

Triplains/Brewster Activity Handbook



The information contained in this manual is intended to work in conjunction with the student handbook. Many of the items covered in the student handbook of USD 275 and USD 314, are not covered in this manual but students involved in sports or activities are expected to abide by the rules and guidelines outlined in the student handbook. The Board of Education reserves the right to make any changes or additions to this handbook as may become necessary during the school year.

Citizenship/Sportsmanship

Rule 52

Introduction-The effective American school must support both an academic program and an activities program. It is believed that these programs must do more than merely coexist, they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY: Activities are an important aspect of the total education process in American schools. They provide an arena 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 and 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 as respected representatives of society. Sportsmanship is good citizenship in action!

**ALL ACTIONS ARE TO BE FOR, NOT AGAINST;
POSITIVE, NOT NEGATIVE OR DISRESPECTFUL!**

Section 1-General Regulations

Art. 1: ***SPORTSMANSHIP*** is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification.

- a. Be courteous to all (participants, coaches, officials, staff and fans).
- b. Know the rules, abide by and respect the official 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 sportsmanship behavior to reflect on your school.

Art. 2: Enforcement Procedure:

- a. It is encouraged and recommended by the KSHSAA that local boards of education adopt these regulations and reinforce them as indicated herein.
- b. The Executive Board of the KSHSAA shall be responsible for the interpretation of these regulations, including "desirable and unacceptable behavior" and shall publish them in the Association's Citizenship/Sportsmanship Manual.

Board of Education Role

The BOE has a responsibility in their community to provide policy direction for the interscholastic programs. The board must constantly reinforce sportsmanship as it relates to educational values. The Board has a significant impact on the implementation of the desired behaviors. It is encouraged and recommended by the KSHSAA that local boards of education adopt Citizenship/Sportsmanship Rule 52 and its General Regulations and reinforce them as indicated. *It is vital that board members model behavior that is in line with KSHSAA Rule 52 as well as all other guidelines that are approved by USD 275 & 314 Boards of Education.*

Administration Role

The administration is charged with the responsibility of enforcing Citizenship/Sportsmanship Rule 52 and its General Regulations. This involves every population served by this activities program. The quality of behavior or sportsmanship displayed reflects the leadership provided by the administration and the Board. The building level administrator is responsible for leadership in the various programs under his/her supervision. He/she is responsible for the behavior and the conduct of all groups involved. He/she should have all the following materials prepared for implementation and distribution to each respective person occupying the identified roles.

Activity Director Role

This person has a direct responsibility for implementation of the Sportsmanship/Citizenship Rule 52. The Activity Director serves as the leader and catalyst. The policies and procedures must reflect the goals established by the administration. All conduct by coaches, students and spectators is directly under his/her supervision.

Coach/Sponsor Role

The coach/sponsor must demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of rules and regulations of the activity he/she is in charge of, honesty and sportsmanship at all times on and off the playing area. It is necessary and important that the coach/sponsor act in a responsible and professional manner at all times, because he/she represents the school, community, the profession, the faculty and the student body. The coach/sponsor must set a good example for all students he/she teaches.

The coach/sponsor must always keep in mind that essentially the competition belongs to the students. The primary justification for including the activity program in the total curriculum is based on the fact that activities provide for the growth of both physical and character values for those who participate in them. Student attainment of these values rests largely with the coaching/sponsoring profession.

Coach/sponsoring is an extension of the educational process. It is necessary for students, coaches/sponsors and officials to relate and "communicate" when there are concerns about a rule, a regulation or any matter concerning the welfare of all concerned. The coach/sponsor must show respect, maintain proper bench conduct before, during, and after the contest, thereby assuring common courtesy and honesty when and if a problem arises. The coach/sponsor is probably the most influential person on the court/field and his/her actions will reflect the actions of others.

ETHICS

A coach/sponsor assumes certain obligations and responsibilities to the activity, to the students, and to one's fellow coaches/sponsors. It is essential that every member of the profession be constantly aware of these obligations and responsibilities so the profession will always remain an honorable calling. Each member is to conduct him/herself in such a manner as to maintain the dignity and decency of the profession.

The coach/sponsor should always be aware of the tremendous influence that he/she exerts for good or bad. The coach/sponsor should never place the value of victory above that of instilling the highest possible ideals and character traits in the student participants. The safety and welfare of the students should always be uppermost in one's mind and must never be sacrificed for personal prestige or glory.

Attempts to teach unsportsmanlike conduct have no place in the profession. Any coach/sponsor guilty of such teaching violates the basic purpose of school activities. The coach/sponsor must set the example of winning without boasting and losing without bitterness.

It is important that the coach/sponsor's conduct maintain the principles of integrity and dignity of the school that employs him/her. Activity programs will be subject to any and all school policies that regulate the schools and districts #275 and #314.

A coach/sponsor should assume that all members of the profession intend to follow the precepts set forth in a code of ethics. All evidence of unethical conduct should be brought openly to the attention of the KSHSAA through prescribed channels. Sportswriters and sportscasters should not be used as an outlet for relieving ill feelings toward other peers, players, officials or schools.

The essential elements in a code of ethics for the coaches/sponsors of Kansas are honesty and integrity. Those whose conduct reflects those two characteristics bring credit to the profession, to the activities in which they coach/sponsor, their school and themselves. It is only through such conduct the profession can earn and maintain its rightful place in the educational program and make its full contributions to the school and to the community.

One of the coach/sponsor's fundamental responsibilities must be to inspire the student participants to achieve academic success. The coach/sponsor should not only encourage good grades, but also to secure a well-rounded school education and graduate with the highest possible grades. To this end, the coach/sponsor should be careful not to create situations where students are forced to choose between academic and activity endeavors.

The coach/sponsor must remember that he/she is a living example for all boys and girls in the school's community. It is important that his/her actions and behavior at all times is meritorious to the profession and to themselves.

The coach/sponsor should have a thorough knowledge about the rules of the activity. Official rule books should be studied and frequently reviewed by each coach/sponsor and staff. The coach/sponsor is primarily responsible for teaching and interpreting the rules to the students. The letter and the spirit of the rules must be respected and observed by the coach/sponsor. Rules are made for the protection of the student participants and in the best interest of the activity. It is the coach/sponsor's responsibility to see that they are observed.

Officials must have the respect and support of the coaches/sponsors and students if they are to do their job efficiently. Open criticism of officials, players, or the public is unethical. Officials should always be treated in a courteous manner.

The responsibility of coaches/sponsors to media representatives is to provide news about their team/group, school and students. The press should be treated with courtesy, honesty and respect. Coaches/sponsors should stress the importance of ethical procedures when teaching their student participants how to conduct themselves on and off the competition area/field/court as well as on out-of-town trips.

The coach/sponsor should not be an official party to the operation of the Booster Club organizations. Such organizations can be of value to the school and the coach/sponsor if they have proper objectives. However, it is unethical for the coaches/sponsors to use such groups to subvert administrative or school activity controls, or to encourage violation of established rules and regulations in order to strengthen any part of the activity program. Any other form of misuse of such strength and power violates accepted rules and regulations.

Therefore, as a professional educator, the coach/sponsor must:

- A. Exemplify the highest moral character, behavior and leadership.
- B. Respect the integrity and personality of the individual student.
- C. Abide by the rules of the activity.
- D. Respect the integrity and judgment of officials, never baiting or taunting that official in any way. The head coach/sponsor is responsible for all bench personnel by rule.
- E. Demonstrate a master of, and continuing interest in, principles and techniques through professional improvement.
 - F. Encourage a respect for all activities and their values.
 - G. Display modesty in victory and graciousness in defeat.
 - H. Promote ethical relationships among coaches/sponsors.
- I. Fulfill responsibilities to provide health services and an environment free of safety hazards.
- J. Encourage the highest standards of conduct and scholastic achievement among student participants.
- K. Seek to impress good health habits including the establishment of sound training rules.
- L. Strive to develop in each student participant the qualities of leadership, initiative and good judgment.

Student Participant Role

The role of the student participant is second in importance only to the coach/sponsor. Participants are admired and respected by students of all levels as well as adult spectators. They have significant influence over the actions and behavior of spectators of all ages. Students are expected to act in a positive manner reflective of USD 275/314. In addition, students are expected to take proper care of equipment that is checked out to them and may be held liable for damages to equipment that is in their possession. School issued uniforms and related equipment are to be worn/used on the day of the respective activities only.

Required Responsibilities

Participants will perform the following responsibilities:

1. Accept and understand the seriousness of your responsibility and the privilege of representing the school and community.
2. Learn the rules thoroughly and discuss them with parents, fans and fellow students.
3. Cooperate with the coach/sponsor and always exercise good sportsmanship by living the rules and role as stated.
4. Only the captain may communicate with the officials on the clarification of rules. It is his/her responsibility to communicate what was said back to his/her teammates and/or coach/sponsor.
5. Always respect the official's judgment and interpretation of the rules. Never argue or make non-verbal gestures which indicate disagreement. This type of

immature activity may incite undesirable behavior in the stands and by teammates.

6. Congratulate opponents in a sincere manner following either victory or defeat. This is a true measure of character.
7. Exercise self-control at all times, accepting all decisions and unusual occurrences.
8. Treat opponents with the respect that is accorded a guest or friend. Many lasting relationships may be developed from competitive situations.
9. Shake hands with opponents prior to the contest and wish them luck.

The previous information was taken from the Kansas Citizenship/Sportsmanship Manual produced by the Kansas State High School Activities Association.

Athletic department code of conduct

The Board of Education believes extracurricular activities are necessary to supplement the curriculum of the school and to provide meaningful and educational experiences for each student. Because participation in athletics is voluntary and all groups or organizations must exist within a framework of certain policies, rules, and regulations, the athletic department has developed the following policies:

- A. All athletes must abide by all regular school policies as designated by the student handbook
- B. Appropriate care must be taken of all equipment, school facilities, and properties. Athletes shall be held financially responsible for any damage or loss through their negligence.
- C. All athletes shall report any injuries or illness to their respective coaches immediately upon occurrence.
- D. Athletes shall be expected to attend all required practices, meetings, and competitions. The appropriate coach shall be notified of an absence. No season is over until all competitions, state-sponsored tournaments, or meets have been completed by the team or individuals. Refusal to participate through the end of the season shall result in the loss of any awards or recognition. (Final recognition will be determined by the AD/Principal)
- E. Athletes quitting a sport must clear all responsibilities and obligations with the coach of that sport. Participation in the next sport can't start until the previous sport season is completed.
- F. Athletes who are under any type of medication shall have on file with the Athletic Director, and coach, a note from the parents, guardian or doctor.
- G. Athletes who engage in any criminal activity or violate civil law may be denied participation in an extracurricular program.
- H. Athletes shall abide by additional rules and regulations presented normally to all team members of a particular sport by the coaches. It's the policy of the athletic department to prohibit the use of any tobacco product, alcoholic product, vaping product, or drugs not prescribed by a physician. For any violation, the following consequences will be assessed:

- a. First offense: The athlete will be denied participation from competitions (with required practice) beginning with the first scheduled competition following the offence and concluding after 20 percent of that season's competitions have taken place.
 - b. Second Offense: the athlete will be dismissed from that sport season without gaining awards or recognition
 - c. Third Offense: the athlete will be denied participation in all athletic/activity programs for the academic year.
- I. The athletic department also identifies the following stipulations:
- a. The use of alcoholic beverages shall also be enforced under the code on student suspensions, expulsions, and removals.
 - b. Because state law prohibits the purchase and consumption of alcoholic beverages by minors, law enforcement and legal ramifications may exist.
- J. It's the policy of the athletic department and coaching staffs that any action taken by a coach under the general rules and regulations against an athlete can result in an indefinite suspension for the athlete from that team. An infraction must be observed by a teacher, coach, chaperone, school administrator, school board member, a member of any law enforcement agency, or the parent of the athlete in violation. In the event of any infraction of these policies or rules, the following procedures will take place:
- a. The coach/advisor must inform the athlete either verbally or in writing about any infraction and the subsequent consequences. The coach/advisor will then conduct an informal hearing to allow the athlete to explain his/her actions.
 - b. The coach/advisor must contact the athletic director, school principal, and athlete's parents, verbally or in writing-that the athlete is being denied participation. The coach must also explain the appeal process.

Chain of command Parent/Athlete/Coach Communication

Please adhere to the following steps whenever important information regarding any aspect of the athletic program-including concerns, grievances, or questions-must be communicated:

1. Players must first speak to their coaches.
2. Assistant coaches must speak to the head coach in their sport
3. If the matter involves two programs, the head coaches must first discuss the matter.
4. The head coach must take his/her concerns to the athletic director.
5. If any player, parent, or assistant coach approaches the athletic director, he/she will be immediately referred to the head coach.
6. The athletic director communicates to the principal/superintendent
7. The superintendent addresses the board of education.

Reasonable expectations of your coach to inform you.

1. When and where practices and competitions are held

2. About his/her coaching philosophy
3. About the expectations he/she has for all athletes on the squad as well as your individual child
4. What's required to be a part of the team (e.g., fees, special equipment, off-season conditioning, lettering requirements)
5. If your child is injured during participation in a practice or competition
6. Whenever any disciplinary action results in your son/daughter being denied participation in a practice or competition.
7. How you can contribute to your child's skill improvement and development

It is inappropriate to discuss with a coach:

1. Playing time
2. Team strategy or play calling
3. Other student athletes.

If you have a concern to discuss with a coach, what procedure should you follow?

1. Make an appointment with the coach. Never approach a coach after a game unless the coach requests this.
2. If the coach can't be reached, call the athletic director to set up a meeting.
3. Please don't attempt to confront a coach before, during, or following a competition or practice. These can be busy and emotional times for the parent and the coach, and this period doesn't promote objective analysis of the situations.

What should a parent do if the meeting with the coach doesn't result in a resolution to the problem?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Duties of the Activity Director

The activity director of USD 275/314 shall be responsible for the total activity program in the district. He/she shall work with the principal and superintendent of each district in the discharge of his duties. Those duties are as follows:

- A. Evaluate all coaches/sponsors when so requested by the principal, BOE, or is deemed necessary.
- B. Schedule all activities and contests.
 1. Cancellation and rescheduling of games
- C. Be responsible for contracts with schools and officials for all activity events.
- D. Assign officials to contests that have not been secured by the League Commissioner.
- E. Supervise and certify all physical and academic eligibility forms and reports.
- F. Organize and promote all tournaments.
- G. Supervise inventory of all activity equipment and develop a plan for rotation of uniforms for those activities that require uniforms.
- H. Arrange transportation requests for events and coach/sponsor meetings.

- I. Attend all League Meetings (Report back to BOE)
- J. See that rules and regulations of KSHSAA are followed as written.
- K. Be responsible for publicity and promotion of all activities and events.
 - 1.) Arranging media coverage
 - 2.) Fundraising
- L. Send all pertinent information and rosters to competing schools.
- M. Meet with all coaches/sponsors deemed necessary for the operation of an effective activity program.
- N. Attend all events or arrange for administrative coverage at all events.
- O. Arrange for all overnight trips, motels, hotels and secure the best possible rates (not at expense of student/Athlete safety).
- P. Oversee purchases with activity funds and seek final approval from the principal/Superintendent for all purchases over ¼ total fund.
- Q. See that field or course areas are ready for participation and all equipment operating.
- R. Check clean up and maintenance of facilities.
- S. Supervise ticket sales, roster and program information and help assign contest supervision personnel.
- T. Manage Facility use/rental
- U. Notify Coaches and Students of Eligibility
- V. Attend a variety of area and state conferences as approved by the administration.

In addition to the aforementioned duties, the principal may assign other responsibilities to the Activity Director as necessary.

Duties of the Head Coach/Sponsor

The head coach/sponsor shall coordinate the total program in the activity assigned. He/She shall:

- A. Report directly to the Activity Director.
- B. Follow the policies of the KSHSAA handbook.
- C. Hold pre-season meeting with students to discuss philosophy of program and inform them of responsibilities and regulations.
- D. Supervise assistant coaches/sponsors, assign their respective duties and conduct staff meetings as needed.
- E. Encourage assistant coaches/sponsors to be familiar with the rules, regulations, safety procedures and first aid prior to the start of the season.
- F. Assist the Activity Director in the completion of all forms as required by the KSHSAA and the school. (Rosters, insurance, physicals, etc.)
- G. Insure a staff member remains until all participants have left facilities and secure facilities.
- H. Plan, organize and implement the teaching of fundamentals, strategy, rules and techniques.

- I. See that facilities and equipment are maintained to insure a clean, healthy and safe environment for activities and report deficiencies and damage immediately to the Activity Director.
- J. Assume responsibility for supervision, conduct, and well-being of all team members while participating in contests, practices, and traveling to and from practice and contests.
- K. Attend coach/sponsor meetings as required by KSHSAA.
- L. Instruct participants in the need for reporting injuries to coaches immediately.
- M. Evaluate total program and make recommendations to the Activity Director.
- N. Issue equipment and uniforms and keep accurate records of all equipment. At the end of the season, collect inventory, store equipment and uniforms, and give copy of inventory to AD no later than 3 weeks after the last contest.
- O. Submit equipment and uniform needs to Activity Director at the same time as inventory is handed in.
- P. Be responsible for public relations and the publicity of the program. Call in home contests results to the media, regardless of the outcome.
- Q. Make an effort to support and/or attend other activities at the school.
- R. Keep the AD's informed of student or student/parent meetings.
- S. Attend to other duties assigned by the Activity Director and Principal.
- T. Make sure that all team T-shirt orders are placed on school requisition forms and approved before being ordered.
 - 1.) The Maximum a team warm-up/clothing may cost is \$30.00
- U. Make sure all fundraisers are approved by both Schools (when with the Coop) Or by respective AD/Principal when alone.
- V. Submit to the respective office all team notes and parent permission forms.

Duties of the Assistant Coach/Sponsor

- A. Be responsible to the head coach/sponsor of the activity in which he or she is working.
- B. Will attend all practice sessions and meetings when requested to do so by the head coach/sponsor.
- C. Will perform duties as assigned by head coach/sponsor.
- D. Should be involved, along with the head coach/sponsor, in selection of participants who are to receive letters and/or personal awards of outstanding achievement.
- E. Will, along with the head coach/sponsor, assume responsibility for the conduct and supervision of all team/group members.
- F. Assist in maintaining a safe environment.
- G. Be responsible for the security of all facilities used by the team and coach when the head coach isn't present and/or when custodians aren't on duty
- H. Be responsible for the conduct of the student-athlete and other involved students at all times: practices, games, bus rides, school locker rooms.
- I. Show respect for officials, the press, opposing coaches, parents, fans, student-athletes, fellow coaches, and teachers
- J. Work to promote school spirit

Duties of the Cheer Sponsor

In addition to those listed above.

The cheerleader sponsor must organize and/or supervise all phases of their activity. These include:

- A. Tryouts for all squads; including decisions regarding adjustments in squad numbers.
- B. Practice - including summer and during the school year. The sponsor will attend all practices and will be available to coach the squads.
- C. The sponsor will attend all contests when the team is planning to perform.
- D. Camp - including the selection of participants, preparation of all camp and travel details, and the actual sponsorship and attendance.
- E. Discipline - including squad unity and academic eligibility. The sponsor will be responsible to keep the squad members aware of their eligibility.
- F. Fund-raising activities - the sponsor will be responsible to select and to get administrative approval of all fund-raising activities.
- G. Uniforms - the sponsor will be responsible for the checkout, selection and storage of the uniforms. The principal will have final approval on the ordering of uniforms after approval of the activity director.
- H. Records - the sponsor will keep records, including information about try-outs, discipline, attendance, demerits against and/or points toward lettering, physical forms turned in, and uniforms checked out.

The Boards will purchase warm-up uniforms for both junior high and high school cheerleading to be kept by the schools. The cheerleaders will be allowed to use uniforms from storage or purchase new uniforms. The cheerleaders will be allowed to raise funds for their uniforms.

TRAVEL POLICIES

1. The head coach/sponsor is responsible for the team/group and all others associated with the program. Coaches/sponsors are expected to travel with their respective team/group. Extenuating circumstances that would prevent that need to be cleared with the building level activity director in advance if possible.
2. Students accompanying an athletic/activity team/group shall be expected to leave and return with the team/group on out-of-town trips.
3. Only the head coach/sponsor of that activity may excuse a student from returning with the team/group. *A student may be permitted to ride home with their parent(s) provided the coach/sponsor does not have a policy requiring students to return on the bus. Only the head coach will sign students out. Sign out will not occur until after the coach/sponsor has met with his/her team following the contest.* If a student is to be released to anyone other than their parent following an activity, approval is required prior to leaving for that activity. Approval of the building administrator is required.

4. Under no circumstances shall a coach/sponsor allow a student participant to ride home with a student spectator who has driven to the activity.
5. Only personnel duly authorized by the coach/sponsor and/or administration for the trip should travel on the bus.
6. The coach/sponsor is responsible for proper dress and conduct of their teams while on trips and should keep in mind that individuals and teams are representatives of USD 275/USD 314 during travel and should dress and act accordingly.
7. The coach/sponsor shall make it a policy to remain with the team at all times while they are in the dressing room at other schools. The coach/sponsor is responsible to check the condition of the dressing room before and after use by his/her team and to report to the host school any damage that may have occurred during use.
8. Coach/sponsor is responsible for making sure the vans and school buses used for activity trips are clean of general trash at the conclusion of a trip. The best method is to instruct the student participants to pick up in their area before leaving the vehicle.
9. When transporting students, if a student rides to a practice/event they must ride home, unless signed out by a parent.
9. More may be found in the student handbook on pg. 31 (USD 275)

Injuries

If any injury is sustained while participating in interscholastic activities practice or competition, it should be handled in the following manner:

1. Notify emergency medical personnel immediately.
2. If a student needs immediate attention, **CALL HOME AS SOON AS POSSIBLE** and notify the parents.
3. If you are unable to contact a parent or family doctor, help may be obtained at the clinic emergency center of the student's choice. One coach/sponsor should go with the injured player.
4. Help can be obtained from the school nurse if one is available during school hours.
5. Student accident reports must be filed with the school office as soon as possible following the injury of a student.
6. Follow-up and concern shown through contact with parents and the injured student are greatly appreciated by the parents and are valuable public relations tools.
7. Care should be exercised in rehabilitating an injured player and caution observed in placing that player back into the activity. **ALWAYS** obtain medical opinion or parental permission before allowing an injured student back into practice. In some cases a medical release may also be required. The health and safety of the student participant is of first concern.

Eligibility, Physical Exams, and Parental Permission

KSHSAA Rules and Regulations

A. USD 275 and USD 314 a members of the KSHSAA and as such abide by the following set of rules governing student eligibility and any other rules and regulations set forth by KSHSAA.

1. They are bona fide undergraduate students in good standing with regular attendance.
2. Their conduct and standards of sportsmanship are satisfactory and do not bring discredit to themselves or their school.
3. They are not 19 years of age on or before September 1 of the school year in which they compete.
4. They have not completed 8 semesters of high school attendance or 4 semesters of junior high (includes total attendance, beginning with the ninth grade for high school and 7th grade for junior high). The last two semesters of possible eligibility must be consecutive.
5. They have not had 8 semesters of competition nor more than 4 seasons in one sport in grades 9-12, or 4 semesters of competition nor more than 2 seasons in one sport in grades 7-8.
6. They are currently passing in 5 subjects of unit weight or the equivalent.
7. They have passed in 5 subjects of unit weight or the equivalent during their last semester in attendance.
8. They do not engage in outside competition in the same sport during a season in which they are representing their school. Consult the Activity Director before allowing them to participate individually or on a team in any game, training session, contest or try-out conducted by an outside organization.
9. They have not participated in training sessions or try-outs held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.
10. They have passed an adequate physical examination given by a physician and have the written consent of their parents or legal guardian.
11. They have met the requirements of the Transfer Rule if they are transfer students. Contact the Activity Director concerning this rule.
12. They are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. They have not competed under a false name or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur Rule.

USD 275 RULES AND REGULATIONS

A. Students of USD 275 must abide by the following school eligibility rules in order to participate in any extra-curricular activity.

1. Eligibility lists will be made available to school personnel Friday afternoon.
2. School grades 6th through 12th will be based on the system of Two (2) "D's" **or** One (1) "F" will be automatic ineligibility for the following week from Monday through Saturday.
3. Ineligibility notices will be sent to the parent and or guardian on a weekly basis
4. Eligibility will be figured on a weekly basis from Friday through Thursday.
5. Eligibility will figured on a nine-week accumulation basis.
6. Students must maintain eligibility in order to participate in interscholastic competition and in order to attend school dances and parties.
7. No student may participate in an activity or practice unless the student has been in school all day the day of the activity, unless arrangements have been made in advance with the Principal. Doctor appointments require a note from the doctor's office to be considered an excused absence.
8. It is important that all students realize that deliberate misbehavior, destruction of school property, unexcused absences, and such will cause them to lose their good standing in school and, as a result, their eligibility to participate in interscholastic activities.

Attendance on game Days

Students who are absent from classes on game days due to illness should not attend or participate in the game.

Some circumstances may be acceptable for the superintendent to grant a waiver of this rule.

USD 314 RULES AND REGULATIONS

A. Students of USD 314 must abide by the following school eligibility rules in order to participate in any extra-curricular activity.

1. Eligibility lists will be made available to school personnel Monday afternoon.
2. School grades 6th through 12th will be based on the system of Two (2) "D's" **or** One (1) "F" will be automatic ineligibility for the week from the Monday eligibility is ran through the Saturday
3. Parent or guardian of activity participants will be notified of student ineligibility.
4. Eligibility will be figured on a weekly basis from Monday through Saturday.
5. Eligibility will figured on a nine-week accumulation basis.
6. Students must maintain eligibility in order to participate in interscholastic competition.
7. No student may participate in an activity or practice unless the student has been in school all day the day of the activity, unless arrangements due to special circumstances

have been made in advance with the Principal. Doctor appointments require a note from the doctor's office to be considered an excused absence.

8. It is important that all students realize that deliberate misbehavior, destruction of school property, unexcused absences, and such will cause them to lose their good standing in school and, as a result, their eligibility to participate in interscholastic activities.

Attendance on game Days

Students who are absent from classes on game days due to illness should not attend or participate in the game.

Some circumstances may be acceptable for the superintendent to grant a waiver of this rule.

PHYSICAL EXAMS

1. Every student who participates in athletics or cheer-leading must have on record with the school a KSHSAA physical examination form which is signed by the doctor and one or both parents. The actual physical examination must take place on or after May 1st prior to the school year for which it is valid.

2. No participation of any kind, practice or competition, shall be allowed until the physical form is on file with the school.

PARENTAL APPROVAL FORM

1. A parental approval form shall be on file before a student will be allowed to participate in activities. This form shall be in addition to the KSHSAA physical form and shall serve the purpose of providing proof that the parents understand the eligibility requirements, the insurance status, and the rules and regulations of extra-curricular activities at in USD 275 and USD 314. This form is included in the physical packet.

STUDENT IN GOOD STANDING

A student in good standing is eligible to participate in Kansas State High School Activities Association Activities, Kansas State Department of Education Activities, Western Kansas Liberty League Activities, and any other activities where the student will represent his/her respective school. The "Student in Good Standing Status" may be revoked by the building principal should the actions of the student violate school policy. A student's conduct outside of school activities, which brings discredit to the student or the school, may also be cause for revocation of good standing status. Rule 14 Article 2 Kansas State High School Activities Association states: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

Letter requirements for Specific activities

HS Volleyball:

To letter you must play in 75% of our varsity matches

JH Volleyball:

Must enter and play half of the A team volleyball games

Must not have any unexcused practices

If injured during the season, lettering will be decided by coach based on the merits to the team

HS Football

Student must follow all of the team rules

Player Must play in half of the total quarters played

This will still be up to the coaches discretion

JH Football

In order to earn a varsity football letter a student must play in an average of two quarters of the games played throughout the entire season. This letter is based upon participation, attitude, honesty, and ability

HS Basketball

Student must follow all of the team rules

Player must play in half of the total quarters played at the Varsity level

This will still be up to the coaches Discretion

JH Basketball

Student must play in an average of two quarters of the games played throughout the entire season

Student-Athlete Contract

I, _____, while a participant on the Triplains-Brewster
Titans/Bulldogs Team, I promise to:

- Attend all practices and meetings faithfully.**
- Contact a coach personally before the practice or meeting if I must miss it.**
- Attend all competitions in uniform faithfully.**
- Contact a coach or athletic director personally if I am unable to attend a competition.**
- Be a full time student.**
- Maintain my eligibility and academic standing.**
- Avoid participating in any other sport, including any pre-season activities, if I quit the sport I started unless I receive written permission from the athletic director or principal.**
- Be well groomed, especially at competitions**
- Refrain from using drugs, alcohol, tobacco products, and inhalants.**
- Replace any equipment or uniform issued to me-either by payment or the equivalent of the lost article.**
- Turn in before practice all the necessary form issued to me by the coach or athletic director.**
- Report any personal injury or teammates injury to coach immediately.**
- Follow all reasonable requests made by the athletic director and coaches, especially those involving practice, competitions.**

Athlete's Signature

Head Coach's Signature

Parent/Guardian's Signature

Athletic Director's Signature

Checklists and forms for coaches and administration.

Budget Proposal

To: Administration

From: Athletic Director

Date: _____

Budget Proposal—Expenditures

Attached is a preliminary itemized list of expenditures expected for officials and workers for all athletic competitions-high school and middle school during the _____ School year. I hope this is satisfactory and can serve as a basis for all budgetary planning for the school year. Thank you.

Consistent Equipment Expenditures (Total cost may vary)

Basketball:

Rules Book \$ _____

Basketballs \$ _____

Basketball Scorebooks: \$ _____

Basketball, others: \$ _____

Football:

Hudl \$ _____

Rules books \$ _____

Football, helmets, pads,	
Decals, mouthpieces	\$ _____
Track and Field:	
Track and Field rules book	\$ _____
Equipment	\$ _____
Invitational Fees	\$ _____
Volleyball:	
Volleyballs:	\$ _____
Volleyball Rules books	\$ _____
Volleyball Score book	\$ _____
Conference fees	\$ _____
Coaching Clinics	\$ _____
Tournament fees	\$ _____
Transportation	\$ _____
Lodging	\$ _____
Miscellaneous	\$ _____
Banquet supplies	\$ _____
Awards	\$ _____
Total Expenditures (Not including officials)	\$ _____

Budget Proposal—Revenue Memo

Date: _____

Attached is a preliminary itemized list of incomes expected for all athletic competitions-high school and middle school during the _____ school year. I hope this is satisfactory and can serve as a basis for all budgetary planning for the school year. Thank you.

Regular Season income:

Gate receipts HS Football: \$ _____

Gate receipts HS Volleyball: \$ _____

Gate receipts JH Football and Volleyball: \$ _____

Gate receipts HS Basketball: \$ _____

Gate receipts JH Basketball: \$ _____

Gym Banner sales: \$ _____

Fundraising: \$ _____

Donations: \$ _____

Total Revenue: \$ _____

Financial Report-Athletic Officials

Date: _____

Attached is a preliminary Itemized list of expenditures expected for all athletic competitions (Officials pay) high school and middle school—during the _____ School year. I hope this is a satisfactory financial report and can serve as a basis for all budgetary planning for the school year. Thank you.

Hs Basketball:

of _____ Home Games X _____ # of Varsity Officials X \$ _____ Pay \$ _____
of _____ Home Games X _____ # of Junior Varsity Officials X \$ _____ Pay \$ _____

JH Basketball

of _____ Home Games X _____ # of Officials X \$ _____ Pay \$ _____

HS Football

of _____ Home Games X _____ # of Varsity Officials X \$ _____ Pay \$ _____

HS Volleyball

of _____ Home Games X _____ # of Officials X _____ Sets X \$ _____ per set \$ _____

JH Volleyball

of _____ Home Games X _____ # of Officials X _____ Sets X \$ _____ Per Set \$ _____

Track

of _____ Home meets X _____ # of Starters \$ _____

Total \$ _____

Athletic Director Pre-Season Checklist

Check storage of equipment and uniforms/inventory.

Provide transportation forms to head coaches.

Provide Physical Exams, Concussion forms, and Parent release forms to coaches or parents.

Check eligibility of athletes in grades 6-12

Check all game contracts.

Check the budget and finances.

Order necessary equipment

Remind coaches about meetings mandated by the KSHSAA per their sport

Set up pre-season meeting with each head coach

Meet other administrators if necessary.

Check indoor/outdoor facilities, inform maintenance supervisor if something needs attention.

Set up supervision of all athletic competitions with other administrators

Come up with a practice schedule for all coop teams with coop administration.

Athletic Director Regular Season Weekly Duties Checklist

Call visiting schools to confirm arrangements, times, and directions.

Check official's contracts (confirm with officials)

Arrange for publicity, film crew and videotaping.

Check team rosters and insert it into programs.

Confirm police security for competitions.

Check the condition of the stadium, the bleachers, and the gymnasium (including reserved seating for visitors.)

Check the condition of the scoreboard

Confirm the announcer and scorers for the competitions.

Check with the band/vocal about pep band or halftime

Check sound system

Maintain records for all competitions (Especially Scores)

Review Financial reports- expenditures and any income (Gate receipts by sport)

File any injury report forms

Update schedules if necessary and transmit any changes to the appropriate personnel (Coaches, administrators, and custodians).

Provide programs for sale at the competitions.

Check the weekly eligibility for all athletes.

Athletic Director Pre-Game Checklist

Date: _____ Game Opponent: _____

- Prepare the facilities
- Complete a purchase order w/ officials names and pay give to secretary so checks may be cut
- Confirm w/ officials what time they will arrive, names, and who the driver is
- Meet or designate some to greet officials when they arrive
- Go over special events with officials
- Be sure officials have a cooler of water in locker room
- Give officials hamburgers, chips, candy bar and a pop after game
- Remind both the score clock and announcer about the game and time to report
- Be sure to have 4 people to run chains, (might give Saun Plummer a call)
- Send scores to Salina journal 10pm is deadline
- Make sure field is mowed, and painted
- Make sure someone is at football field to run up the flag
- Show opposing team where they may film
- Have game ball ready
- Get starting lineups from both teams for announcer
- Make sure an ambulance is at all football games
- Provide towels for the officials
- Arrange for opponent to be welcomed
- Check all public address equipment and scoreboards
- Arrange for game and team supplies
- Confirm the arrival of the trainer if one is coming
- Confirm ticket takers

Injury report form

Part I

Athlete's Name: _____ **Age:** _____

Witness(es): _____

Place of the injury: _____

Time the injury occurred: _____ **Date:** _____

Explanation: _____

Where was the Coach(es)? _____

Parents Contacted? Yes _____ **No** _____

What procedure was followed after the injury was detected?

How was the athlete transported? _____

Who was in Charge? _____

Part II Attending Physician/Trainer

Diagnosis: _____

Recommended Treatment/Rehabilitation: _____

Athlete can return to practice/Competition no sooner than:

Physician's Signature

Date

End-of-Season Checklist

Sport: _____ **Season:** _____

Head Coach: _____

Write the names and number of keys returned to athletic department:

Head Coach _____ **Keys:** _____

Asst. Coach _____ **Keys:** _____

Asst. Coach _____ **Keys:** _____

Have the following been completed?

Team awards form filled out

Varsity letter and JV participation list filled out

Season record turned in

Inventory turned in

First aid kit turned in

Camera turned in

Lockers cleaned and vacated

Uniforms turned in

Purchase order for the next year turned in

Head Coach's Signature

Date

Athletic Director's Signature

Date

Document reviewed and updated by USD 314 administration and Board of Education on 7/18/22.

