

CONCORDIA JUNIOR-SENIOR HIGH SCHOOL
2018-2019 ATHLETIC/ACTIVITY POLICY HANDBOOK

Concordia Panthers



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FORWARD

In order for the interscholastic athletic/activity program to function well and to address the goals and purpose of the program, each student, coach and administrator must be familiar with the procedures and policies that govern the program. It is expected that this Athletic/Activity Policy Handbook will provide this information in a useful and straightforward manner.

PHILOSOPHY OF THE EXTRACURRICULAR ACTIVITY PROGRAM

We believe that extracurricular programs are important to the educational process of young men and women and have a tremendous effect on school climate. Unlike any other school program, these programs promote student and community identification with the school. Successful, competitive extracurricular programs have a positive effect on school spirit and community support while creating a positive school climate for the year.

The basic goals of extracurricular activities at Concordia Jr./Sr. High School are to develop core values of leadership, citizenship, individual self-discipline, and sportsmanship. Extracurricular participation will develop positive characteristics in each participant. These characteristics include competitive spirit, good sportsmanship, work ethic, effort, grace under pressure, discipline, camaraderie, and the ability to work within a team concept toward common goals.

The administration believes that each extracurricular program should be competitive during their respective competitions. We believe **OUR** programs have far more to offer each student than just the act of participation. We encourage all students to tryout, practice, and participate to the best of their ability.

MISSION STATEMENT OF THE CONCORDIA HIGH SCHOOL ATHLETIC DEPARTMENT

The mission of the Concordia High School Athletic/Activities Department is to provide opportunities for participation in extracurricular activities in an environment that encourages the achievement of excellence and good sportsmanship. The department serves as a source of tradition and pride for our students, faculty, staff, alumni, and community. We seek to develop within each participating student a strong sense of integrity, identity, character, responsibility and self-esteem. Our participants will strive to be the best both in and out of the classroom.

USD 333 MISSION STATEMENT

Engaged LEARNING, Effective TEACHING, & Trusting RELATIONSHIPS

I. STUDENT REGULATIONS

A. ELIGIBILITY:

1. If a student fails more than one course during a marking period (NOT INCLUDING ADVISORIES) (mid-term, 9-weeks, and semester), they will become **ineligible until the next marking period** (mid-term, 9-weeks, or semester). The athlete may become eligible if they receive passing marks for 6/7 classes **by the next marking period** (mid-term, 9-weeks, or semester). This practice will continue into the next school year.
2. In other words: Student A is passing 5/7 classes by mid-term marking period. Student A would not become eligible again until the 9-weeks grading period (4.5 weeks later) providing they are passing a minimum of 6/7 classes. Also, if Student A is passing 5/7 classes by the end of the fourth 9-weeks, that student will be ineligible for the next school year until he/she passes 6/7 classes by the next marking period (4.5 weeks).
3. Students can practice, but not compete for CHS/ CJHS against other schools.
4. Students may not engage in outside competition during the season in which they represent the school in that sport. For example, a student may not compete in club basketball during the school's basketball season.
5. Students must have a physical examination, concussion form and signed philosophy form from parents on file in the school office.
6. A transfer student must meet the KSHSAA transfer rule requirements.
7. A student shall not have been in attendance more than eight semesters of possible eligibility in a four year school (grades 9-12).
8. Students must be in good standing. A student who is under suspension, out of school, or whose character or conduct brings discredit to the school or to the student, as determined by the principal, athletic director, or head coach is not in good standing. This includes being at a gathering or event where personal use of alcohol or drugs or the assistance to others using alcohol or drugs occurs. In addition, deliberate misbehavior, destruction of school property, unexcused absences, etc. will cause them to lose their good standing in school. In school suspensions end at 3:22 the day of the last ISS day. For example, if a student is serving 3 days of ISS beginning on a Monday, that student can compete Wednesday afternoon after 3:22. Students suspended out of school are suspended from practices/contests throughout the suspension as well as it will be determined by school administration if they are in good standing when they return. Students must meet all USD 333 and Concordia Jr/Sr High school requirements to be eligible.

B. ATTENDANCE

1. A student shall not be allowed to practice, participate in, or attend any school-sponsored activities on a day in which he or she did not attend all classes unless approval is obtained from the administration prior to the event. Students are expected to be in attendance at all classes the day following a contest or activity regardless of the arrival time home unless approval is obtained from the administration. Absences not approved will be considered unexcused. Some exceptions include doctor appointments, school activities, school-sponsored work release, religious observances, attending a funeral or other emergencies as approved by the administration.
2. A student shall not be allowed to practice, participate in, or attend any school-sponsored activities on a day in which he or she did not attend all classes unless approval is obtained from the administration prior to the event.

C. PHYSICALS

Every athlete must have on file in the athletic director's office a completed, signed physical examination form before he/she can be allowed to practice in an athletic event. In the event the school arranges for physicals, the date of the exams will be advertised in the Blade and over KNCK during the summer. Any student who

does not get a physical at this time must make arrangements on his/her own and pay for the office visit to obtain his/her physical.

D. DRESS AND CONDUCT CODE FOR CONCORDIA HIGH SCHOOL STUDENT ATHLETES

Student involved in extracurricular activities are reminded that they are representatives of Concordia High School and are expected to conduct themselves on and off the competitive arena or playing field in a manner which will reflect well on Concordia High School. CHS students are expected to act like champions in and out of the classroom, on and off the playing field.

1. Student appearance is left to the discretion of the individual coach/sponsor and is a reflection of both the school and philosophy of the program.
2. Incidents involving the use of tobacco, alcohol, or drugs will result in suspension from the next two dates of competition. If the student is honest and turns him/herself in to administration or their coach, the suspension may be reduced to one competition date. A second offense during the same school year will result in the student being dismissed from any activities they are involved in and unable to attend any school sponsored activities for a period of sixty days. This includes being at a gathering or event where personal use of alcohol or drugs or the assistance to others using alcohol or drugs occurs. In addition, deliberate misbehavior, destruction of school property, unexcused absences, etc. will cause them to lose their good standing in school.

KSHSAA policies will also be adhered to:

a. KSHSAA policy states:

Article 2: 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.

Article 3: A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.

Article 4: A student who uses anabolic steroids will be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.

3. All athletes are expected to support the entire extracurricular program at Concordia High School. If a student is not competing in a particular activity, he/she should give full support to the participants who are representing CHS in all activities.

E. FOOTBALL CAUTION

Football is a contact sport. Students and parents must be aware that serious, possibly crippling injuries may occur, particularly if athletes use improper tackling and blocking techniques. The helmet should never be used as a weapon to butt, ram or spear an opposing player. This is in violation of the football rules and can result in severe head or neck injuries, paralysis or death to the athlete or to his opponent. No helmet can prevent all head or neck injuries a player might receive while participating in football.

F. PRACTICES

1. No high school or junior high athlete may practice until a signed physical examination and concussion form is placed on file in the high school office.
2. All student involved in extracurricular activities are expected to attend all regularly scheduled practices. Arrangements should be made ahead of time at the coach's discretion or, if the head coach does not teach

in the high school, with the designated assistant coach, if an athlete must miss a regularly scheduled practice.

3. Meet all attendance requirements as stated in Section B.
4. Detentions assigned by classroom teachers because of disciplinary problems or because of failure to make up assigned work take precedence over practices. Coaches/sponsors are expected to support the classroom teachers.
5. Coaches/sponsors may take disciplinary actions for un-excused absences from practice. Excessive unexcused absences from practice may result in suspension or expulsion from the squad.
6. The high school gyms will normally be used for varsity girls and boys practices. When a gym is available junior high boys and girls teams will have first option at using the gym; coaches are asked to schedule the use of the gyms through the athletic director. Coaches are responsible to turn in practice schedules at least three weeks prior to the season. Coaches must not schedule practice during normal school hours of teacher in-service Practices must not conflict with parent teacher conferences. Coaches must coordinate their schedules with other coaches. Schedules for Thanksgiving, Winter and Spring breaks must be turned into athletic director's office prior to leaving for break. During inclement weather, coaches will not organize any practice or open gym workouts without the approval of the athletic director. The athletic director will notify the coaches when it is okay to resume practicing during these weather conditions. During the spring months, facilities will be shared when inclement weather is present.
7. Family Night: No school activity is to take place on Wednesday night after 6pm or on Sunday without written permission of the superintendent. These times are set aside for family activities. If permission is granted to practice, the practice must be kept optional.
8. Early dismissal dates for heat: At times when the temperature reaches extreme levels according to KSHSAA Heat Index chart, outdoor sports practices will not start until 6:00 that evening unless other arrangements have been made with administration approval.

G. PARTICIPATE IN SEASON

All student athletes at Concordia High School are encouraged to compete in a sport each season. General regulations under the KSHSAA Rule 22 on Outside Competition apply to grades 7-12. "A student who is a member of a school athletic or scholars' bowl squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport or scholars' bowl activity. Informal participation on the part of the student athlete, such as that experienced on the black top (concrete), in the park, local "Y", etc., is not considered a violation of this rule, provided it was not formally called or organized, no coaching takes place, no official score is kept, no time is kept, no officials are used, etc." See Article 2 and 3 of the Rule 22 for additional information.

H. OFF-SEASON CONDITIONING

Off-season conditioning programs for any sport should not detract from the sports programs in season. Coaches should support one-another's programs by encouraging the athletes to engage in other sports. **AN ATHLETE SHOULD NEVER BE PRESSURED BY ANY COACH NOT TO PARTICIPATE IN ANOTHER SPORT SO THAT HE/SHE CAN PARTICIPATE IN AN OFFSEASON CONDITIONING PROGRAM. ALSO, AN ATHLETE SHOULD NEVER BE TOLD NOT TO PARTICIPATE IN SUMMER TAC BECAUSE OF SUMMER SPORT INVOLVEMENT.**

Off-season conditioning programs should be on a voluntary basis only and open to all Concordia Jr. / Sr. High students. Off-season programs that involve the use of specific sport equipment cannot be attended by a coach of that sport but must have proper parental supervision. Please check with the athletic director before starting any off-season program to ensure that proper guidelines set by school and KSHSAA will be followed.

I. OPEN GYMS

Schools may provide an open gym for students during the summer months and /or school year provided the criteria listed below is followed:

- a. The time and days of the open gym shall be made known to the entire student body by the administration through announcements, bulletin board postings, school paper articles, etc.
- b. The gym must be open to anyone enrolled in the school and must be on a voluntary basis.
- c. The open gym cannot precede, follow, or be in conjunction with an off-season conditioning program.
- d. No coach can be present in any open gym if there is participation in his/her out of season sport.
In the summer a coach may work with a limited number of athletes as specified by KSHSAA rules.
Check with the athletic director to determine sport specific rules.
- e. Participants will furnish their own clothing.
- f. Schools may furnish basketballs, volleyballs, volleyball standards, floor mats, and wrestling mats, etc.
- g. The open gym is properly supervised by an adult. Please note, it is a violation for the adult supervising to do any form of coaching during the open gym period.

J. SUMMER ATHLETIC CAMPS

Football, basketball and volleyball may organize and administer a one week (per sport) camp for his/her players only, provided the following **KSHSAA** guidelines are met:

1. The school shall not be involved other than to approve the use of facilities and dates. Coaches are to insure that there will be no violations of the **KSHSAA** rules and/or regulations.
2. Camp dates will be established in accordance with KSHSAA rules and calendar.
3. School uniforms or player equipment may not be used. If a school facility (gymnasiums, fields, balls, bats, etc,) are used, the coach must lease them per board of education policy.
4. No coach or other school representative may directly or by implication direct a student to attend a sports camp as a condition for team membership.
5. A student shall not receive pay or expenses for working at a camp involving a sport in which he/she participates.
6. The camp program shall not include any type of competition with teams or another camp.

Coaches who intend to conduct a summer camp must contact the athletic director prior to May 15. Coaches must indicate the proposed dates, time and sites (and alternates) of proposed camp. All expenses for summer camps will be generated from the camp itself and /or participants. Use of facilities will be through regular rental agreements. Camp sponsors will need group injury insurance for camp participants prior to first session.

K. TRANSPORTATION AND BUS CONDUCT

1. All transportation requests are to be done online through our USD 333 homepage. Requests for entire season need to be completed at least two weeks prior to first competition date. Any substitutes needed for coaches/sponsors attending away contests need to be arranged with the high school office. It is recommended that these arrangements be made prior to the season starting.
2. Transportation to and from athletic contests will be provided by Concordia High School. All athletes participating as part of the team are expected to ride the transportation provided. **Parents may take their child if the parent makes personal contact with the coach and a request is presented in writing. NO parent may take a child that is not under their parental guidance or custody unless the individual is**

on the student's emergency card AND pre-approval is obtained from the Athletic Director 24 hours prior to the contest.

3. When riding the school bus or school vehicle, students are to follow the same regulations which apply to regular bus students. They are to follow all directions given by the bus driver as well as the coaches. Students are to remain in their seats until the bus reaches its destination. For safety, students are not to lean over the seat, are not to lean out the windows, and must not throw items in the bus. Conversations need to be in normal conversational tones. Any damage done to a bus will be paid for by the student involved. It is up to the athletes and coaches to take care of all the vehicles used for activities as well as to help keep them as clean as possible. All students are to help clean up litter and trash before the bus returns home.
4. Head coaches/sponsors will be responsible for the behavior of all students making the trip to an event. It is recommended that at least one coach/sponsor ride in the rear of the bus so they can observe the behavior of all riding. Any incident which occurs on any bus trip should be reported by the head coach/sponsor to the athletic director the following day. Please follow these guidelines:
 - a. Food and drinks are permitted on the bus when the sponsor approves. When students have an opportunity to eat prior to departure, food is not permitted on activity trips. Students may eat on return trips when provided. Absolutely no Styrofoam cups, plastic cups, cans, sunflower seeds or glass containers will be allowed. Sponsors should permit only reseal able drinking containers. No hair-spray, hair gel, aerosol cans, or nail polish should be allowed on the bus. Coaches and sponsors will consider the length of trips and the time leaving before allowing food and/or drink.
 - b. Sponsors and students are responsible for the general clean-up. This excludes sweeping and mopping.
 - c. Students will not lounge on the bus without the sponsor being present or bus driver permission.
 - d. Coaches/sponsors should walk through bus after students depart.
5. Drivers are responsible for:
 - a. The safe operation of the bus.
 - b. The safety of the children.
 - c. The best possible route.
 - d. The location of the school, athletic field, etc., they are attending.
 - e. Cooperation with sponsor.
6. Coaches and sponsors are responsible for:
 - a. Keeping passenger noise under control.
 - b. Supervising student behavior.
 - c. Checking the bus for trash and other items prior to dismissing the students.
 - d. Cooperating with the bus driver.
7. Athletic Bus Supervision
Coaches of each sport should provide the transportation director -through the athletic director's office- a list of all students who will ride the activity bus. Lists should be turned into the office at least one day prior the first day of practice. One coach should remain in the activity bus loading area with the students planning to ride the buses until the buses have loaded. During each season the head coach will designate a coach to supervise activity bus riders.

L. CARE OF EQUIPMENT

Each student will be responsible for the care and safe return of the equipment checked out to him by the coaches. In laundering uniforms and practice gear checked out to him/her, the athlete should follow the

directions printed on the uniform. The student will be responsible for uniforms torn or lost and will be expected to pay replacement costs.

M. MEALS AND LODGING

Meals and lodging will be provided as needed for any team participating in regional or state competition depending on the availability of funds. During the regular season, meals and some lodging may be provided for Invitational Tournaments as needed depending upon the availability of funds. Athletes will be expected to pay for some meals. Meals will not be provided for all regular season games. Head coaches will make arrangements and will make notification when meals will be provided. It is recommended that teams do not stop and eat on school nights unless approved by administration.

N. MAKEUP WORK OR ASSIGNMENTS MISSED BECAUSE OF ACTIVITIES

All athletes who will miss part or all of a school day because of an athletic event are expected to make up all work missed because of the activity. When possible, work should be made up in advance. Students must ask for assignments three or four days ahead of time and must make sure that they understand whether the teacher expects the material to be handed in before or after the activity.

O. INSURANCE

Through the KSHSAA the district has purchased athletic/activity liability insurance for major injuries incurred in practices, athletic contests or travel to and from athletic contests. This coverage is intended to supplement parent's insurance. All injuries incurred in practice or at contests which result in school time missed or necessitate a visit to a doctor must be reported (by a coach) to the school nurse. All claims on district policies must be filed through the school nurse.

P. NCKL MEETINGS

There will be two annual league meetings, one in the fall and one in the spring. Head coaches are expected to attend the meetings for their sport as listed below:

Fall Meeting

1. Football
2. Volleyball
3. Boys Cross Country
4. Girls Cross Country
5. Girls Tennis

Spring Meeting

1. Wrestling
2. Boy Basketball
3. Girls Basketball
4. Golf
5. Boys Tennis

Q. SCHEDULING OF EXTRA CURRICULAR EVENTS

1. All scheduling of athletic contests will be done by the athletic director. Coaches cannot make commitments for athletes or teams. Recommendation by coaches about scheduling must be made to the athletic director, who will make arrangements for contracts. Activity Sponsors will schedule events and have them approved through the activities director.

2. All athletic/ activities events will be scheduled so as to miss as little school time as possible.

R. HOSTING OF EXTRA CURRICULAR EVENTS

To help financially support our programs and to help build community support for our programs we hope to host as many regular season and KSHSAA events as possible. Coaches/ Sponsors will be expected to help in the running of these events in addition to their regular duties.

S. STUDENT ACTIVITY LISTS

When it is necessary for students to miss class time to attend an athletic/ activity contest, it is the responsibility of the head coach/ sponsor to see that all teachers, office personnel, and administrators are notified ahead of time.

T. DRESSING ROOMS HOME AND AWAY

One coach must remain in the dressing room when athletes are dressing before and after all practices and games, home and away. Coaches are expected to inspect the dressing room before and after each practice and game. All equipment must be put away, towels must be placed in one place, tape and litter must be picked up and thrown away, showers must be turned off. If any damage has occurred, it must be reported to the athletic director as soon as possible

U. PURCHASE OF EQUIPMENT

Uniforms, warm-ups and cloth practice items will be purchased according to the Uniform Rotation Schedule. Only replacements for damaged or lost items will be purchased in other years. All uniform purchases must be made through the athletic director's office. All additions to the uniform inventory will be approved through and by the administration. All requests for purchase must be made through the athletic director. Requests for the next season should be made on the "inventory needs" section of the inventory form turned in at the end of the season. At no time should a purchase be made without an approved purchase order!

V. PURCHASE OF RESALE ITEMS FOR ATHLETES

When a coach intends to order practice shirts, team shirts, shooting shirts or other items that the athletes will pay for themselves, request for approval must be made to the athletic director **and** a purchase order must be written through the high school activity funds. Unless otherwise approved by the athletic director, all money must be collected from the athletes before the order is placed. A coach may purchase the above items without approval if he/she chooses not to go through the school. **All ordering, payment, shipping, and tax will be the responsibility of the coach.**

W. ISSUANCE AND CARE OF EQUIPMENT

All coaches are responsible to issue equipment to athletes as well as to collect equipment at the end of the season. Each coach must stress the importance of taking care of equipment to his athletes. All newly acquired equipment must be marked and placed on the athletic inventory.

X. INVENTORY OF ATHLETIC EQUIPMENT

Each head coach is required to turn in an inventory of equipment no later than two weeks after the completion of his sport. Inventory needs to be submitted electronically.

Y. USE OF THE GAME FIELD FOR FOOTBALL PRACTICE

To provide the best game field possible we must limit its use as a practice field. It is assumed that the varsity team will use the field on Thursday afternoons and Junior High Wednesday afternoons. Any other usage of the game field should be scheduled with the athletic director.

Z. TREATMENT OF ATHLETIC INJURIES WITH USE OF PHYSICIAN

If an athletic injury occurs which requires that a physician be consulted, the procedure listed below should be followed:

1. Telephone the hospital immediately and inform the hospital staff of the name of the athlete's family physician. The necessary information will be located on the medical information card athletes are required to fill out prior to the start of the season.
2. Telephone the parents to let them know the athlete is being taken to the hospital. If the parents cannot be reached, local next-of-kin should be called.
3. If the family doctor cannot be reached in an emergency situation, the doctor assigned to the emergency room will be used.
4. Report the injury to the athletic director and school nurse either that evening or the following morning. An injury form will need to be filed with the school nurse at that time.
5. There is to be no treatment given to athlete while on school grounds unless by a certified doctor or EMT and with parent approval.

AA. HEAT CONTROL IN ATHLETICS

1. Each coach should keep in mind the proper technique to follow in the prevention of heat illness. Coaches must work toward the prevention of heat stroke or exhaustion. Proper hydration, conditioning clothing, frequent water breaks, and careful watch during periods of extremely hot weather and high humidity should prevent problems in this area.
2. Proper water intake should be stressed. No athlete should be denied drinking water. **There is no better means of hydration than water-intake.**
3. Adequate supplies of drinking water should be present at all practices and games and an increase in the frequency and duration of water breaks should also occur.
4. Hydration Guidelines
20 ounces of water at least 2 hours prior to practice/games.
10 ounces of water or sports drink 10-15 minutes prior to practice/game.
7-10 ounces every 10-20 minutes during practice/game.
After practice/game, 24 ounces of water for every pound of body weight lost.
Consume bananas and oranges for great sources of potassium.
5. Postpone practices when heat is 100 degrees or over and the relative humidity is 47% or greater.
(See KSHSAA Competition Index for Heat)

BB. COACHING CLINICS

In general, registration and expenses may be paid by the district to one coaching clinic within the area for each coach each year (depending on financial situation). Requests must be made through the athletic director. Formal approval must be given by the superintendent.

CC. AWARDS AND BANQUETS

Traditionally each sport has had its own Awards Night. These nights are used by the coaches to award letters and to give special recognition to deserving athletes, the format of each banquet will be determined by the head coach. All banquets and awards nights must be scheduled through the athletic director.

DD. LETTER REQUIREMENTS

Each head coach must have on file with the athletic director the letter requirements for his sport. Concordia High School awards major and minor letters in each sport. Present lettering policies are listed in Section FF of this handbook.

Each head coach must submit a list of lettermen, both major and minor, to the athletic director within two weeks of the end of the season. These lists will be used to prepare letters, bars and emblems for awards nights and to enter activities on the permanent transcripts.

EE. LETTERING

Concordia High School gives major and minor letters in all sports.

A. All competitive sports, which include football, volleyball, girls tennis, girls golf, cross country in the fall; girls basketball, boys basketball, and wrestling in the winter; girls track, boys track, boys tennis, baseball, softball, and boys golf in the spring.

B. A major letter is awarded to each athlete who meets the requirements established by the head coach in the sport as listed below. A minor letter certificate is awarded to squad members who do not receive a major letter award and who complete the season in good standing and have the recommendation of the coaching staff.

C. Managers for a particular sport will be given a minor letter award their first year as manager for that sport. The second year as manager of the same sport they will then be awarded a major letter. Every year after will be considered a major letter award.

D. Letters, bars, and emblems will be presented to the athletes at the recognition dinner for that sport given after the completion of the season.

F. The school will provide each athlete with his first letter and with bars and emblems as earned. Replacement letters, bars and emblems may be purchased from the athletic director at replacement cost.

FF. LETTERING REQUIREMENTS

A senior who has been out for a sport for three or more years but has never lettered in that sport, has completed each season in good standing, and has the recommendation of the coaching staff will be awarded a varsity letter in that sport along with one bar.

A. To letter in varsity football, a player must complete the season in good standing, compete in 12 quarters of varsity competition, or have the recommendation of the head football coach.

B. To letter in volleyball, an athlete must complete the season in good standing, have the recommendation of the coaches, play in over half the total number of varsity games, and be a member of the sub-state tournament team.

C. To letter in girls tennis, a player must complete the season in good standing, have the recommendation of the coach and must compete on the varsity team in four of the regular season matches or finish in the top four in league, regional or state competition.

D. To letter in boys basketball, a player must complete the season in good standing as defined by the KSHSAA and CHS handbook guidelines, have passed and is currently passing five classes, compete in 1/3 of the varsity quarters or 1/3 of the varsity games, be a member of the post-season team, or have the recommendation of the coaching staff. A senior who has earned a minor letter each of the past three seasons will receive a varsity letter with the coaches recommendation.

- E. To letter in girls basketball, a player must complete the season in good standing as defined by the KSHSAA and CHS handbook guidelines, have passed and is currently passing five classes, compete in 1/3 of the varsity quarters or 1/3 of the varsity games, be a member of the post-season team, or have the recommendation of the coaching staff. A senior who has earned a minor letter each of the past three seasons will receive a varsity letter with the coach's recommendation.
- F. To letter in wrestling, a wrestler must complete the season in good standing, have the recommendation of the coaches and must fulfill one the following: earn 30 points in varsity competition, win a match in KSHSAA sponsored tournament, or compete in at least six varsity weigh-ins for CHS.
- G. To letter in girls and boys track, an athlete must complete the season in good standing, have the recommendation of the coaches and must fulfill one of the following: Earn 16 points in varsity competition or score a point in a KSHSAA sponsored event.
- H. To letter in boys tennis, a player must complete the season in good standing , have the recommendation of the coach and must compete on the varsity team in four of the regular season matches or finish in the top four in league, regional or state competition.
- I. To letter in golf, an athlete must complete the season in good standing, have the recommendation of the coach and participate in 1/2 of the varsity meets.
- J. To letter in cross cross-country, an athlete must complete the season in good standing, have the recommendation of the coach and must compete in at least half of the varsity races.
- K. To letter in softball, a player must complete the season in good standing, compete in 1/3 of the varsity innings, be on the regional team or have the recommendation of the head softball Coach.
- M. To letter in baseball, a player must complete the season in good standing, play in 1/3 of the varsity innings, be on the regional team or have the recommendation of the head baseball coach
- N. To letter in debate and forensics the following criteria must be met:
 - 1. Attend at least five *invitational* tournaments. (These **do not** include State, Festival, CFL, or NFL)
 - 2. Advance to the elimination rounds in at least one tournament.
 - 3. Be academically eligible for the semester.
 - 4. Not be on Forensics probation at any time during the semester.
 - 5. Work at the Concordia High Forensics Tournament
 - 6. Exhibit good sportsmanship and team support during the semester.
 - 7. Qualify and compete at State Champs (and/or)
 - 8. Qualify and compete at CFL or NFL Nationals
- O. To letter in cheer, a cheerleader must complete the entire year and be in good standing, the cheerleader cannot be placed on probation to qualify for a letter.
- P. To letter in dance, a dancer must complete the entire year and be in good standing, the dancer cannot be placed on probation to qualify for a letter.

GG. AWARDS

- 1. Keith Christensen Outstanding Senior Lineman Award - presented to the outstanding senior

offensive or defensive lineman as voted by the varsity and junior varsity football players.

2. Number one boys and girls cross country runner- presented to the male and female that has consistently come in first on varsity races throughout the season.
3. Brent Newton Award- presented to a runner who inspires hard work, desire, spirit and heart in their teammates by working hard in every meet and practice and has a true love and dedication to the sport.
4. Outstanding Senior Boys Basketball Player Award - presented to the outstanding senior
5. Ed Waiters Free Throw Champion Award - To qualify a player must shoot an average of two free throws per game in varsity competition. The award is presented to the player shooting the highest free throw percentage for the season.
6. Paul Koehn Outstanding Senior Girls Basketball Player Award - presented to the outstanding girls basketball player as voted by the varsity and junior varsity girls basketball players and coaches.
7. Outstanding Senior Wrestler Award - presented to the outstanding senior wrestler as voted by the varsity and junior varsity wrestlers.
8. Outstanding Senior Girls Track Athlete Award – presented to the outstanding senior girls track athlete as voted by the coaches. Factors to be considered in selection include quality of performance in practice and meets, consistency of performance in practice and meets, dependability, leadership by example of work habits, cooperation with coaches and other members of the track squad.
9. Bill Dotson Track and Field Award – presented to the senior track boy who has done the most to help promote track and field at CHS. Any senior boy who has been a member of the CHS track squad for at least two seasons is eligible. Selection is based on the following: participation, major letters earned, honors recognition, other sport participation, leadership, citizenship, and scholarship.
10. Outstanding Senior Softball Player – presented to the outstanding senior softball player as voted on by the coaches, varsity and junior varsity players
11. Outstanding Senior Baseball Player – presented to the outstanding senior player as voted by the varsity and junior varsity baseball players.
12. Outstanding female and male golfer- presented to the golfer who has the lowest average along with any state qualifying/placing.
13. Outstanding Senior Girl Athlete Award -- will be determined by a vote of the head coaches of all girls sports (volleyball, tennis, cross country, basketball and track) and the athletic director. To qualify a girl athlete must have participated in at least 2 of 3 seasons all four years of high school (consideration can be given to someone who misses one or two seasons because of injuries or who moves in before her junior year). In addition to participation consideration will be given to post-season scholarship.
14. Ray Culley Memorial Award – presented to the outstanding senior male athlete as chosen by a committee of senior high head coaches, principals, counselors, and athletic director. Any senior male athlete who has attended CHS for at least two semesters is eligible for the award. Criteria for the selection are weighed as follows: sports participation and state honors 60%, leadership 14%, citizenship 14%, scholarship 12%.
15. CHS Championship Team Gallery -- any team that places first in League, Regional or Sub-State competition qualifies for a black and white team picture in the Team Gallery. State Championship teams qualify for color pictures in the gallery.

16. CHS All-State Gallery -- individuals who win first in State competition or qualify for All-State honors as set out below qualify for a color picture in this distinguished gallery.

- a. first in State in individual competition in golf, track, tennis singles, wrestling
- b. first in State in track relay team or tennis doubles team
- c. first in State in cross country competition
- d. First Team All-State as determined by the Wichita Eagle-Beacon, the Topeka Daily Capitol, or by any official Kansas Coaches Association selection in football, basketball and volleyball.

HH. COACHES'/SPONSOR ETHICS

1. Each coach/sponsor should be supportive of the total athletic program.
2. Each coach/sponsor should encourage as many students as possible to participate in the total athletic program.
3. Each coach/sponsor should be dedicated to his sport, to the athletes and to the other coaches.
4. Coaches/sponsors should be extremely careful about comments made to media persons about CHS teams, coaches and athletes, about opposing players and coaches and about officials. Negative and disparaging comments about athletes, coaches and officials have no place in high school athletics.
5. One coach should never criticize another coach in front of players or the public. All coaches are expected to be loyal and committed to the program; when a decision has been made by the head coach all assistants are expected to openly support that decision.
6. An athlete must never be exploited by any coach. Sponsors, directors, and coaches are expected to remain professional in their relations with their colleagues and in the performance of their duties. In addition, they are expected to serve as good examples for students in their charge. The use of vulgar or profane language, negative comments in regard to athletes, students, or school personnel, as well as the encouraging of students to disobey school rules are examples of actions deemed detrimental to the education of the student. When in doubt of policy, check with the athletic director, activities director or principal.

II. COACHES'/SPONSORS RESPONSIBILITIES AND CONDUCT

1. All coaches, head and assistants, are expected to be familiar with the rules and regulations of the KSHSAA pertaining to their sports. All coaches are expected to insure that within their programs there are no violations of KSHSAA rules. No athlete should suffer because of negligence or over-aggressiveness on the part of any coach.
2. All coaches, head and assistants, are expected to be familiar with the rules and rule books of their sports and are expected to adhere to the spirit as well as the letter of the rules.
3. The attitude of the crowd at athletic contests is greatly influenced by the conduct of the coaches and sponsors. Coaches/sponsors of all extra-curricular activities, head and assistant, are representatives of the school and should conduct themselves in such a manner as to always be a credit to the athlete, school and community.
4. Coaches/sponsors of all sports should demand from their players appropriate conduct and behavior reflecting the tenets of good sportsmanship while traveling to, coming from and during athletic contest.

5. Each head coach/sponsor must discuss with each of his assistant coaches his philosophy of the sport and the objectives he wishes to achieve prior to the beginning of the season. In addition, the duties and responsibilities of each assistant need to be carefully outlined and communicated to each assistant prior to the beginning of the season. A copy of the outlined duties of each assistant must be given to the athletic director early in the season.
6. Any coach/sponsor wanting to do fundraisers for his/her program needs to have permission from the athletic/ activities director prior to any undertaking of the fundraiser.
7. All head coaches/sponsors are expected to submit a team roster to the athletic director at least two weeks prior to the first contest. Rosters are sent along with Form D contest notifications and are used by host schools to print programs. If roster changes are made during the season, the head coach is responsible for notifying the athletic director.
8. Coaches/sponsors are required to meet with parents prior to the beginning of their respective season. Explanations of his/her program, eligibility, injury, lettering and expectations must be made clear at this time.

JJ.JOB DESCRIPTIONS

HEAD COACH/SPONSOR

1. The head coach is responsible to the athletic director.
2. The head coach shall coordinate the entire program in the activity assigned.
3. He/she shall be familiar with the policies of the KSHSAA handbook, assist the athletic director with the completion of all forms that are required by the KSHSAA and the school (eligibility roster, injury reports, etc.).
 - a. Be responsible for monitoring the eligibility of participants.
 - b. Cooperate with the faculty to ensure the academic performance of participants.
4. Hold pre-season meetings with students and parents to discuss the philosophy of the program and inform them of their responsibilities and regulations. Inform students of the insurance policies as provided by Concordia High School and the KSHSAA.
5. Organize and conduct pre-season orientation and planning sessions with assistant coaches. Supervise and evaluate assistant coaches, assign their respective duties and conduct staff meetings if necessary. Ensure that assistant coaches are familiar with rules, regulations, safety procedures, and first aid prior to the start of the season.
6. Remain at the school until all participants have left the facility secure and the same.
7. See that all facilities and equipment are maintained to ensure a clean, healthy, and safe environment for activities, and report deficiencies and damage immediately to the athletic director.
8. Ensure the supervision of all activities related to the sport.
9. Assume responsibility for the conduct and well-being of all team members and coaches.
10. Follow procedures for the handling of injuries.
11. Instruct participants in the need for reporting injuries to coaches immediately.
12. Attend coaches meetings as required by the KSHSAA and approved clinics for professional growth.
13. Evaluate the total program and make recommendations to the athletic director.
14. Issue equipment and uniforms and keep accurate records of the same. At the end of the season collect, inventory, store equipment and uniforms and give a copy of the inventory to the athletic director. Submit equipment and uniform requests to the athletic director. Head coaches are accountable for all missing equipment.
15. Make necessary preparations for all practices.
16. Be responsible for public relations and the publicity of the program through the athletic director. Call in results of all home contests to the Topeka Daily Capital, and the Salina Journal and provide appropriate information for the local news media as needed.

17. Provide an atmosphere conducive to good sportsmanship and assist visiting team. coaches, and officials as appropriate.
18. Participate in the awards banquet program for your sport.
19. Assist the athletic director in scheduling events.
20. Make every effort to support and attend other activities at the school.

ASSISTANT COACH/SPONSOR

Reports to: Head Coach

Job Goal: To assist the player become a better student athlete and to assist the head coach in the various details of coaching.

Performance Responsibilities

1. Is responsible for the supervision of the team (as assigned and designated by the head coach) from the time school is dismissed until practice is concluded in the absence of the head coach.
2. Must be thoroughly familiar with the responsibility factors of the head coach, athletic director, and the central administration and recognize their responsibility to each. Should be supportive of the head coach, school, and the program.
3. Must work closely with the varsity coach and carry out any and all assignments submitted by the head coach.
4. Attends all varsity practice sessions unless otherwise assigned by the head coach.
5. Assume responsibility for team organization, practices, games, etc. at assigned team level.
6. Shall be aware of and adhere to rules and regulations of KSHSAA.
7. Attend meetings as scheduled by head coach.
8. Is responsible for care and use of physical plant and facilities and supervision of his/her players or participants during use of such facilities. This includes both home and away contests.
9. Assumes his/her full share of responsibility and accountability for student supervision, development of schedules, equipment requests, cleaning, storing, securing, and repairing of equipment.
10. Abides by the general policy rules and regulations of USD 333 and the KSHSAA.

KK. FUNDRAISING

With the exception of Jr. Class, FFA and Band/Choir; only non-soliciting fundraisers will be considered. Non-soliciting fundraisers are those that are more service oriented (ie.-concession stands, pork/burger feed, car wash, selling t-shirts at games etc...)

LL. DONATIONS/GRANTS

All donations and grants must be approved by the BOE prior to them being accepted. Treat these as you would any fundraiser and have the approved before you begin the process of obtaining them. Once the donation/grant has been offered, you will need to contact the board clerk and she will put it on the agenda for the next board meeting. The board meets the 2nd Monday of each month.

Notice of Nondiscrimination

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementation Education Amendments of 1972/Americans with a Disability Act or Section 504 of Rehabilitation Act of 1973; and all other Federal, State, School rules; laws, regulations, and policies, the Concordia Schools, U.S.D. 333, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Concordia, U.S. D. 333, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the School/District/Agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Quentin Breese, Superintendent of Schools, Section 504 Coordinator
217 West 7th Street
Concordia, Kansas 66901
785-243-3518

Title IX Complaints can also be filed with the Office for Civil Rights.

U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114

All students attending Concordia, U.S.D. 333 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap or sex.