

# **Easton USD 449 District Activities Handbook**

## **STATEMENT OF PHILOSOPHY**

The Easton School District believes that a dynamic program of interscholastic athletics is vital to the educational development of the student. The Pleasant Ridge Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

Athletics play an important part in the life of Pleasant Ridge students. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of our athletic program. Athletics play an important part, helping individual students develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and helps all students, spectators and participants develop pride in their school.

Leadership should be of the highest quality so as to exemplify to participants the desired type of behavior to be developed through participation in the athletic program. Measurement of leadership success should not be in terms of the tangible evidence of win and loss records, but rather in the intangible development factors that are an outgrowth of the major objectives of the athletic program.

We believe the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the students. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.

## **STATEMENT OF OBJECTIVES**

1. To provide a positive image of school athletics at Pleasant Ridge.
2. To strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student athlete.
3. To ensure growth and development that will increase the number of individual participants; give impetus to increasing attendance at each contest; build gate receipts, and enable a program of continuing upkeep and improvement of facilities.

4. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - a. Physical, mental and emotional growth and development.
  - b. Acquisition and development of special skills in activities of each student's choice.
  - c. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - e. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - f. A lifestyle that promote physical development and maintenance of the body
5. To provide opportunity for a student to experience success in an athletic activity he or she selects.
6. To create a desire to succeed and excel.
7. To provide for the students' worthy use of leisure time now and in the future.
8. To develop high ideals of fairness in all human relationships.
9. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
10. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
11. To develop an understanding of the value of athletics in a balanced educational process.

## **GENERAL POLICIES**

Only those students who are eligible, under the rules of the Kansas State High School Activities Association (KSHSAA) and U.S.D. 449, and capable of assuming the responsibilities of being an official representative of Pleasant Ridge through exemplary manners, conduct, appearance, and sportsmanship shall be permitted to represent the school in an athletic contest.

We will attempt to insure that all athletes receive substantial playing time every time they are in uniform as freshmen. Scheduling extra games can do this, where necessary and possible. The numbers out for a particular activity will determine this. An effort will be made to win the game itself, but not at the expense of athletes not getting a chance to participate. As a result, some players may play only during any extra games that may be scheduled.

At the junior varsity level, an effort will be made to play as many as possible during games. However, this may not always be possible in closely contested games. An athlete who finishes his/her junior year as a JV reserve may wish to consult with the head coach regarding his/her future in a varsity program.

Varsity sports represent the most advanced competitive level we can make available to our students. Just as not all math students are equipped to take calculus, so some athletes will not have the skills to participate at the varsity level. The coaches will use reserve players to give the starters a rest, to develop talent for upcoming seasons, and avoid embarrassing opponents who are not as competitive as our students. However, there is no guarantee that reserve players will participate in all games.

At the high school level coaches in each program will have the option to conduct tryouts. When necessary, due to excess numbers, coaches have approval to release, or cut, athletes from their squads. This will be done after a minimum of two weeks of practice and after consultation with the principal.

An atmosphere of communication and cooperation will exist between the various coaches at each level in order to create and maintain a successful program.

**Expectations for coaches/sponsors are as follows:**

- School activities personnel shall adhere to the policies of USD 449 and the KSHSAA.
- In all contests, only game officials and authorized personnel may be on the sidelines and bench.
- Coaches, staff members, and the administrators shall refrain from questioning decisions of officials or otherwise criticize them during or following the game.
- Any unsportsmanlike conduct requiring special attention will be reported to the activities director and principal.
- All dates must be cleared for any change through the activities director with final approval made by the principal.

- Coaches will supervise and ride the same transportation as the teams to and from activities unless authorized by the activities director and the principal to do otherwise.
- All coaches will make every effort to see that students understand their responsibilities as representatives of Pleasant Ridge and the community.
- Bench and sideline decorum is the responsibility of the coaching staff. Coaches shall set the example of proper behavior. Coaches shall confine talking with officials within the boundaries of the established rules for each sport.
- All coaches will conduct a parent meeting, prior to the first game of the season. The purpose of this meeting is to review rules/regulations and expectations. Every attempt shall be made by head coaches to ensure all parents are informed as to rules and expectations of the specific activity.
- Any coach (head or assistant) who is removed from a contest by a game official will be suspended for the next contest at that same level. If coaches are removed from a game they will need to pay for and view a sportsmanship video before returning, per KSHSAA rules.
- All head coaches are responsible for checking out appropriate equipment for student/athletes participating in his/her sport. Care should be taken that any student/athlete who quits prior to the end of the season turns in his/her equipment immediately. All uniforms/equipment should be checked back in immediately after the season is over. Head coaches should establish a day, during the week immediately following the closing of the season, to check in all equipment. It is the responsibility of the head coach of an activity to ensure all equipment, including practice and game uniforms be check in properly. All coaches must check their inventory at the beginning of the season and turn in an inventory list at the conclusion of the season.
- All head coaches are required to submit an End of Season Report to the athletic director within one week of the end of the season. In addition, each head coach should schedule a meeting to go over the End of Season Report with the athletic director.
- Head coaches are responsible for contacting the local/area newspapers. The Northeast Kansas League requires the host school of a NEKL contest to notify the *St. Joseph News Press* and the *Topeka Capital-Journal* to report results of contests. In this area, the *Leavenworth Times* and the *Kansas City Star* should be notified. *The Wichita Eagle* may also be used to submit scores if the school is so inclined. Newspaper Correspondence; St. Joe News Press - 800 779-6397, Topeka Capital Journal Sports - 800 777-1662, Lv. Times - 682-0305 Wichita Eagle-Beacon - 800 825 6397, KC Star - 816 234-4355.

- The athletic director must approve **all** requests to purchase equipment or uniforms. Each team is on a 5 year rotation for buying new uniforms and the schedule is on file in the athletic director's office.
- Any uniform or clothing purchased for wear by a Pleasant Ridge student/athlete that has a picture of a "Ram" on it will be the school approved Ram.
- All coaches should make themselves aware of the KSHSAA rules that specifically relate to their sport. In addition, all coaches should be aware of rules regarding eligibility, residency, etc. A copy of all of these rules may be obtained from the athletic director.

**Expectations for students are as follows:**

- All student/athletes must have an up-to-date physical, signed by an attending physician, and parents. In addition all students who participate in a sport must have a signed concussion form and KSHSAA consent form before they are able to practice. Players will not be able to participate in any games until they have paid the activity fee and they have all required paperwork (for example; Emergency Medical forms, Insurance waivers. etc.) turned in and filed with the office.
- It is also highly recommended that all students receive Impact testing to have a baseline score on file ~~with Atehison Hospital Sports Medicine Team.~~
- In order for a student to participate in extracurricular activities that take place after school hours, he/she must attend his/her regularly scheduled classes the entire day of the activity. If an activity is scheduled for a non-school day the students must be in attendance the entire day before the activity. The principal may make exceptions to this policy.
- Students are to be in school at 8:00 a.m. the day after a school function. Excessive tardies and absences after night activities may result in the removal of the student's participation of that specific activity or suspension from an activity.
- Students who are under suspension are ineligible to participate in activities until the suspension is completed. All students participating in extracurricular activities must be in good standing.
- Any student/athlete who is ejected from a contest will be suspended for the next game at that level and they will need to view sportsmanship video before returning, as per KSHSAA guidelines.

- Use of alcohol, tobacco, drugs, and steroids is inappropriate and will not be tolerated. If it is established that an athlete has violated these restrictions during school or at school activities the following will apply:
  - First offense: Suspension for a minimum of seven school days of practice and a minimum of one day of competition. An athlete may be required to be in attendance at practice but will not participate. The coach at his/her discretion may increase the severity of the punishment up to and including dismissal from the squad following consultation with the activities director and principal.
  - Second offense: Automatic removal from the team.
  - Third offense: No further participation in athletics for the remainder of the school year.
  
- Any student/athlete, who is suspended during the season for any of the above-mentioned infractions, will not receive a letter when the season is complete.
  
- No athletic practice of any type will be permitted on days school is canceled or dismissed early due to inclement weather, unless approved by school administration.

**Practices:**

- Students must be in attendance all day to participate in practice.
- May not exceed two hours (unless prior approval has been granted by the administration).
- Saturday practices prior to the first game and holiday and vacation practices are mandatory when scheduled by the head coach. The exceptions to that would be if an athlete is going out of town with his/her parents and the parents make contact with the coach ahead of time.
- There may be structured Saturday practices, with the permission of the principal, during the season when there is less than five practices in a week due to: cancellation of school or when there is a game on Friday night and then a tournament on Monday.
- Two-a-day practices will not be permitted while school is in session unless prior approval is obtained.
- Practices will be on school grounds unless prior permission is granted.

**ELIGIBILITY:**

For the purpose of determining eligibility at PRHS and PRMS, grades will be checked every three weeks, at 8:00 a.m. on Friday. If a student has an “F” in any class he/she will be declared ineligible. At the conclusion of the first week, if a student who has an “F” at the previous Friday, has all of his/her grades at the passing level, he/she will be declared

eligible to participate in activities. If at the conclusion of the first week the student still has a failing grade in a subject, he/she will be declared ineligible for the next two weeks.

Students who are declared ineligible may not participate in activities from 8:00 a.m. on Monday morning through the following Sunday evening.

Students, who are declared ineligible, due to grades, may be allowed to continue to practice with the team, assuming that the student/athlete may regain eligibility before the season is complete. Students who have been declared as ineligible may participate in academic co-curricular activities if a class grade is contingent on the student's participation.

Any high school student who is failing a class at the conclusion of the first semester or second semester are ineligible until the first grade check of the new semester. Any middle school student who is failing a class at the conclusion of the first, second, third, or fourth quarters will be ineligible until the first grade check in the next quarter.

If a student fails to pass at least five new subjects of unit weight, or its equivalency, the previous semester (quarter for middle school) they are ineligible the entire next semester at the high school and the entire next quarter at the middle school.

## **SPORTSMANSHIP**

All students and patrons, when attending a school-sponsored activity, are expected to abide by Kansas State High School Activities Association Rule #52. This rule, simply stated, says that all actions by those in attendance must be For not Against; Positive not Negative or Disrespectful.

Any parent or fan (including students) that is ejected from a game or activity will not be allowed to attend the next scheduled activity in that sport.

Any parent or fan that behaves in an unsportsmanlike manner before, during or after a game will be required to have a conference with the Athletic Director and/or Principal prior to attending the next scheduled activity in that sport.

## **REQUIREMENTS FOR COACHING EMPLOYMENT**

The Board of Education believes that each athletic coaching assignment normally should be under the supervision of a qualified and duly appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the

services of a qualified and certified faculty member, a qualified and certified non-faculty individual may be employed. If such an individual is not available, a qualified non-certified individual may be employed.

## **COACHING ASSIGNMENT PROCEDURES**

The following regulations will be in force when coaching vacancies arise:

1. The Athletic Director shall survey the coaching staff in March to determine coaches' intentions for the following year.
2. All non-renewals of coaching positions will be notified by May 1st (Spring activities, including baseball, softball, and track, two weeks after the conclusion of the positions duties), and resignations for coaching positions will be turned into the administration by May 1st. The Administration will make recommendations to the Board of Education at the May board meeting for the following school year.
3. When vacancies develop, or new positions are added to the coaching staff, the following actions shall be taken:
  - a. The Superintendent's office shall post the position to determine whether or not any present staff members have interest in the position.
  - b. Once interested candidates are identified, the principal, in consultation with the Athletic Director and the head coach, shall determine whether or not the interested persons possess the minimum qualifications necessary to perform the responsibilities of the position.
  - c. The district will make every attempt to fill said vacancies with certified staff each year before opening the positions to the general public. Supplemental positions taken by non-staff members will be automatically opened at the end of said contract.

## **COACHING RESPONSIBILITIES**

### **1. Coaches' Professional and Personal Relationships and Expectations**

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Easton-Pleasant Ridge School District objectives for their activity programs. These major performance areas stand out above others:

**Rapport**--A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents

of his/her players. Good rapport and an image of competency are invaluable for the coach.

**Cooperation**--The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their athletic director, principal and other members of their staff.

**Leadership**--Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition, all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

**Discipline**--Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents-observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season-at home and away, and the conduct of the crowd-especially where the student body is concerned. Desire to do well, to win well, and to lose well, should be emphasized. Staff members and spectators should be motivated toward establishing goals.

**Improvement**--A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

## **2. Coaching Techniques**

- Use sound and acceptable teaching practices.
- Run well-organized practice sessions.
- Complete pre-season planning well in advance of starting date.
- Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor, and parents.
- Construct a well-organized game plan.
- Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement.
- Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with the maintenance staff, transportation people and others similarly involved in the overall program.

## **3. Coaches' Responsibilities**

**To the players on the team**--The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of a positive attitude is

an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach/coach. The safety and welfare of players should always be uppermost in the coaches' minds. The coach's primary responsibility is to the individual boy or girl. The athlete's family must not be ignored, however, since consideration must be given to the family and to their requests.

**To the school district**--As a coach, you are a frequent topic of conversation at various community locations--the home, the workplace and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for the Easton-Pleasant Ridge School District.

**To the school**--A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown you. Private, firm, fair and constant discipline must be maintained.

The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

#### **4. To fellow coaches**

The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills, which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible in an

appropriate location away from the athletes and other people not concerned with the program.

The **head coach** expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.

It is most difficult to be a good **assistant coach**; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches. A good assistant coach is loyal to the school, the team and most importantly to the head coach of the sport that they are coaching.

**To other coaches in your school**--One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic educational program and of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.

A coach should support and serve fellow coaches, and other activities within the school, whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

**To parents/guardians of student participants**—It is the responsibility of the head coach (in conjunction with assistant coaches) to be in continual communication with the parents/guardians of individuals on a team or in an activity. Communication means notification as to practice days and times, game times and locations, rules infractions, injuries, etc.

**Team rosters**--All head coaches are required to turn in a preliminary roster of participants after the first day of practice. This roster will be used to check on physicals, eligibility, etc. A final roster (to include name, uniform number, height, weight, year in school, and position) must be turned in **no later than one week** before the first date of competition. **All head coaches should make sure to spell names correctly.** The head coach should communicate with the principal and/or athletic director during the season when a student/athlete has left the squad and should no longer be listed on game programs.

## **JOB DESCRIPTION FOR HEAD COACHES**

The major responsibilities of head coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches; these should be delegated by the Activities Director.

1. Has full responsibility for the over-all supervision of his/her program, including all levels and in taking care of all equipment for that activity.
2. Is in charge of assignments and duties of assistant coaches working in his/her sport.
3. Is responsible for keeping practice periods for his/her sport within the confines of the time specified by the Activities Director; and coordinate practice times during holiday periods with the Director.
4. Works with the activities director during the season to keep all informed concerning activities and team related items including, keeping the activities director informed of injuries that occur and fill out and hand in accident reports within twenty-four hours after each occurrence.
5. Responsibility for striving to build good sportsmanship and public relations with our opponents and the community.
6. Responsible for the following reports to be made out and handed in to the Activities Director, no later than two weeks after the season is over ;
  - a. Complete inventory for equipment, supplies and uniforms.
  - b. Annual report which includes: letter winners & participants, special awards given, team records, items requested for the following year and other records, etc. as requested by the A.D.
7. Responsible to know and abide by school policies and the Kansas High School Activities Association rules for his/her activity.
8. Responsible for his/her student/athletes during practice and activities until the individuals are released from the school area or to their parent or guardian.
9. Responsible for coordinating with the activities director all trips taken by the team.
10. Responsible for all participants until they leave school grounds after an activity when returning from road trips.
11. Responsible for explaining all district policies to all members of the team.
12. Responsible for the actions and conduct of his/her team whenever they are under his or her jurisdiction.
13. Required to attend the Awards Dinner and to hand out awards for the activity.

## **JOB DESCRIPTION FOR ASSISTANT COACHES / COACHES AIDES**

It is the assistant coach's responsibility to do the following:

1. Have an understanding knowledge of rules and regulations regarding the sport as presented in the KSHSAA Handbook and the rules book for that activity.
2. To assist the head coach in carrying out assigned responsibilities.
3. Before the Season:
  - a. Assist the head coach in assigned jobs such as handing out equipment.
  - b. Meet with the staff to organize for the season and review assignments and responsibilities
4. During the Season:
  - a. Assume supervisory control over athletes and teams assigned and or all athletes when such control is needed.
  - b. Be in regular attendance at all contests and practices.
  - c. Conduct self and team in an ethical manner.
  - d. Emphasize safety precautions.
  - e. Carry out assignments including:
    - 1) scouting opponents
    - 2) conduct first aid on participants
    - 3) equipment supervisor
    - 4) publicity reports
5. End of Season:
  - a. Assist in return, storage and inventory of equipment.
  - b. Make reports as requested by the head coach and Activities Director.
  - c. Attend the PRHS Awards Dinner and assist the head coach as needed.

## **JOB DESCRIPTION – CHEERLEADING SPONSOR**

Major duties and responsibilities of the supervisor of the Spirit Squad

1. Organize the spirit squad into a well-defined, smooth-working group.
2. Orient and educate parents to understand the responsibilities of the squad along with the degree of cooperation necessary throughout the calendar of activities.
3. Formulate the structure for enforcement of standards of conduct and rules of the school, student body and athletic department as they apply.

4. Facilitate the selection of uniforms and supervise the arrangements for financing them.
5. Conduct meetings during each season for planning and assigning responsibilities and to make sure that all understand what they are to do.
6. Act as coordinator for assembly programs and pep rally activities. Give final approval to material to be used in skits and presentations to ensure appropriate tone.
7. Attend all the events at which the squad is performing and/or practicing or provide a responsible substitute approved by the administration.
8. Explain in detail the responsibilities that squad will be expected to assume and assure that each individual understands the personal commitment that is entailed.
9. Sportsmanship will be encouraged at all times.
10. Work with the Activities Director on scheduling pep rallies, practices, transportation, and activities that the spirit squad will attend.

### **JOB DESCRIPTION – DANCE TEAM SPONSOR**

Major duties and responsibilities of the supervisor of the Dance Team

1. Organize the Dance Team into a well-defined, smooth-working group.
2. Orient and educate parents to understand the responsibilities of the team along with the degree of cooperation necessary throughout the calendar of activities.
3. Formulate the structure for enforcement of standards of conduct and rules of the school, student body and athletic department as they apply.
4. Facilitate the selection of uniforms and supervise the arrangements for financing them.
5. Conduct meetings during each season for planning and assigning responsibilities and to make sure that all understand what they are to do.
6. Attend all the events at which the team is performing and/or practicing or provide a responsible substitute approved by the administration.

7. Explain in detail the responsibilities that squad will be expected to assume and assure that each individual understands the personal commitment that is entailed.
8. Sportsmanship will be encouraged at all times.
9. Work with the Activities Director on scheduling pep rallies, practices, transportation, and activities that the dance team will attend.

## **MEDICAL POLICY**

### Medical Policy

1. Coaches will prepare the team members at the beginning of the season for the possibility of injuries during the year. Coaches should point out the types of injuries which are most likely to occur and establish an emergency procedure so that all assistant coaches and involved personnel may act promptly, efficiently and correctly in the handling of injured athletes. Suggestions might include but not limited to:
  - a. Give appropriate first aid
  - b. Call for ambulance, if needed, doctor, and hospital.
  - c. Notify parents.
  - d. Keep the administration informed of serious injuries.
  - e. File accident report within twenty-four hours.
  - f. Follow up with parents and/or medical staff.
2. Follow doctor's orders and advice.
3. Make injury procedure available to all that could be involved.
4. The doctor must make all decisions as to whether the injured athlete may continue to participate or when the athlete may return for practice and games.
5. A student who has been injured and had medical treatment may not participate until a release, signed by a Doctor, is handed in to the office.
6. Injury records should be maintained for all athletic injuries requiring medical attention. Coaches will maintain and turn in at the end of the season a daily treatment log.
7. Attendance and Participation: When a student is absent from school, the student will not participate or attend a school activity except with permission of the principal.

8. The coach is required to perform adequate first aid for all injuries and no more. Good common sense in handling the situation is a must. Coaches need to follow procedures listed below:
  - a. Provide supervision at all times.
  - b. Do not allow anyone to participate without a signed physical.
  - c. Always follow the instructions of a doctor.
  - d. Never administer any drugs, medicines or local anesthetics.
  - e. Use only therapeutic methods that you are qualified to do and only if the doctor approves.
  - f. Check all equipment regularly and maintain all facilities in top condition to assure safety at all times.
  - g. Use good common sense in all situations when handling injuries or sudden illness. Don't panic.
  - h. If student trainers are used, be sure that they are well qualified and that they follow orders implicitly.

### **ACTIVITY AWARDS / LETTERING**

The following requirements are to be used for receiving recognition in an activity. A list of any awards will be handed in and approved by the Activities Director prior to the participants being notified of the awards.

1. The participant must complete the season in a positive manner in order to be considered for any type of award. If a student is ineligible at the end of the season they will not letter.
2. It is possible to earn a varsity letter only by competing on a varsity team against other school's varsity teams.
3. A student who letters for the first time will be awarded a chenille "PR" letter with the emblem of the sport. Thereafter the student will receive a service bar for each succeeding year in the same sport and an emblem for any other sports/activities that one can earn a letter in.
4. The coaching staff, subject to approval by the activities director and principal, may letter a dedicated senior who has been out for the same sport for four years and has made a positive contribution to the team.
5. A maximum of two students may letter as managers. These students must attend all practices and games. They need to be a part of the team not just someone who shows up on game day. They cannot letter in two activities during the same season (ex. manager for both girls and boys basketball).

**HS Lettering—While lettering is somewhat subjective, coaches should not arbitrarily just letter everyone.** A simple guideline should be that a student/athlete must play in a specific number of quarters or games (one half) to letter. All lettering guidelines are listed above and should be followed. If a coach would like to change these guidelines he/she would need to make a proposal to the athletic director for his approval prior to the beginning of the season. When approved by the athletic director, requirements for lettering should be given to the student/athletes and parents. A handwritten explanation of the lettering policies, given to parents before the season begins, can alleviate potential problems when the season is over.

- **FOOTBALL:** Play in at least one-half of the varsity quarters for the season.
- **CROSS COUNTRY:** Any runner earning 21 points during the season will receive a letter. Points will be scored in Varsity competition only. Points will be scored for the team (7-6-5-4-3-2-1) depending on the runners place on the PRHS team. They will also receive an additional point towards their letter with an individual medal at the varsity letter. Any runner who runs varsity all season, wins a league award, or qualifies for the State Meet will also receive a letter.
- **VOLLEYBALL:** Play in at least one-half of the varsity games (not matches).
- **BASKETBALL:** Play in at least one-half of the varsity quarters for the season.
- **WRESTLING:** Compete in ten or more varsity matches
- **SCHOLAR BOWL:** 1. Must attend 80% of the scheduled practices
  - Must represent PRHS at 50% of the varsity competitions
- **TRACK AND FIELD:** Each athlete must accumulate one hundred points to earn a letter in track and field. The following is a list of how athletes may earn points.
 

▪ Finish the season	25 points
▪ Competition in an event	1 point
▪ Competition at Regionals	25 points
▪ Competition at State	25 points
▪ Improvement from one meet to the next	5 points
▪ Establishing a school record	25 points

  - Points that you earn for the team at a track meet will go towards your point total; for example if you place first in an event at Wellsville you earn 10 points for the team and you also earn 10 points for your letter. The size of the meet determines how they score the events.
  - If you have earned enough points for a letter and then quit the team you will not receive a letter in track and field.

- Coaches reserve the right to evaluate extenuating circumstances.
- **BASEBALL:**
  - Play in one quarter of total varsity innings and/or
  - Have twenty varsity plate appearances (20 game season) and/or
  - Start in ten varsity games (20 game season) and/or
- **SOFTBALL:**
  - Play in one quarter of total varsity innings and/or
  - Have twenty varsity plate appearances (20 game season) and/or
  - Start in ten varsity games (20 game season) and/or
- **CHEERLEADER: FOOTBALL, BASKETBALL AND DANCE SQUAD MEMBERS:**
  - Must attend 80% of the scheduled practices.
  - Must represent PRHS at 90% of the varsity competitions.
- **FORENSICS:** Forensics letters will be determined based on a point system.
  - Students earn points by competing. Students will letter when they earn 10 points in a single season.
  - For every competition attended, a student will receive 1 point.
  - If a student is double-entered, that student will receive 2 points for that competition.
  - If a student places in the top sixth of an event, that student will receive 4 extra points.
  - If a student qualifies for State, that student will receive 10 points and automatically letter.

### **MS Lettering - Lettering Requirements**

It is the philosophy of the coaches that participation on a daily basis is as valuable to a team effort as playing in a varsity contest. Therefore, the following requirements for lettering have been adopted:

- A participant will not have more than three unexcused absences for practices throughout the season.
- A participant will not be ineligible for more than three weeks before being excused from the team.
- Each participant must show a desire to help the team.
- All participants must show enthusiasm, a willingness to succeed and a positive attitude.
- Each participant must give 100% effort at each practice and game.
- Each participant will be a positive role model in school and during events.

- The key to lettering in our program is to be motivated toward the team. There is no greater player than the team player.

## **ACTIVITY / ATHLETIC PROCEDURES**

**Activity Programs**—Pleasant Ridge High School students have the opportunity to participate in all of the following co-curricular (academic) activities: FFA, Future Business Leaders of America (FBLA), Forensics, Scholar’s Bowl, Music, Art. The school also has a chapter of National Honor Society (NHS) and RSVP. Students may participate in NEKL competition in Scholar’s Bowl, Forensics, Music and Art.

**Athletic Fee**—All Pleasant Ridge Middle and High School students participating in athletics pay a \$35 fee for each sport that they play (if they play 3 sports, it will cost the player \$105). This money goes into the athletic fund to be used to help defray costs of running the programs sponsored by the schools. Students will not be issued game uniforms, nor will they be permitted to play in an athletic contest, until their athletic fee has been paid. It is the responsibility of the head coach of an athletic team to monitor this situation and remind student/athletes who have not paid their fee.

### **Athletic Teams:**

**Pleasant Ridge High School** sponsors the following athletic teams: Cross Country (boys and girls teams) football, volleyball, wrestling, basketball (boys and girls teams), track (boys and girls teams), baseball, and softball. We are members of the Northeast Kansas League. Including PRHS, there are **8** other schools in the NEKL: Effingham-Atchison County Community Schools, Holton-Jackson Heights, Horton, McLouth, Maur Hill-Mt. Academy, Oskaloosa, Valley Falls, and Winchester-Jefferson County North. As per the NEKL Constitution, to be considered a league activity, at least one-half schools must participate in an activity. As of the 2017-2018 school year, the NEKL sponsors championships in Cross Country, Football, Volleyball, Basketball, Baseball, Softball, and Track.

**Pleasant Ridge Middle School** sponsors the following athletic teams; football, volleyball, wrestling, basketball (boys and girls teams), knowledge bowl and track (boys and girls teams). At the middle school level there are **10** schools in the NEKL, these school are: Effingham-Atchison County Community Schools, Everest, Holton-Jackson Heights, McLouth, St. Benedict’s, Oskaloosa, Valley Falls, Winchester-Jefferson County North, and Xavier Catholic Schools.

## **EQUIPMENT AND UNIFORMS:**

All coaches, prior to the start of the season, should check their inventory and make determinations as to whether he/she has everything they will need to start the season. All

questions should be directed to the athletic director. It is the responsibility of the head coach of each sport to “check-in” equipment and uniforms when the season is over. If a student/athlete leaves the program before the season is complete, the coach should have that student/athlete immediately turn in all uniforms/equipment he/she has been issued. All equipment and uniforms should be stored in such a manner that they cannot be stolen. An inventory should be updated when the season is over. A copy of the inventory should be given to the athletic director. Requests for new equipment and/or uniforms should be made to the athletic director. The athletic director will establish a rotation schedule so that all athletic teams have an equal opportunity to purchase new uniforms in a timely manner. Students will not be excused to go home and get their uniforms if they forget them. They will be expected to call a parent and have someone bring it to the school.

## **SPECIAL EVENTS**

**HS Fall Sports Premier**—The Premier is scheduled for the Friday before the first football game. The volleyball team and football team scrimmage, in front of the public. It is up to the head coaches to determine how the teams will be divided for the scrimmages. The cheerleaders and dancers will be in uniform and will perform during the evening. Attempts will be made to have officials for the scrimmages. The cross country team will be introduced to the public. It is up to the head coach as to whether or not they will run. ~~The PRHS students participating in soccer will be introduced.~~ All members of the football, volleyball, cross country teams, as well as the cheerleaders and dancers, will be introduced to the public, in the gym, before the volleyball scrimmage begins. There is no formal scrimmage for any of the other seasons.

**HS Homecoming and Royalty**—The dates for the Homecoming and Royalty games will be set by the administration. Both the Homecoming Dance and Royalty Dance will be held on Saturday night. Both dances will be held at the high school (unless there are conflicts and an alternate site has to be established). Homecoming is sponsored by the Student Council and Royalty is sponsored by the Senior Class. Homecoming and Royalty King and Queen candidates are chosen by members of the senior class, by a vote of members of the senior class. Boys vote for queen candidates and girls vote for king candidates. Candidates for Homecoming cannot be candidates for Royalty but can be candidates for Prom King and Queen. The entire student body votes for the Homecoming and Royalty King and Queen.

**HS Pep Rallies**—Pep rallies will be held throughout the year for the fall and winter sports. Head coaches are expected to speak. The band will play. The cheerleaders will plan the pep rallies.

**HS Postseason Banquets**—Postseason banquets will be held after the fall, winter, and spring sports seasons. The fall banquet will honor those individuals who participated in cross country, football, boys soccer and volleyball. The winter banquet will honor those

student/athletes who participated in basketball, wrestling, cheerleading and dance. The spring banquet will be for those student/athletes who competed in girls soccer, track, baseball, and softball. The banquets are “hosted” by the Booster Club. The Booster Club decorates for the banquets (they are held in the gym) and provide table service and drinks. Parents are asked to bring food for the banquet. Everyone goes through the lines and fills their plates. At the end of the meal, the coaches will speak about their season. It is up to the individual coach to decide how much he/she will talk about individual student/athletes. The coach should give a brief summary of the season (highlighting any achievements of the team or individuals). Student/athletes will receive a letter or certificate of participation. Student/athletes should be called down to receive their award. If a student/athlete is not in attendance, do not speak about that person. While the parents who are in attendance are there to see their son/daughters recognized and honored, it is important that everyone remember that there are others being honored and no one should dominate the time. Everyone should be aware of comments that are made about specific student/athletes. What you think may be a positive comment may come off as negative. All coaches should remind their student/athletes to be in attendance and to dress appropriately.

**Senior/Parents Night**—During each season of activities, one athletic contest will be designated as Senior Parent Night. In the fall, the senior volleyball players will be recognized at the last home game of the season. The senior football players, soccer players and cross country runners will be recognized at the last home football game of the year. The senior wrestlers will be recognized at the last home wrestling match of the year. Senior basketball players, cheerleaders and dancers will be recognized at the last home basketball game of the year. The school will provide “gifts” for the parents of the seniors. Coaches are not required to do anything “special” for the seniors on the night they will be recognized.

## MISCELLANEOUS

**Transportation** - Pleasant Ridge students attending school-sponsored events away from the school are required to ride the transportation provided by the district to the event. When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student’s parent or guardian.

If a parent or guardian wants to pick up their child at the activity the parent or guardian shall authorize it in writing to the sponsor at the event.

At no time will we allow a student to leave from an activity with anyone other than that student’s parent or legal guardian without written consent from the parent or legal guardian.

Parents or legal guardians may designate sign out authority to whomever they choose, providing the person(s) is/are out of high school, and is/are over the age of 18.

**Practice Schedules**—Times and locations of practices should be scheduled through the athletic director and communicated to parents. When it is necessary to move practices to a time or location that is a change from the published schedule, coaches need to communicate this to the student/athletes in a reasonable amount of time so that parents can be notified.

**HS Postseason Honors/All League/All-State**—The NEKL will host meetings for the purpose of choosing all league teams in football, volleyball, basketball, baseball and softball. The NEKL Constitution has specific procedures when it comes to nominating individuals for all-league. Make yourself aware of these regulations. It is an expectation that all head coaches will do all they can to get as many individuals mentioned on all league teams as possible. The head coaches of specific athletic teams will also receive ballots to vote for all state teams. Again, it is your responsibility to nominate and “champion” your players for those honors. The head coaches for the six athletic teams that are recognized by the NEKL (football, volleyball, basketball, baseball, softball) are required (per the NEKL Constitution) to attend the All-League meetings. Failure to be in attendance for these meetings will result in a \$100 fine (as per the Constitution). If a head coach does not attend the meeting, and the school is fined, the head coach will pay the fine.

**Organizational Meetings**—It will be necessary for coaches to have organizational meetings prior to the actual first date of practice. Frequently, these meetings will need to be held during an athletic season that is not complete. All coaches who hold organizational meetings while one season is in progress should first make contact with the head coach of the sport currently in season and “clear” anything with that coach. This is not to say that the head coach of the sport in season can “veto” another head coach having a meeting, but it is courteous to first make contact. Organizational meetings may be held during Seminar Period (during the school day). These should be scheduled in advance with the athletic director or the building principal. It is suggested that coaches introduce themselves, their assistant coaches, get a list of prospective participants, go over team rules, and provide some information about practice (when it starts, where it will be, what times, etc.)

**Parent-Booster Groups**—It is entirely appropriate for a coach to organize a booster group. Parents (and businesses) can be listed as a “booster” if they pay money to help “fund” the program. Money collected from the “boosters” should go to pay for things that may not be deemed a necessity by the athletic director. The names of the boosters will be listed in all home athletic programs. Those individuals wishing to join the booster groups should be given a t-shirt or some other item that recognizes their support of the program.

**Parent Meetings**—Coaches are required to conduct formal meetings with parents, prior to the first game of the season. An ideal time for this, for fall sports, is the night of the Fall Sports Premier. Coaches of winter and spring sports should find a time that works well for as many people as possible. Items that should be addressed at these meetings are the following: list of rules (including expectations), practice times, contact information, game schedule. In many cases, one parent will step forward and ask about providing meals for the student/athletes. This is fine, but there will not be any school funds used for this purpose. If the organizer of the meals wants to “charge” other parents, that is fine.

**Summer Camps**—Summer camps and practices should follow the guidelines of the Kansas State High School Activities Association (KSHSAA). Dates for summer camps and practices should be approved through the athletic director. The earlier these dates are established, the better it is for individuals wanting to go on vacation. Coaches may charge student/athletes who attend the camps, but coaches should not use this as a primary means of summer employment. Camp registration fees should be enough to cover a shirt for the campers and pay for insurance. Coaches may have a camp for student/athletes they will not be coaching during the upcoming season. It is permissible to have a camp for elementary and/or middle school students as a fundraiser for your team.