athletic or activity teams who fail to abide by this are subject to disciplinary actions as prescribed by the code. As recognized representatives of their school, members of the athletic and activity teams must demonstrate the behavior outlined in this code. Behavior of the team members is to be monitored by the coaches and school officials during the season of participation whether in or out of uniform and whether on campus or off.

SECTION I

Team members will be subject to disciplinary action if they commit any of the following violations:

Students will be subject to disciplinary action for:

1. Breaking the laws of Kansas as the laws pertain to alcohol, tobacco, and drugs, i.e;
 - Use or possession of tobacco in any form at any time;
 - Use or possession of alcoholic beverages at any time;
 - Use or possession of marijuana or any other illegal drug at any time.
 - Abuse of prescription/nonprescription drugs at any time.
2. Use of any form of tobacco by a Wamego High School student who can legally purchase and possess tobacco (a student 18 or older).
3. Unsportsmanlike behavior that results in removal from an activity.

SECTION II

Any violation of the stated policy while a student is a member of a Wamego High School Athletic/Activity team will result in the following action:

I. First Offense

- A. Suspension from one interscholastic event. *If the violation involves illicit drugs or alcohol: **Suspension from all school activities for a period of not less than two weeks.** (This aligns consequences with those of a first offense found in the Drug Free Schools and Community Act.*
- B. *Interscholastic events include school-defined social activities (i.e., homecoming, prom, dances, etc.) plus extracurricular events (i.e., athletic contests, school-sponsored organization activities, etc.).
- C. **The exception shall be for those events where national guidelines shall take precedence (i.e., FCCLA, FFA, FBLA, NFL, etc.).
- D. A mandatory conference with the parents/guardians, and a building administrator, head coach/sponsor, and/or instructor and the student. The student may not continue participation until a conference has been arranged. The student must follow the guidelines of the above

mentioned team (parents, administrator, coach, sponsor, instructor), which could include, but not limited to, requiring the student to complete an alcohol/substance abuse program (at the expense of the parents) before allowing the student to participate again.

- E. Voluntary admission of an infraction of a rule regarding substance abuse will not result in suspension, when outside the jurisdiction of USD #320, but will count as a first offense. In such cases, a mandatory conference is still required. The purpose of this provision is to allow the student to seek help. A student may not use this voluntary admission if the administration, staff or coaches are already aware of the rules infraction. This provision may be used only one time and can be disallowed by the head coach or sponsor.
- F. Any offense to and from and during an activity that directly affects a group activity, practice, or game may be treated as a second offense.

II. Second Offense

- A. After confirmation of a second violation, the student shall lose eligibility for all interscholastic activities for the remainder of the academic school year.
- B. Any student with a previous violation and entering a new season is on probation (probation shall mean that an additional violation will be handled as a second offense). The penalties shall be cumulative (one academic year) beginning with the student's participation in a particular activity, with a second violation being total suspension from participation for the remainder of the academic school year.

Sportsmanship Code

Wamego High School believes that Sportsmanship is a very important part of a student-athletes participation in High School Activities. We expect our coaches and student-athletes to conduct themselves in a way that represents the school in a positive way. Athletic programs are a community event and we ask that all coaches, athletes, parents, and spectators conduct themselves in a Sportsmanlike manner.

Sportsmanship Code

- I. Be courteous to opponents, fans, and cheerleaders.
- II. Be representative in your behavior toward everyone present.
- III. Respect and abide by the official's decision.
- IV. Exercise self-control at all times; never boo an official, coach, cheerleader, or player.
- V. Display character in your every action.
- VI. Learn to win with character and lose with dignity.

- VII. Display appreciation for a good performance or play regardless of team.
- VIII. Gain an understanding and appreciation for the rules of the contest.
- IX. Your behavior influences others whether you are aware of it or not.

New Requirements for Ejected Players in 2015 -16

Sportsmanship Course Requirement for Ejected Players: Effective in the 2015-16 school year, any player ejected from a contest at any level of play (grades 7-12), for unsporting conduct or behavior will be required to successfully complete the free “NFHS Sportsmanship Course” online, prior to the KSHSAA and school reinstating his/her eligibility privileges. Schools are required to oversee compliance but do not need to submit the certificate of completion to the KSHSAA, instead they should retain it on file.

Adopted by the KSHSAA Executive Board at their January 2015 meeting.

<i>Athletic Injuries</i>

- I. Assume the injury is serious first.
- II. Don't move the athlete.
- III. Keep a list of telephone numbers (Spreadsheet provided by the athletic director)) of people to get in touch with for each athlete in case of injury.
- IV. During your pre-season meeting with parents and student-athletes, coaches should talk of the dangers that can occur during practice and competition. Reinforce that the chances of injury increase if the athlete does not train and perform skills correctly.

<i>First Aid/CPR Training</i>

All coaches (head and assistant) of a school sponsored athletic activity must have current certified status in First Aid and CPR Training. USD #320 will provide an opportunity for coaches and staff to receive training and certification.

Insurance

All athletes who participate at Wamego High School are covered by a catastrophic injury policy provided through the school's KSHSAA membership. This insurance has a lifetime medical policy which begins coverage in excess of \$10,000 and will cover up to \$5,000,000 maximum. These policies provide coverage for serious injuries that might require extensive hospitalization, but these situations are rare. The most common type of injuries that will occur will need to be covered with some form of insurance purchased by the family.

KSHSAA Guidelines

Coaches are expected to know the rules associated with the sport(s) they are involved with. The KSHSAA webpage can easily be navigated to find answers to questions that may arise. The link to KSHSAA is: <http://www.kshsaa.org/> A good rule of thumb is, *if you are not sure what you want to do is allowed, check for an answer on the website. If you don't find the answer, contact the AD.* The AD will make the appropriate contacts to answer such questions. We do not want to have a situation arise where we have to make an appeal to the KSHSAA Board of Directors or Appeal Board due to a question of legality that could have been taken care of by getting questions answered prior to acting.

Fundraising to pay for Athletic Camps

If students wish to fundraise to pay for summer athletic camps, clinics, tournaments they may not do so at school sponsored events. When soliciting money they must represent themselves as an individual (s) not as a school team. Any money collected for the purpose of paying for summer camps, clinics, tournament entries must not be deposited and run through a school account. Schools/Booster Clubs cannot be involved in funding these activities or distributing the money. Booster clubs are treated the same as member schools in this regard.

School Uniforms

School owned uniforms, practice gear, shoulder pads and other individual player equipment **cannot** be used for coaches one week summer camps, other camps, clinics, tournaments or gatherings of teams at schools to play games or scrimmage. Team equipment such as balls, blocking dummies and toss backs, etc. may be used provided use is approved by the school district.

Football Helmets & Shoulder Pads

Member school football coaches **may not** have a contact football camp. Shoulder pads may not be used during summer workouts/practices. With approval by the school district football helmets may be used during the school coach's one-week team camp. The school district must approve the use of helmet/shoulder pads by players at college or other summer camps. (These camps may not be sponsored by the school employed coaches.)

School Facilities

School facilities may be used provided the school district has approved the use of the facility and the proper rental/lease agreements have been approved. Remember these workouts, practices, camps, clinics are the “coaches” not the schools.

Insurance Coverage

The KSHSAA catastrophic and liability insurance policy does not cover these summer activities. Each coach is responsible for securing insurance for their camps, clinics, workouts or practices. Coaches should visit with their school administration about whether the schools insurance policy extends to these activities as they are not “school programs” but rather coach programs. The KSHSAA catastrophic insurance does not cover these camps.

Pick-up Games

May a coach invite other groups of kids from other schools to their facility to play “pick up” games? Yes, but no school uniforms may be used, no school transportation, and facilities must be rented/leased per board policy.

Dates for 2017

Beginning May 28 coaches may coach teams in non-school competitions and/or conduct workouts or practices. Beginning May 28 until July 15 coaches may conduct a “one week coach’s team camp.” Only students enrolled at the school may attend the “coach’s one week team camp.” No “coaches one week team camps” may take place after July 15 in any sport.

Beginning July 16 through July 29 **basketball** coaches are restricted to working with no more than 3 students who initiate a request for individual help/coaching instruction from their coach. Basketball coaches may no longer coach their players in leagues/tournaments.

Beginning July 16 through July 29 **football** coaches are restricted to working with no more than 5 for 8 man football and 6 for 11-man football when those students initiate a request for individual help/coaching instruction from their coach. Football coaches may no longer coach their players in leagues/tournaments.

Beginning July 16 through July 29 **volleyball** coaches are restricted to working with no more than 4 students who initiate a request for individual help/coaching instruction from their coach. Volleyball coaches may no longer coach their players in leagues/tournaments.

July 30 through August 12 **volleyball, basketball and football** coaches may only participate with their athletes in weight lifting and non-sport specific conditioning. During this two week period, no other coaching or instruction is permitted by volleyball, football and basketball coaches.

Until Labor Day, coaches in **other sports** may continue coaching their summer teams, even if that team has potential members of their school team. Coaches cannot have school team practices or conditioning specific to a single sport. School weightlifting and non-sport specific conditioning, available for all students in a school, may continue through August 12, 2017 . Fall sports practices begin August 14, 2017.

Communication is the Key

Administrators, coaches, parents and student athletes should all be involved in the discussion concerning expectations for the summer months. Contact during the summer is optional, but many students/parents feel if they don't participate they won't be given a chance during the school year. Remember if kids get burned out during the summer trying to please 2 or 3 coaches, an employer, and then carve out time for family they are quite likely not to be in your program when the season starts.

What Coaches/Athletes MAY or MAY NOT do

The following "**may**" and "**may not**" list is designed to help coaches, school administrators, students and parents understand what they may do in connection with KSHSAA governed sports/activities. The list is not intended to be all-inclusive. The items included are the ones prompting frequent questions about what coaches or athletes may or may not be permitted to do under KSHSAA rules.

Because KSHSAA rules governing students and coaches differ during the year the list is divided into **three sections**: 1) during school year, 2) during school season of sport/activity and 3) during the summer. As you review this list it is important to keep this in mind as it relates to KSHSAA rules.

During the school year outside the season of sport/activity:

1. A school coach **may not** coach their athletes in the same sport.
2. A school coach **may** coach senior athletes in the same sport following the conclusion of the school season.
3. A school coach **may not** check out player uniform equipment to students (team jersey, pants, etc.)
4. **Each KSHSAA member school** will need to establish their own policy as to whether any school owned helmets and protective player equipment (pads/shoulder pads, etc) **may** be used in All Star events or full contact camps. The management of the full contact camp or the All Star event will need to communicate with each KSHSAA member school regarding the use of school owned helmets and protective player equipment and liability insurance for their use.
5. A school coach **may** check out team equipment to students (balls, implements, etc.)

6. A school coach **may** attend camps or clinics.
7. A school coach **may not** attend camps or clinics with their athletes.
8. Students **may** attend camps or clinics but **may not** attend camps with their coach (es).
9. A school coach **may** transport (but not in school vehicles) students to non-school competitions in their sport.
10. A school coach **may not** be reimbursed transportation costs by the school or school booster club.
11. A school coach **may not** transport students to camps or clinics in their sport.
12. Students **may** play on non-school teams but there are restrictions on the number of same school squad team mates which may be rostered, practice or play together on non-school teams. (See KSHSAA Handbook – sport specific rule)
13. A school coach **may** supervise an off-season conditioning program for students not currently on a school team.
14. School conditioning programs **may not** be sport specific and shall only include weights, running, conditioning and general skill development (not a sport specific skill).
15. Sport specific equipment **may not** be used in conditioning programs.
16. Off season conditioning programs **must** be open to the entire student body and participants must furnish their own clothing.

During the school year and during the school season of activity:

1. A student **may not** practice with or play on a non-school team in the same sport/activity. (See KSHSAA Handbook Rule 22 – Outside Competition)
2. A student **may** play on a non-school team in a different sport (subject to the school squad limitations).
3. A student **may** receive private instruction at any time of the school year, subject to the limits outlined in the KSHSAA Handbook, Rule 26. (NOTE: Private instruction is defined as one student receiving instruction from one person during the period of instruction.) Group sessions are not considered to be private instruction.
4. A student **may not** attend camps or clinics in the same sport/activity.

5. A student **may** attend camps or clinics in different sports/activities.
6. A student **may** serve as a clinician for a camp conducted by their school coach for their sport/activity.
7. A student **may** serve as a clinician for a youth development camp or clinic for elementary students (Pre K – 8th grade) being conducted by non-school agencies or organizations (e.g. softball pitcher instructing at a softball clinic) without violating the Outside Competition Rule.

During the summer (Defined as the Saturday before Memorial Day until the Tuesday after Labor Day)

1. All school coaches **may** attend camps or clinics.
2. Students **may** attend camps or clinics.
3. A school coach **may** transport (but not in school vehicles) students to non-school competitions in their sport. (Schools or booster clubs may not reimburse the coach for transporting students.)
4. A school coach **may** transport (but not in school vehicles) students to camps/clinics in their sport. (Schools or booster clubs may not reimburse the coach for transporting students.)
5. All school coaches **may** coach teams including students who would play for the coach the following year from the Saturday immediately preceding Memorial Day through Saturday of SCW #2.
6. Beginning Sunday of SCW #3 and ending Saturday of SCW #4 **football, volleyball and basketball coaches may** instruct students in groups limited to a maximum of three for basketball, four for volleyball, five for 8-man football and six for 11-man football when those students initiate a request for individual help/coaching instruction from their coach. (Coaches are not permitted to require players to attend sessions)
7. During SCW #3 & 4 a **basketball, volleyball or football coach may** supervise an open-gym but no instruction may be given.
8. Beginning Sunday of SCW #5 and concluding Sunday of SCW #7 only voluntary weights and conditioning programs are permitted. **Football, volleyball and basketball coaches may not** have contact with their athletes for sport specific instruction.

9. Coaches other than basketball, football and volleyball coaches **may** continue coaching summer teams during SCW # 3, 4, 5, 6. They may not conduct a camp or clinic for their potential players during these weeks.
10. Coaches **MAY NOT REQUIRE** students to attend camps/clinics/individual work out sessions, or weights and conditioning during the summer.
11. Coaches in all sports **may** conduct a one-week sports camp for team members who would be on their team next year. These camps must conclude on Saturday of SCW #2.
12. Students are considered part of the high school program immediately upon graduation from the junior high or middle school. Students are considered a member of the middle/junior high school program immediately after being promoted to the 7th grade.
13. Coaches **may** supervise conditioning programs which are not sport specific for the students who may play for the coach the next school year.
14. During the summer period, students **may** play on teams which include any number of students from their same school squad. There are no roster limitations on students from the Saturday before Memorial Day until the Tuesday after Labor Day.
15. A school coach **may** check out team equipment to students (balls, implements, etc.)
16. To be eligible to attend a coach's one-week camp, students must have been enrolled and in attendance at the coach's school the previous year.
17. New students attending a junior high/middle school or high school for the first time must have been enrolled and in attendance at that middle/junior high school's feeder school (s) the previous year.
18. New students (summer transfer) must pre-enroll at the new school before attending a coach's camp.
19. Students are limited to attending only one coach's camp per sport.

(The section above is accurate and correct information as of June 1, 2014 from the KSHSAA website.)

Awards

Rule 20: Any school violating this rule shall be suspended for a period not to exceed one year, unless reinstated by the Executive Board. Any student who violates this rule shall be ineligible in that activity for a period of one year from the date of the violation, unless reinstated by the Executive Board.

Art.2: Outside Agencies-School Participation

- a. No cash or merchandise prizes shall be awarded to students. Medals, ribbons, and certificates may be awarded. Scholarships payable to the educational institution of the student's choice are acceptable.
- b. Organizations may honor and recognize students with dinners, programs, paper certificates, photographs, and video tapes for their participation in interschool activities.
- c. In keeping with the policies of the Executive Board, contributions for the purchase of equipment or other items shall be made through the local school authorities.
- d. Schools shall not accept awards for interscholastic activities from outside agencies, unless approved by the Executive Board.

Art.3: Outside Agencies-Non-School Participation

- a. Students who participate in athletic activities, outside of interscholastic competition, shall not accept awards of cash or merchandise. Medals, trophies, and t-shirts shall not be considered merchandise.

Rule 21: "Amateur"

Art. 1: A student who uses his or her athletic skill or knowledge for gain, or who plays with a professional team, or who competes for a cash prize, shall be ineligible for that sport.

Art. 5: The acceptance of merchandise, jackets, sweaters, or other wearing apparel, athletic equipment, pay for pitching a game, remuneration for scoring a certain number of goals or making base hits, etc., or any other form of cash or merchandise award, is a violation of this rule. Neither may the foregoing be accepted as pay to cover necessary expenses.

Limitations In All Sports During The School Year

All coaches must govern and meet the requirements of the Kansas State High School Activities Association (KSHSAA). If a coach needs clarity on state requirements, they should refer to the *KSHSAA Handbook* located in the office of the Athletic Director. The Athletic Director will make contact with the KSHSAA office if more information is needed.

Baseball, Rule 32-1

From the first Tuesday following Labor Day through the last Friday preceding Memorial Day, no more than five players from the same school squad may practice or participate

together on the same outside team. Participation by more than five squad members shall make them ineligible for the remainder of the school year and any further middle/junior or senior high baseball, unless reinstated by the Executive Board.

Basketball, Rule 33-4

From the first Tuesday following Labor Day through the last Friday preceding Memorial Day, no more than three players from the same school squad may practice or participate together on the same outside team. Participation by more than three squad members on the same team shall make them ineligible for the remainder of the school year and any further middle/junior and senior high school basketball, unless reinstated by the Executive Board.

Cross Country, Rule 34-1

No member school shall participate in a meet until it has had (14) days of training. Practice shall not begin prior to Monday of Standardized Calendar Week #7, and shall terminate with the state meet.

Football, Rule 35-2

From the first Tuesday following Labor Day through the last Friday preceding Memorial Day, no more than six players from 11-Man squads and five players from 8-Man squads from the same school may practice or participate together on the same outside team. Participation by more than six players from 11-Man squads and five players from 8-Man squads on the same outside team shall make them ineligible for the remainder of the school year and any further middle/junior and senior high football, unless reinstated by the Executive Board.

Golf, Rule 36-1

Practice shall not begin prior to Monday of Standardized Calendar Week #35.

Softball, Rule 39-1

From the first Tuesday following Labor Day through the last Friday preceding Memorial Day, no more than five players from the same school squad may practice or participate together on the same outside team. Participation by more than five squad members shall make them ineligible for the remainder of the school year and any further middle/junior or senior softball, unless reinstated by the Executive Board.

Tennis, Rule 41-1

Practice for Girls Tennis shall not begin prior to Monday of Standardized Calendar Week #7.

Practice for Boys Tennis shall not begin prior to Monday of Standardized Calendar Week #35.

Track & Field, Rule 42-1

Practice shall not begin prior to Monday of Standardized Calendar Week #35.

Volleyball, Rule 43-1

From the first Tuesday following Labor Day through the last Friday preceding Memorial Day, no more than four players from the same school squad may practice or participate together on the same outside team. Participation by more than four squad members on the same team shall make them ineligible for the remainder of the school year and any further middle/junior or senior high school volleyball, unless reinstated by the Executive Board.

Wrestling, Rule 44-1-6

Practice shall not begin prior to Monday of Standardized Calendar Week #20.

<i>Closing</i>

In order for any athletic program to be successful, coaches in a school system must work together toward a common goal. This goal is the development of students in the classroom, as well as on the playing field. Research indicates that students involved in athletics/activities do better academically than their peers who choose not to participate. There cannot be one area of concern without the other to be able to maintain consistency with goals and objectives that are set forth.

In any athletic program, the working relationship of coaches must be a positive, cooperative atmosphere. As coaches, we need to remember that the cooperation and support received by another coach during their particular season will be appreciated and hopefully reciprocated. If there is tension or competition between coaches, students pick up on it and programs suffer.

The interscholastic athletic program is important. The athletic program promotes student and community identification with the school unlike any other school program. Viable and competitive athletic programs have a positive effect on school spirit, pride and on the overall tone of the school year. Every individual sport program should be competitive. Each student who wants to participate should have an equal opportunity to practice and to try out for the team. The athletic program has much to offer each student and so all students should be encouraged to participate.

Coaches have a unique opportunity to affect the future of student-athletes. We all fondly remember the coaches who set high expectations for us and encouraged us to meet those expectations as individuals and a team. You build your reputation day-by-day and season after season. Remember, your reputation can be destroyed in the eyes of a young student/athlete in an instant with one negative comment or action. Coaching is a rewarding calling... if you are in it for the right reasons.

HEAD COACHING ASSESSMENT FORM

Name	Sport	WHS Coaching Assignment
General Comments about Season:		
1. Superior	4. Not applicable	
2. Satisfactory	5. No opportunity to observe	
3. Needs improvement	6. Refer to comments	
Professional and Personal Relationships		
1. Cooperates with the Athletic Director in regard to submitting participants lists, bus time, program information relative to your sport.		
2. Follows policy in the Athletic Handbook and meets all criteria as outlined in Job Description.		
3. Provides training rules to team members in writing and follows due process procedures.		
4. Develops rapport with the athletic coaching staff.		
5. Is appropriately dressed at the practices and games.		
6. Participates in in-service meetings and other activities to improve coaching performance.		
7. Attends meetings necessary to the welfare of the Athletic Department.		
8. Develops sound public relations. Co-operates with newspapers, radio, Booster Club and interested spectators.		
9. Understands and follows rules and regulations set forth by all governing agencies.		
10. Participates in athletic banquets, pep assemblies and letters to colleges regarding players.		
11. Maintains suitable sideline conduct at games toward players, officials and other workers.		
12. Develops rapport with other teachers, coaches and administrators.		
13. Works cooperatively with junior high coaches in developing a coordinated program.		
14. Promotes all sports in the athletic program attempting to foster school spirit.		
15. Cooperates and communicates with parents during the entire year.		
16. Works cooperatively with Athletic Director.		
Coaching Performance		
1. Develops respect by example in appearance, manners, behavior, language and conduct during a contest.		
2. Provides proper supervision and administration of locker and training room and on bus trips.		
3. Is well versed and knowledgeable in matters pertaining to the sport.		
4. Has individual and team discipline control.		
5. Develops a well-organized practice schedule which utilizes his/her staff and team to its maximum potential.		
6. Establishes the fundamental philosophy, skills and techniques to be taught by the staff.		
7. Develops integrity within the coaching staff, fellow coaches and works to make better coaches.		
8. Is fair, understanding, tolerant, sympathetic and patient with team members.		
9. Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching.		
10. Is prompt for meeting team for practices and games.		
11. Shows an interest in athletes in off-season activities and classroom efforts.		
12. Provides an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible to success.		
13. Team performance consistent with quality of athletes available.		
Related Coaching Responsibilities		
1. Is concerned about the care of equipment, including issue, collection, inventory and storage.		
2. Is cooperative in sharing facilities.		
3. Shows self-control and poise in areas related to coaching responsibilities.		
4. Displays enthusiasm and exhibits interest in coaching.		
5. Keeps Athletic Director informed about unusual events.		
6. Is cooperative in helping service clubs, Booster Club, Recreation Department and other organizations in their projects which in turn relate to our athletic program.		
7. Encourages all potential athletes to participate in the sport provided they aren't invited in another sport at the same time during that particular season.		
8. Follows proper procedures for purchase of equipment.		

ASSISTANT COACHING ASSESSMENT FORM

(Name of Coach)	(Sport Assignment)	(Level & School)
Date:		
<ul style="list-style-type: none"> ✓ 1. Effective ✓ 2. Needs improvement ✓ 3. Unsatisfactory ✓ 4. Not applicable ✓ 5. See comment (Please list comments and strengths on back) 		
<ul style="list-style-type: none"> ✓ 1. Develops respect by example in appearance, manners behavior, language and conduct during practice and contests. ✓ 2. Provides proper supervision and administration of locker and training room and on bus trips according to Head Coach's instructions. ✓ 3. Is well versed and knowledgeable in matters pertaining to the sport. ✓ 4. Has individual and team discipline and control in line with Head Coach's expectations. ✓ 5. Utilizes the practice schedule in line with the Head Coach's expectations ✓ 6. Establishes the fundamental philosophy, skills and techniques to be taught according to the Head Coach's expectations of an assistant. ✓ 7. Is fair, understanding, tolerant, sympathetic and patient with team members ✓ 8. Is on time to all practices and games ✓ 9. Shows an interest in athletes in off-season activities and classroom efforts ✓ 10. Provides leadership and attitudes that produce positive efforts by participants ✓ 11. Knows the medical aspects of the position, including first aid. ✓ 12. Is responsible to the head coach (understands his role as assistant and is loyal to the Head Coach in all areas) ✓ 13. Uses all possible ethical means of motivations, emphasizes values of competitive athletics, acceptable personal behavior, decision making and lasting values to each individual ✓ 14. Is receptive to the Head Coach in every way. Approaches the Head Coach with all information that the Head Coach should be responsible for (knowledge of injuries, dissension or personal problems) ✓ 15. Is cooperative with all coaches on staff. ✓ 16. Shows self-control in all areas of coaching ✓ 17. Follows all schedules set up by the Head Coach ✓ 18. Attends and participates in all staff meetings called by the Head Coach ✓ 19. Disagreements between Head Coach and assistant are taken care of away from the practice or game field and in private. ✓ 20. Maintains rapport with teachers, students, public, and administration, concerning athletics 		
Select One:		
A. Recommended for renewal		
B. Before renewal, an understanding must be reached in certain areas		
C. Recommended for non-renewal of coaching assignment		
D. This assistant is not returning next season for reasons of their own.		
(Assistant Coach's signature)		Date
(Head Coach's signature)		Date
(Athletic Director's signature)		Date

