

HUMBOLDT CUBS



ATHLETIC HANDBOOK

PURPOSE OF HANDBOOK

The purpose of this handbook is to acquaint coaches, sponsors and athletes of USD 258 with major activity policies and procedures. This handbook will be a ready reference for information about administrative rules and regulations related to athletics. Furthermore, it provides a framework within the Athletic department for consistency and efficiency. The handbook is not meant to cover every set of circumstances but to be a broad outline for all to follow. Students must abide by all other rules outlined in the adopted student handbook for Humboldt Middle School/High School.

The handbook will be updated annually. Interpretation of the handbook will be the responsibility of the athletic director and principal. Each coach is accountable for the contents of the handbook. The word coach will be used in reference to all persons who work with USD 258 students in the areas sanctioned by the Kansas State High School Activities Association. This handbook can be accessed through the USD 258 district website.

DEFINITIONS

Athlete: Any student listed on the KSHSAA eligibility list and currently a member of an athletic team of USD 258.

School Athletic Equipment: Athletic equipment owned and issued by USD 258.

Athletic Event: Any school-sponsored event involving two or more schools and sanctioned by KSHSAA.

COACHES INFORMATION

GENERAL RESPONSIBILITIES FOR COACHES

All coaches are regarded as teachers and receive payment for their services in accordance with a schedule which takes into account the duties and responsibilities of different coaching assignments. As a teacher, coaches recognize the difference between coaching a team and managing a team. Coaching includes management but emphasis is on teaching and developing players rather than discovering and managing them.

Athletic coaches enjoy a very favorable position in the eyes of students and patrons. The coach must exemplify that which is best at all times in his/her conduct and emotional control, and he/she must not seek personal recognition.

At times during an athletic contest, all eyes are focused on the coach to see how he/she reacts to a play or a decision. Immediately, reactions of the students and other spectators reflect his/her actions. Under no circumstances should a coach display uncontrolled emotion. The only reason a coach should enter the court or playing field while a contest is in progress is to assist an injured player.

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

The principal and staff should conduct an on-going public relations program that emphasizes the purpose and values of the athletic program. Attention should also be given to the matter of parental acceptance of the coaches' judgment in the selection, training and strategy of the team.

Coaches should exercise care and judgment in the language they use with athletes and avoid ridiculing an athlete in public in an audible or visible way.

It is our responsibility to see that high standards are maintained throughout the entire athletic program. The coach's foremost duty is to the student athlete who comes out for the team. Whether a student is on the first or last team of the squad, he/she is as important in the program as the "star" member. The educational development of the student athlete must be the first and foremost consideration of the entire athletic program.

If the athletic program is to be considered an integral part of our 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.

It is the full responsibility of the coaches of an activity to educate themselves on the policies and rules that govern the activity they are coaching.

1. Event Scheduling

All sports will be scheduled by the athletic director with input from head coaches when circumstances allow.

2. Forms

Coaches will make sure all forms are in and names are on the eligibility list prior to the student-athlete's first practice. Forms needed to be turned in by each student include, but are not limited to:

- i. Physical Examination
- ii. Medical Release Form
- iii. Concussion Form

3. Equipment & Uniforms

- a. All items are to be properly accounted for at the beginning and end of the season.
- b. Inventories should be meticulous and kept on file with the athletic director.
- c. All equipment is to be used properly.
- d. All equipment is to be maintained & stored securely.
- e. All equipment, regardless of size, cost, etc., should have identification so athletes can identify the equipment if misplaced.
- f. A list of students who fail to turn in issued equipment will be given to the athletic director.
- g. Equipment is NOT to be given to athletes at the close of the season, regardless of its condition.

4. Practice and Practice Times

- a. Every coach is expected to be at every practice and game.
- b. Practice times should always be of a reasonable length.
- c. No Sunday practices are allowed unless cleared through the principal.
- d. Practices may not begin until after the last regular scheduled instructional period.
- e. Seasons start and end according to KSHSAA rules.

5. Facilities

- a. Keep facilities clean and safe.
- b. Remove hazards or see they are corrected.
- c. Fill out proper forms for repairs.

d. Lock all facilities prior to leaving.

6. Before Leaving the Facility

- a. Make sure all students have departed.
- b. Check that locker rooms are in proper order.
- c. Check that players' equipment is accounted for and in the proper place.
- d. Check facilities for damage.
- e. Check that storage rooms are locked if applicable.

7. Communication with Athletes/Parents/Guardians

- a. Communication is a cornerstone to relationships. This is especially true in the coach-athlete relationship. Within this relationship, difficult issues must be dealt with at times, including discipline, player performance and player dissatisfaction. Proper communication results in the positive resolution of such issues, stronger coach-player relations, and other benefits such as the student learning how to solve problems.
- b. Parents also have a relationship with their child's coach, and communication is equally important to this relationship. Parents may feel the need to step in on their child's behalf. Whatever the motive, proper communication will enhance coach-parent and coach-player relations.
- c. The following is a guide for coaches, parents and student-athletes. This guide provides a chain of communication that will maintain and build positive relationships.

Step One: Coach-Athlete Session

If a player or his/her parent has any issue or problem with the sport experience, the student athlete is expected to address the coach. Students are also encouraged to talk with a coach about any issue in their personal or academic life. The district's expectations of coaches include open communication and positive relations.

Step Two: Coach-Parent-Athlete Session

If an issue has not been resolved in Step One, the next step in the communication process is a meeting with parents. The guideline here is to make an appointment at the coach's discretion. If the issue is emotional, the appointment should be scheduled at a later time so parties are calm and problem-solving can occur. Also, the parent or player should define the purpose of the session when the appointment is made. In this step, there may be rare cases when it may be best if the athlete does not participate in the session. If either the parent or coach feels this is the case, this decision should be discussed when making the appointment and purpose of the meeting.

Step Three: Administrator-Coach-Parent-Athlete Session

If an issue is not resolved in Step Two, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

d. In order to maintain a professional and appropriate relationship with students, personal social media communication (including, but not limited to, Facebook, Twitter, Snap Chat, and Instagram) between coaches/sponsors and USD 258 students is discouraged. If an emergency situation requires such communication, the coach/sponsor should notify the athletic director as soon as possible.

8. Athletic Trips

- a. Submit a list of all athletes who will attend the event to the building secretary at least one day in advance of the event.
- b. Coaches are responsible for players' conduct en route to and from the event and at the event site.
- c. Coaches are responsible for informing players that all school rules apply while on athletic trips.
- d. Coaches will follow all Transportation Department rules and regulations.

9. Locker Rooms

- a. Coaches are expected to use locker rooms as a place to develop pride.
- b. Coaches are responsible for supervision of the locker rooms.
- c. Students must never be assigned to locker room supervision.
- d. Coaches should see that undesirable conditions are eliminated as quickly as possible.

10. Officials

- a. The athletic director will contract for all officials for athletic events except where assigned by the league commissioner.
- b. The athletic director will get input for official selection from coaches and principals.
- c. Coaches should maintain a businesslike relationship with officials.
- d. Coaches are not to engage in lengthy conversations with officials before, during or after the contest as this is questionable practice.
- e. Coaches should be courteous to officials as guests at our school.

11. Inventory

- a. Coaches can submit requisitions for athletic equipment only after an inventory has been provided to the athletic director.
- b. Inventories should include the following information:
 - i. what equipment is on hand for the season
 - ii. what equipment needs repaired or replaced
 - iii. how much new equipment (practice or game) must be purchased for next year

iv. how much equipment has been worn out, lost or stolen

12. Purchasing Equipment

- a. The athletic director and principal must approve all equipment requisition forms in advance of any purchase.
- b. Purchases requiring bids will be done according to accepted school district procedures.
- c. Articles purchased without the proper requisition will be the responsibility of the purchaser.
- d. Coaches must complete requisition forms with all pertinent information.
- e. Coaches must inspect all equipment when received to ensure the order was properly filled and equipment is in good condition.
- f. Coaches should submit all invoices and delivery tickets to the athletic director to ensure proper payment.

13. Chain of Command

Coaches are expected to discuss athletic-related concerns with the athletic director prior to approaching the principal and/or superintendent.

14. Participation

USD 258 provides an athletic program to encourage participation for all students that want to be a part of an athletic team. Coaches will encourage large squads and will make every effort to play everyone at some level. Squad sizes will be determined by the facilities, equipment and coaching personnel available.

15. Dress Code on Game Day

Each individual coach will decide his/her team dress code for game days. Game days are special days for everyone connected with the school and team. Our participants must project a positive image to their classmates and public. The coach must take the responsibility for the way his/her team looks and acts when representing the team and school.

16. Public Relations

- a. Coaches should report game results immediately to the media after the completion of the game.
- b. Public relations is an ongoing process.
- c. Coaches should not discuss individual players with anyone except the coaching staff.
- d. Coaches should not criticize players' mistakes except to coaches, who should rectify the players' mistakes.
- e. Coaches are expected to use professional ethics in speaking about the athletic program.

- f. Coaches should be aware they are in the public light and act accordingly.
- g. Coaches should congratulate players and members of the coaching staff on their achievement and sportsmanship, regardless of whether the team wins or loses.
- h. Coaches are expected to make parents, players, media, etc. feel welcome and free to come again.
- i. The team's actions, attitude, behavior and appearance reflect on the school and town, and coaches are to instruct the coaching staff accordingly.
- j. Coaches are expected to cooperate fully with members of the media and school paper, on matters of athletic publicity. Accurate information should be given at all times.
- k. Coaches should exhibit good sportsmanship at all athletic contests, regardless of the outcome of the game.
- l. Coaches should stress cooperation between the athletic staff and other members of the faculty.
- m. Coaches should generate the idea of winning with team effort and good sportsmanship.

17. RULE 52-Citizenship/Sportsmanship

- a. **PHILOSOPHY** – Activities are an important aspect of the total education process. They provide an arena which fosters maturation, promotes quality performance, and teaches the value of teamwork for participants to grow, to excel, to understand and to value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of sportsmanship for our youth. Sportsmanship is good citizenship in action!
- b. All actions are to be for, not against; positive, not negative or disrespectful.
- c. Be courteous to all participants, coaches, officials, staff and fans.
- d. Know the rules, abide by and respect the official's decisions.
- e. Win with character and lose with dignity.
- f. Display appreciation for good performance regardless of the team.
- g. Exercise self control and reflect positively upon yourself, team and school.

18. Awards

- a. Awards to athletes will be governed by the KSHSAA handbook.
- b. Coaches will turn in a complete list of all letter winners to the athletic director no later than one week after the final contest of the season of each sport.
- c. Award letters to the athletes will be based upon but not limited to:
 - i. The amount of participation in an interscholastic varsity sport by an athlete
 - ii. The athlete's attendance at practices
 - iii. Whether the athlete has participated in a sport for four years and never lettered

- iv. The recommendation of the team coach in cases where there are special circumstances
- d. Types of awards
 - i. First-year letter winner will receive a letter, sport emblem, bar and certificate
 - ii. Second-, third- and fourth-year letter winner will receive a bar and certificate
- e. The presentation of the letter, sport emblem and bar will be made after the season of each sport officially ends.
- f. The criteria for lettering in each sport will be submitted to the athletic director for approval.

19. Record Keeping

- a. All head coaches will turn in a copy of the final team record, finish in the league, and finish in post season play to the athletic director no later than one week after the conclusion of the season
- b. All head coaches will turn in relevant individual statistical records at the conclusion of the season.

20. Coaches' Evaluations

All head coaches, certified and Rule 10, will be evaluated at the completion of each season.

COACHES AREAS OF LIABILITY

I. Failure to Teach (Coaches must teach fundamentals in their particular sports and protective skills.)

- a. Coaches must teach the athlete to protect himself/herself.
- b. Coaches must teach proper fundamentals of the game.
- c. If an athlete is praised or encouraged for performing an improper skill, it will come back to haunt the coach.
- d. Negligent entrustment means entrusting authority/activity to one who is not qualified to carry out that particular authority/activity, which includes:
 - i. Assistant coaches
 - ii. Volunteer coaches

II. Failure to Properly Supervise

- a. If the coach is not present, the coach will be liable.
- b. Activities that are more hazardous or that have more contact need to be supervised more closely. Captains must never supervise any drill.
- c. Coaches must be at least immediately accessible.
 - Accessible to all aspects of practice or activity.
 - Systematic overseeing of the practice or activity; the head coach moves around.
 - i. Systematic supervision
 - ii. Written itinerary
 - iii. Emergency policies
 - iv. Locker room rules/regulations posted

III. School and Activities Association Policy

- Coaches must know the school policy in every situation.
1. If no school policy, go to the athletic director/principal.
 2. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent administrator or coach.
 3. Know if you have school policy and do not deviate from it.
 4. Adopt the policy and rules of the superior administrative agencies.

IV. Equipment involved in an Injury Incident

- Once an injury occurs:
1. Keep the equipment and label it; get evidence of the purchase and sequester the equipment.
 2. If the incident is on film, study the film and save it.
 3. Get witnesses immediately.

VI. Duties of a Coach

1. Provide safe environments.
2. Properly plan an activity.
3. Evaluate the athletes or students for injury.
4. Match or equate athletes.

5. Provide or maintain proper effective equipment.
6. Warn of inherent risks of a sport.
7. Supervise closely.
8. Know and use emergency procedures and first-aid.
9. Keep adequate records.
10. Know, document, post and operate school policies.

ATHLETE INFORMATION

ATHLETIC/ACTIVITY RULES

Humboldt High School and Humboldt Middle School athletics and activities are voluntary activities. Participation is a privilege and not a right. Athletes and activity participants are viewed as heroes and examples by younger children and adults of the community; their standards of conduct are necessarily stricter than those required of students involved in classroom activities. The USD 258 Board of Education has authorized administrators, sponsors, and coaches to use and enforce the following guidelines for athletes and activity participants at Humboldt:

EXTRA CURRICULAR ACTIVITIES PARTICIPATION REQUIREMENTS

Students who participate in any school activity shall meet the following requirements:

- All applicable KSHSAA regulations
*Students participating in athletics and cheerleading must have a physical and concussion form on file before participating.
- Academic eligibility requirements and other requirements established by the administration.
- Students must attend classes for 4 periods of the school day.
*Students will not be excused during the school day to attend school sponsored activities unless the student is involved in the activity or the entire school is dismissed to attend the activity.

HHS/HMS INELIGIBLE LIST

On the third Monday of the semester, or any Monday thereafter, the office will run a PowerSchool F list. Any student with an “F”, an incomplete that causes the grade to be an “F” or has more than 30 minutes make-up time will be informed by the office and parents will be informed by email/mail. If this is the first time the student has been on the list, the student and parents will be informed that the student has a one week “grace period” to improve the grade or make-up the time. Any Monday thereafter that the student is failing one or more classes or the time has not been made up, the student will be informed by the office and parents will be informed by email/mail that the student has been placed on the Ineligible List. Each student will only be given one “grace period” per school year regardless of when a 2nd occurrence happens.

Any student on the Ineligible List will not be allowed to participate in or attend any school activity while his/her name is on the list. The student will be a “student not in good standing” and will lose their school privileges. These include, but are not limited to, competitions, games, practices of any kind, performances (band, vocal, forensics, newspaper, FFA, etc), dances (including Prom), trips, after school weightlifting, working to fulfill obligations to class (9th, 10th, 11th, 12th), fund raising events (including at events or activities and pickups), banquets, ceremonies, or any other school sponsored events. A “student not in good standing” will leave school grounds at 3:15 and will not return until the next school day. The exceptions to this would be if they have a homework referral, after school detention, or a Saturday school. The student’s name will remain on the List until he/she is no longer failing one or more classes or has made up the time. The Office will be notified as soon as the student’s grade improves to a “D” or an incomplete is made up. The student’s name will be removed from the list immediately and the student will regain eligibility.

CITIZENSHIP / SPORTSMANSHIP – RULE 52

SPORTSMANSHIP is a general way of thinking and behaving. The following Sportsmanship Policy items are listed for clarification:

- a. Be courteous to all. (Participants, coaches, officials, staff, and fans.)
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team, and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- g. All actions are to be for, not against; positive, not negative or disrespectful!**

STUDENT NOT IN GOOD STANDING

A student who violates school policy or the code of conduct of Humboldt High/Middle School may be declared to be "not in good standing". Actions that may result in a student being given this status could include, but would not be limited to:

- A. Use or possession of tobacco
- B. Use or possession of alcoholic beverages
- C. Use or possession of drugs
- D. Stealing or other illegal activities
- E. Use of steroids
- F. Huffing
- G. Criminal activity (not including minor traffic violations)
- H. Behaviors which result in suspension
- I. Persistent absenteeism, tardiness, or bad conduct
- J. Poor academic performance
- K. Harassment
- L. Other actions deemed inappropriate by the administration.

The decision regarding a student's standing in school will be left to the discretion of the administration. Under KSHSAA Rule 14: in order for a student to be eligible for participation, the student must be a bona fide undergraduate member of that school and in good standing.

A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the administration, is not in good standing and is ineligible for a period of time to be specified by the administration. The period of time for a "Student Not in Good Standing" will begin after the student has been given their due process rights and discipline has been assigned to the student by school administration.

PENALTIES

OFFENSES SHALL BE CUMULATIVE WITHIN ONE YEAR OF THE FIRST OFFENSE and will be strictly enforced by the school from the first day of fall practices through Memorial Day weekend.

Consequences outlined in this section will be considered the minimum possible punishment.

First Offense:

Temporary suspension from competition/activity

The student will be held out of the following amounts of competitions.

- 1 Cross Country Meet
 - 1 Football Game
 - 1 Volleyball Date
 - 2 Basketball Games
 - 1 Track Meet
 - 1 Golf Meet
 - 2 Softball Games
 - 2 Baseball Games
 - 1 Student Activity (Forensics, FCCLA, FFA, or any school activity that requires outside classroom work or performance)
- ** Cheerleaders will follow the guidelines of the sport they are cheering. (i.e. football cheerleaders will sit out one football game)

Suspensions shall begin immediately and games/contests/competitions missed shall be consecutive from that point. At the time of notification, the parent(s) and/or guardian(s) will be requested to attend a conference with the principal, athletic director, and coach or sponsor to determine a course of action to prevent further infractions. It will also be recommended that the student receive any necessary counseling as determined by the principal, athletic director, parents, and coach.

Second Offense:

Student will serve a 9 week suspension from competition. Once suspension has started it will run consecutive weeks until all the weeks are completed. The suspension can be enforced during two different activities. All students receiving this suspension will be determined as a student not in good standing/ineligible for the duration of suspension.

Third Offense:

Students will serve a one calendar year suspension from all activities/athletics and be a student not in good standing/ineligible for the duration of suspension. Example: If a student violates on March 12, 2014, they will be classified as a student not in good standing by the administration until March 12, 2015.

Confirmation of Violation:

The athlete/activity participant must be observed by a coach, teacher, staff member, or administrator of USD #258 or be arrested and charged by law enforcement officials to be in violation of the above rules. All reported violations will be investigated by the administration. A student's admission of a violation, witness by a school official, administrator, or law enforcement will result in the disciplinary action(s) listed above.

ABSENCES

If participating in or attending an activity outside the school day, a student must attend school at least four periods the day of the activity. If participating in an activity during school hours, a student must attend school at least four periods the previous day. Exceptions to these rules may be arranged with the principal in advance. This rule applies to practices and meetings as well.

“Sleeping In” or missing an entire day after a competition/activity is not permitted. This type of absence will be unexcused. Absences from practice or meetings may be excused if the reason is illness, injury (accompanied by a doctor’s note), family emergency, doctor’s appointment, school trip, receiving academic assistance, or special/unusual circumstances that have been approved in advance by the coach or administration. Playing/participation time may be reduced because of lost practice/meeting time even though it is excused. Absences for Out of School Suspensions will be addressed by the coach and administration.

1st Unexcused Absence: Suspension from the next competition.

2nd Unexcused Absence: Suspension from the next two competitions.

3rd Unexcused Absence: Dismissal from the team.

* Under special or unusual circumstances the principal reserves the final right to permit participation.

*Tardies to practice or meetings will be handled at the discretion of the coach or sponsor.

REPEATED VIOLATIONS MAY RESULT IN ADMINISTRATOR INTERVENTION

CLASSROOM DETENTIONS

Because the type of detention, reason for detention, and the length of detention may vary, each detention will be dealt with by the coach, sponsor, or administrator. Consequences might include, but would not be limited to, extra work during practice, activity suspension, or dismissal from the team or organization. Students who receive multiple classroom detentions may receive more severe consequences. Note: the coach or sponsor has the discretion to impose compensatory measure as additional punishment.

OFFICE REFERRALS

During the Season of Sport/Activity:

1st/ Referral: Warning

2nd Referral Written warning sent home.

3rd Referral: Suspension from the next practice.

4th Referral: Suspension from the next competition.

5th Referral: Dismissal from the team.

APPEARANCE AND GROOMING

Athletes/activity participants are representatives of our school and community and must make an effort to give a good appearance.

A. Hair, including facial hair, must be kept clean and in a style which will not require your attention during practice, meetings, games, competitions, or activities.

B. Dress for trips must be appropriate for the situation and will be announced by the coach or sponsor in charge.

C. Uniforms must be worn neatly.

TRANSPORTATION TO AND FROM ACTIVITIES

When the district provides transportation to an activity, participating students are prohibited from

driving personal automobiles to and from district-sponsored activities or practices held during or after the school day. Students riding to activities or school events on school transportation are expected to return by means of the same transportation unless accompanied by his/her parents. The sponsor or coach may grant permission, if a request is made prior to the activity. This includes weekend school activities.