

Santa Fe Trail Junior High

Athletic Handbook

2022-2023

Statements

The operation and administration of the Junior High School Interscholastic Athletic Programs will comply with the rules, regulations, and policies of the Kansas State High School Activities Association and the Board of Education.

The rules and regulations adopted in this Athletic Policies Handbook will be enforced by all administrative staff (Principal, Assistant Principal, and the Athletic Director).

Statement of Philosophy

U.S.D. 434 Junior High School staff members believe activities are an important part of the development of the student. The ultimate goals of the athletic program will be:

- 1) To realize the value of participation without overemphasizing the importance of winning
- 2) To develop and improve positive citizenship and peer relationships.

The athletic program is an opportunity to provide experiences to develop habits and attitudes that will prepare students to succeed. Athletics enable young people to learn lessons in leadership, teamwork, self-discipline, competition and the ability to win and lose with honor and dignity. Athletic competition instills school pride. The athletic programs will align and conform to the educational objectives. At no time will the program place total educational curriculum as a secondary emphasis. Athletic programs will strive for the development of a well-rounded individual with the ability to function and thrive in our society. Athletic participation is a privilege that has many responsibilities to the school, activity, student body, community and the student themselves. A student should take seriously the decision to participate in school-sponsored activities by dedicating time and energy to be successful. The athletic programs shall be conducted in accordance with Board of Education policies and regulations. While great pride will be taken in winning, "winning at all cost will not be condoned". Any and all pressures which might tend to neglect good sportsmanship and good mental health will be discouraged. At all times programs must be conducted in such a way so as to justify it as an educational activity. Every effort will be made to support athletics with the best facilities, equipment, and with the most qualified staff available.

Activity Staff

Activity Director, Assistant Principal--Austin Hershberger
Building Principal--Jodi Testa

Fall Sports

Football..... Garrett Staten
? (asst.)
? (asst.)

Volleyball..... Ann Fawl-8
Cyndee Washington-7
Ashley Michaelis (asst.)

Early Winter

Late Winter

Boy's Basketball... Sam Hendee-8
Rob Colvin-7
Christian Gulker (asst.)

Scholar's Bowl..... Ashley Michaelis-8
Tiffany Burget-7

Spring

Wrestling.....	Regan Erickson/ Chad Schmale Christian Gulker (asst.)	Track.....	Angie Portlock Eric Lynch Cyndee Washington (asst.) Elizabeth Olorunfumi (asst.) Emily Roberts (asst.)
Girl's Basketball.....	Cyndee Washington-8 Elizabeth Olorunfumi-7 Michele Herren (asst.)		

Year Round

Band.....	Lance Quilling McKenzie Rice (asst.)	Choir.....	Kara Mason
FBLA.....	Kim Dayhoff Rob Colvin (asst.)	KAY.....	Alicia Amborski
STUCO.....	Tiffany Burget	Yearbook.....	Ashley Michaelis
Cheer.....	Kaitlyn Ball		

Student Athlete's Handbook

Table of Contents

Organization	4
Objectives of Participation	4
Undue Influences for Participation	5
Release From Class	5
Practice Sessions	5
Team Suspensions and Dismissals	6
Squad Selection	6
Eligibility	6
Transfer Eligibility	7
Facilities	7
Insurance and Injuries	7
Uniforms and Equipment	8
Transportation Rules and Procedures	8
Admission and Passes	8
Procedures for Severe Weather	9
Parental Relations	9
Game Attendance	9
Lettering	9
Cheer	9
Appendix	

Organization

USD 434: Santa Fe Trail is a participating member in the Kansas State High School Activities Association, abbreviated as KSHSAA. This governing body establishes rules and regulations for our athletics and activities. SFT is also a member of the Pioneer League. This is a partnership between school districts that operates under KSHSAA with additional agreed rules and regulations specific to the needs of the schools. The 2021-2022 Pioneer League schools are: Wellsville, Santa Fe Trail, Anderson County, Burlington, Iola, Osawatomie, and Prairie View.

The Athletic Program of the district consists of the following sports:
Football, Volleyball, Basketball, Wrestling, and Track

The Activity Program of the district consists of the following programs:
Band, Choir, Scholar's Bowl, KAY, and FBLA

In this handbook the term athletes, athletic, or activity refer to all student participants and events regardless of their classification as an Athletic Program or an Activity Program.

All policies set by the district and student handbook remain in effect. The policies in this handbook do not negate the policies of the district or student handbook.

Objectives of Participation

To provide a positive image of school athletics. To strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental well being of the student athlete.

To provide opportunities that will serve as a laboratory where students may cope with challenges and handle situations similar to those encountered in life. The laboratory provides adequate and natural opportunities for:

1. Physical, mental, and emotional growth and development.
2. Acquisition and development of special skills in sports of each student's choice.
3. Team play with the development of loyalty, cooperation, and fair play.
4. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
5. A focus of interest on activity programs for the student body, faculty, and community that will generate a feeling of unity.
6. Achievement of goals as set by the school and the student.
7. Worthwhile use of leisure time in later life, either as a participant or spectator.
8. Participation by the most skilled will enable these individuals to expand possibilities for future vocational pursuit.
9. Provide opportunity for a student to experience success.
10. Create a desire to succeed and excel.
11. Develop high ideals of fairness in all human relationships.
12. Practice self-discipline and emotional maturity in learning to make decisions under pressure.
13. Be socially-competent and operate within a set of rules, thus gaining a respect for the rights of others.
14. The value of athletics in a balanced educational process.

15. Hazing in any form will not be tolerated.

"Hazing" means any act committed by a person, whether individually or in connection with others, against a student and related to pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or activities group which are affiliated with USD 434. Activities that promote humiliating, intimidating or demeaning of a student or endangering the mental or physical health of the student shall be considered hazing and subject to disciplinary action as outlined in the discipline code. As well as subject to dismissal from any activity program.

Undue Influences for Participation

A. It shall be the philosophy of the Junior High school athletic department that athletes shall enjoy as many sports seasons as the student athlete and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches encourage participation in other sports.

B. Once the season has started no one shall change sports without the consent of each coach involved.

C. No athlete who is dropped from one squad for disciplinary reasons shall be eligible to compete in another sport for that particular season.

D. No athlete may start another sport until the previous one has been completed. This includes all uniforms, equipment and obligations to the previous season checked in and completed. Failure to complete obligations prior to the start of the next season may result in detention, financial penalty, restriction from practice and participation.

E. Students may participate in only one sport during each season.

Release From Class

A. All interscholastic athletic contests will be scheduled so those students miss a minimum number of classes for travel to away games.

B. All work shall be made up according to school policy.

Practice Sessions

A. Coaches will formulate and provide philosophies and policies to the athletes prior to the start of the season.

B. Participant requirements prior to first practice.

1. Satisfy all eligibility requirements as set by KSHSAA and BOE
2. Completed physical examination
3. Completed emergency medical consent form
4. Proof of completed concussion video
5. Completed District Policy form
6. Completed District Drug Policy form
7. All equipment returned from previous sport

C. District transportation will be provided for students to and from Santa Fe Trail Junior High when practice is at another location away from the school. Students are required to ride the bus to the practices held off-site.

D. A student absent from school may not participate on that day. In order to participate in an activity a student must be present for four full class periods that day. Exceptions may be made for certain situations such as: funerals, family emergencies, and illness, etc. In cases such as this the Athletic Director or principal may allow students to participate.

E. Parents and students should make prior arrangements for transportation at the end of all practices upon return to their home community; at the end of all home games at the game site; and upon arrival back to Carbondale following all away games. Students who are not picked up nor have arrangements made may be subject to suspension from the next activity. After the second occurrence, the students will be removed from the team.

F. Students serving in-school suspension (ISS) may attend practice, but cannot participate with the other students. Students serving out-of-school suspension cannot attend practice.

Team Suspensions and Dismissals

A. When athletes are suspended from games or activities it is the responsibility of the coaching staff to notify the parents of the suspension with an explanation for the suspension.

B. When students are dismissed from a team the coach will notify the parent as to why the student has been dismissed.

Squad Selection

In accordance with the district philosophy of athletics and a desire to see as many students as possible participate in the athletic programs, while at U.S.D 434 Junior High Schools, no cuts will be made unless dictated by the financial circumstances of the district. Obviously, time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any particular sport.

Eligibility

Academic achievement and responsibility will be emphasized over other activities. Students must meet eligibility requirements to participate in sports, clubs, and other extracurricular activities.

The following specific guidelines apply:

1. Eligibility is determined on a weekly basis. Any student who has less than a 60 percent average, cumulative for the quarter, in two or fewer more subjects will be ineligible for the next week, which will run from 6 a.m. Sunday until 6 a.m. the following Sunday. Eligibility reports will be run weekly by noon on Wednesday with letters of ineligibility sent to parents via email and US Postal Service no later than Thursday.
2. As per KSHSAA rules, students must pass five or more credits of unit weight during a semester in order to be eligible the following semester.
3. Ineligible students are encouraged to notify their parents prior to receiving the written notice. Parents are encouraged to sign up for weekly academic grades via PowerSchool.
4. Ineligible students must attend athletic practice, but may not participate in competitions or any other extra-curricular activity during the week for which they are ineligible. They are discouraged from

attending any school activities during the time they are ineligible from participating. After three weeks of ineligibility, the coach/sponsor may suspend the athlete from the team/organization.

5. Discipline problems and unserved detentions or suspensions may result in a student being ineligible.

6. Home-schooled students may participate in KSHSAA interscholastic activities, provided they meet the KSHSAA criteria. The criteria are: (1) students must be enrolled at the school for five or more credits of unit weight during the current semester, and (2) students must have passed five or more credits of unit weight during the most recent semester of attendance.

7. There shall be a one-week grace period at the beginning of each quarter in which students will not be held out of activities due to failing grades. Notices of deficiency will be sent, but students will be allowed to participate. Failing grades earned during or after the second week will result in students being deemed ineligible for the next week's participation. Administration discretion will be allowed in case of extenuating circumstances.

Transfer Eligibility

Students transferring into Santa Fe Trail District or from Santa Fe Trail District must meet eligibility standards for competition. Eligibility is established by the new school of attendance.

KSHSAA standards and attending school standards if they exceed KSHSAA guidelines must be met for competition eligibility. Student transfer requirements are established by the KSHSAA.

Facilities

A. No student should occupy or use school facilities without the physical presence of a district employee that is designated to monitor their activities.

B. Locker Room Responsibilities

1. Roughhousing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
2. No one except coaches and assigned players are allowed in the locker room, without permission from the coaching staff.
3. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard plastic spikes or cleats are allowed in the school building.
4. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sport season.
5. Athletes may use the phone in the locker room offices to call home upon permission of a coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice time.

Insurance and Injuries

Limited insurance coverage is provided for students participating in KSHSAA approved activities. For details on coverage and deductible, refer to the KSHSAA Insurance, Summary of Coverage document included at the end of this handbook. It does not apply to physical education or other school activities.

Medical Aspects and Safety

A. Responsibilities

1. A medical consent form for each athlete shall be in the possession of the coach for every practice session and competition.
2. Parents will be notified of all noticeable injuries, illnesses, infections etc. to their child

B. Return to participation

Athletes that have been out of action because of illness or injury and were under the treatment of a physician must have a written statement allowing return to competition.

Uniforms and Equipment

Students are responsible for care and the return of all uniforms and equipment issued during the season. Students will not be allowed to participate in additional sports until uniforms and all equipment, which was issued from another sport, has been returned. The standard charge of \$30 per uniform item will be assessed to student accounts to offset the replacement cost of any lost items.

Transportation Rules and Procedures

A. All rules and regulations as defined in the student handbook and district transportation handbook will apply to students attending athletic events.

B. Players are required to go to sporting events on authorized transportation provided by the school. A building administrator must approve exceptions to this. Students are expected to ride back on district transportation after competition. Parents wishing to provide transportation for their student athlete may sign them out with the coaching staff or sponsor after the competition. All other exceptions to district transportation must be in writing on district transportation release form and filed with building administration 24 hours in advance of the event. District transportation will be provided for students to and from practices. Students are required to ride the bus to and from practices.

C. The athletic department does not permit the use of student's personal cars for travel to out-of town events.

Admission and Passes

A. Admission: The prices for admission to sports events will be in accordance with League & KSHSAA guidelines.

B. Pass Plans: A district pass may be purchased annually at all attendance centers. The cost of passes will be determined on a yearly basis.

C. Adults from Santa Fe Trail communities age 65 or over will be admitted to all events free of charge.

Procedures for Severe Weather

Depending on when the severe weather occurs, the suggested procedures and a format to follow will either be announced at the event or posted to the USD 434 District media and sent out via School Messenger if the event has been suspended or postponed.

Parental Relations

When a question concerning an athlete or policy arises, questions should first be addressed to the coach, then the Athletic Director, the Principal, the Superintendent, and finally the BOE. Please refer to district policy *KN Complaints* for detailed procedure.

Santa Fe Trail District students, participants, coaches and parents are expected to teach and model good sportsmanship. In conjunction with KSHSAA Rule 52, Santa Fe Trail School district expects the following:

- Be courteous to all: participants, coaches, staff and fans.
- Know the rules, abide by and respect the official's decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, the team and the school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Game Attendance

A. Student athletes are expected to sit together as a team when attending games

B. Students are under the supervision of their coaches for the duration of all games

Lettering

A. Student athletes have the opportunity to earn a school letter and activity pin for their positive contributions to their activity. Students "lettering" in an activity must meet the minimum requirements of no unexcused absences from practice or games, and all uniform materials returned satisfactorily.

B. Coaches have the discretion to have other lettering requirements. These must be established in writing at the beginning of the season during the coach's parent meeting.

C. A student will receive a chenille letter for the first activity letter they earn. They will earn an activity pin for the first year of the activity letter. If they letter a second year, they will receive a bar.

Cheer

Students may be on the Cheer Team and also participate in other sports. The cheer coach should be notified of intention to play a sport at least two weeks prior to the start of that season.

Coach's Handbook Addendum

Table of Contents

Organization	11
General Policy Statement	11
Coaching Positions	11
Expectations for Coaches	12
Resignations	12
Release From Class	13
Practice Sessions	13
Facilities	14
Insurance and Injuries	14
Budget and Financial Procedures	15
Transportation Rules and Procedures	16
Parental Relations	16
Camps	16
Uniforms	16
Lettering	17
Game Attendance	17
Appendix	

Organization

This Addendum is meant to supplement the Student Athlete's Handbook. Coaches should be knowledgeable of the information in both the handbook and the addendum. District policies and faculty handbook rules and regulations also apply to district coaches.

The term coach applies to coaches, sponsors, assistants, directors, or any other adult leaders of activities.

General Policy Statements

The Superintendent and Principal can affect changes in the rules, policies, and regulations for athletics with the approval of the Board of Education when necessary. Building administrators must be well acquainted with these policies so that programs are administered reasonably within consistent guidelines.

In athletics, as well as other areas, personnel problems must be met in similar ways as all other personnel problems. The principal and the administrative staff must provide supervision, counseling and guidance and finally, evaluation of personnel as ways to deal with personnel problems in athletics.

All coaches must meet KSHSAA requirements and volunteers cannot be used in accordance with KSHSAA rules.

Coaches assigned to interscholastic athletics are expected to be on duty when needed for the maximum benefit to the program. Athletes should be supervised at all times at practice. The coach is responsible for proper supervision of locker and dressing rooms and for leaving the rooms in good condition at the end of practice.

Coaching Positions

The following list of coaching positions is provided for use in staffing decisions. The number of coaches listed for each sport is the maximum number of positions allowable for each team.

In the event the participation on a team grows to a level where the coach and athletic director feel that the supervision is insufficient, they may make a request to the principal for additional coaches.

Basketball

1. One Head 7th Grade Coach and One Head 8th Grade Coach
2. Number of Assistant Coaches will be based on the participation level

Football

1. One Head 7th Grade Coach and One Head 8th Grade Coach
2. Number of Assistant Coaches will be based on the participation level

Track

1. One Head 7th Grade Coach and One Head 8th Grade Coach
2. Number of Assistant Coaches will be based on the participation level

Volleyball

1. One Head 7th Grade Coach and One Head 8th Grade Coach
2. Number of Assistant Coaches will be based on the participation level

Wrestling

1. One Head Coach
2. Number of Assistant Coaches will be based on the participation level

Cross Country

Under the direction of the high school cross country coaches.

Expectations for Coaches

The objectives and standards established by U.S.D. 434 Junior High School for athletic programs require equally high expectations by the coaches who will guide and assist the students in achieving them. The following areas are intended as an outline of the general expectations of coaches.

A. Rapport

A coach must be able to develop a good rapport with: team personnel, the student body, the professional staff (faculty, administration, maintenance etc.), the community, spectators, officials, fellow coaches, and parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

B. Cooperation

The Junior High School expects a maximum of give and take among all individuals associated with the program. Coaches must work hand in hand with their athletic director, principal, and other members of the staff.

C. Leadership

Diligence, enthusiasm, honesty, and dedication to the game are all part of a professional pride that should be exhibited by all coaches. Professional actions should be exemplary. Following practice schedules and building positive attitudes are of the utmost importance.

D. Discipline

The coach becomes a model of all that the program represents-observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season at home and away, and the conduct of the crowd. Desire to do well, to win well, to lose well, will be emphasized. Staff, players, and spectators should be motivated toward established goals.

E. Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops, clinics and membership in professional organizations should be encouraged.

Resignations

If a coach wishes to be released from a coaching assignment the following procedures should be followed:

1. A written request of release from the specific coaching assignment to the athletic director and principal. This request must include the date of submission and date requested for release.
2. No further action is to be taken nor announcement made until approval of the release is

made by the Board of Education.

If a coach wishes to resign from his/her teaching and coaching assignment, the proper procedure is to submit a letter of resignation to the superintendent of schools and/or the personnel director with copies sent to all other supervisors concerned.

Release From Class

A. Head coaches will make arrangements with the athletic director to have students excused from class because of travel requirements only when absolutely necessary.

B. All coaches shall submit to the athletic director and staff a list of all squad members, managers, etc., to be excused.

C. Dismissal time for participation in activities:

1. The team should be dismissed from class fifteen minutes prior to departure.

2. At home events, a maximum of one hour shall be allowed for preparation and warm-up before starting time of the event. If additional time is needed, the athletic director must approve it.

D. The school will continue to develop and, if possible, improve on developing athletic schedules, which will involve the minimum of travel time and yet maintain a level of competition commensurate with the size of the school.

Practice Sessions

A. Coaches will formulate and provide philosophies and policies to the administration prior to the day of the first practice of the season and/or before the parent meeting takes place. Athletes and parents will also have this information prior to the start of the season.

B. Preseason Parental Meeting

Coaches are expected to hold an informational preseason meeting with parents. The meeting will encompass: coaches' philosophy, policies, and expectations of athletes.

C. Participation policies

1. The morning following the first official practice, each coach shall submit a "squad roster" to the athletic director of all students trying out.

2. In sports necessary to schedule back to back practices due to lack of facilities, the last practice session must conclude by 8:30 pm.

3. Coaches should be the first to arrive and the last to leave the practice session. At no time are athletes practicing by themselves.

D.. Restricted Practice Days

1. Weekend and Holiday Practices

All practices are to be held on school days if at all possible. Saturday and Sunday practices will be permitted with permission from the principal or A.D. Attendance at Saturday or Sunday practices will not be required. Holiday practices will be permitted in accordance with KSHSAA regulations. Holiday practices are not mandatory. There will be no district transportation provided for weekend and holiday practices.

2. In-service: all events and practices will start at 3:30 p.m.

3. Emergency weather conditions:

a. Heat Schedule-All indoor and outdoor sports may begin immediately after school. The

- athletic director and principal shall be charged with determining the feasibility of practice and practices may be altered if necessary.
- b. Other Emergency Weather conditions: All events and practices will be considered on a case by case basis.
 - c. Early release for snow: Decisions on practices will be made by the athletic director or the principal.
 - d. School Cancellation, on the first day of cancellation: there will be no practices scheduled. On subsequent days of cancellation the ability to hold practice will be determined by the AD or principal. All practices held on days in which school has been canceled are optional. Coaches will inform players and parents of this at the pre-season meetings.
 - e. The athletic director or principal will approve any variations in other events and practice times.

Facilities

A. No student should occupy or use school facilities without the physical presence of a district employee that is designated to monitor their activities.

B. Locker Room Responsibilities

1. Each coach is responsible for the action of his/her squad from the time they report to the locker room for practice until they leave the building after practice.
2. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets whether home or away. Following away games coaches are required to stay until all students have gone.
3. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked and the room left as neat as possible.
4. Since many coaches will be using the locker room office area, each coach must make an effort to keep this area as neat and clean as reasonably possible.

C. Control of Keys

1. Coaches are not to give athletes their keys at any time.
2. If keys to the athletic area are lost, the coach should report this to a building administrator immediately.

Insurance and Injuries

Limited insurance coverage is provided for students participating in KSHSAA approved activities. For details on coverage and deductible, refer to the KSHSAA Insurance, Summary of Coverage document included at the end of this handbook. It does not apply to physical education or other school activities.

A. Medical Aspects and Safety

1. A medical consent form for each athlete shall be in the possession of the coach for every practice session and competition.
2. The coach in charge of an activity is to assume the responsibility of administering to all injured athletes. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel utilizing universal procedures as outlined in the KSHSAA Blood Borne Pathogens brochure.
3. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.

4. It is the responsibility of the coach in charge of a team to have a complete first aid kit, in sanitary condition, at every practice and contest.
5. Parents will be notified of all noticeable injuries, illnesses, infections etc. to their child

B. Accident/Injury Procedures

1. The coach will complete the Injury Report form following all athletic injuries or accidents that involve any student under their control during a practice, contest, or while traveling to or from a contest.
2. The report shall be turned into the nurse's office and school office via e-mail the following morning with the coach retaining a copy.
3. Students injured to the extent that a physician's opinion is needed: the coach shall request the student to see a doctor or trainer, contact the parents of the student regarding the injury, and not allow the student to continue to participate until a release has been obtained from the doctor or trainer.

Budget and Financial Procedures

A budget is to serve as a guide to "planned" spending. The line items serve as help in having monies available for each such item. Although line items are only guides and may be omitted or exceeded, if necessary. Purchasing procedures are as follows:

A. Requests from coaches will be submitted to the principal on a requisition form.

B. The requisition order will be approved and taken care of through the office.

C. No purchases will be made without an approved requisition. The athletic department will not be responsible for purchases made without an approved requisition.

D. Fundraising may take place only during the activities season.

E. All fund raising money must be turned into the office.

F. Funds earned under the umbrella of "school activity" will not be deposited into outside accounts. This is a legal requirement by the State of Kansas. Sales tax must be paid and written documentation is required.

A rotation schedule for the purchase of new uniforms has been established for each school. Uniform purchases are subject to the financial status of the district.

Transportation Rules and Procedures

A. Coaches or sponsors are required to be on each vehicle carrying athletes to practices and competitions.

B. Permission is required for riding home after an athletic event other than district provided transportation.

1. The student's parent or guardian must give written consent for athletes to ride home with them or another adult after an event turned into the office prior to departure for the event. Coaches will provide a sign out sheet for parents to sign.

C. Each team is to use the most economical method of travel. The principal and athletic director shall determine the arrangements best suited for the particular event.

D. When school teams travel to the same site, travel will be arranged through the coordinated efforts of the coaches and the office.

Parental Relations

It is the responsibility of the coaching staff to keep parents informed of:

1. Practice times, locations and dates, including holiday practices.
2. Game times, locations and dates, including tournaments.
3. All policies, procedures, and team rules.

Discussion concerning playing time will be based upon the coach's philosophy, policies, and evaluation process.

District policy *KN Complaints* will be enforced. Parents and coaches are both expected to follow the chain of command structure.

District guidance regarding Social Media will be followed.

Camps

Coaches are required to schedule all camps through the school office. Coaches are also required to have insurance for all camps. The school assumes no liability for students during camps. The cost of summer camps in the district shall be no more than \$10 per person if no t-shirt is provided; up to \$20 per person if a t-shirt is given or outside personnel are involved with the camp. If you want to charge participants more than these amounts, gym rental guidelines will apply. All camp fees should include a \$3 per participant insurance fee.

Uniforms

Coaches are to provide a rostered inventory of all uniform items checked out to students within the first week of practice.

Coaches are to provide a rostered inventory of all uniform items turned in by students within one week after the end of the activity season.

Coaches are responsible for the cleaning and storage of all uniform items at the end of each season.

Lettering

Students "lettering" in an activity must meet the minimum requirements of no unexcused absences from practice or games, and all uniform materials returned satisfactorily.

Coaches have the discretion to have other lettering requirements. These must be established in writing at the beginning of the season during the coach's parent meeting. The athletic director must approve these requirements prior to the parent meeting.

Coaches must give the athletic director a rostered inventory of who qualified for letters and what they need (letter, pin, or bar) within one week after the end of the activity season.

Game Attendance

Student athletes will be expected to sit together as a team for the duration of all games at an event. The coaching staff is responsible for the student athletes for the duration of all games. Coaching staff should be present and with students for the duration of all games at an event, regardless of specific coaching assignment.

Appendix

The forms included on the following pages have been developed to assist the coaches and athletic director in fulfilling certain district procedural requirements. Copies of these forms may be obtained from each building's front office. Any questions relating to the forms should be directed to the building athletic director.

KSHSAA Pre-Participation Physical Form

NFHS Online Concussion Course Procedures

District Activity Policy

Emergency Medical Treatment Consent Form

Permission for Self-Administration of Medication (Asthma Inhalers or Epi-Pens Only)

District Transportation Parental Release Form

SFT Substance Abuse Policy

KN Complaint District Policy

KSHSAA Insurance, Summary of Coverage

Coach's Appendix

The forms included on the following pages have been developed to assist the coaches and athletic director in fulfilling certain district procedural requirements. Copies of these forms may be obtained from each building's front office. Any questions relating to the forms should be directed to the building athletic director.

KSHSAA Heat Illness Guidelines

KSHSAA Lightning Safety Guidelines

SFT Social Media Guidelines

KSHSAA Emergency Action Plan

Head Coach Online Rules Meeting and Examination Dates