

# COACHES' ATHLETIC HANDBOOK



## RUSSELL HIGH SCHOOL RUPPENTHAL MIDDLE SCHOOL

**2009 - 2010**

*HOME OF THE RUSSELL BRONCOS*

Regulations and General Policies for Interscholastic Athletics  
Edited 2007

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## **FORWARD**

It is the purpose of this handbook to acquaint the coaches employed by Russell High School and Ruppenthal Middle School with the major athletic policy procedures. It is hoped that a ready reference such as this handbook will facilitate the process of seeking information about administrative rules and regulations and will provide a framework within which the athletic department can operate smoothly and efficiently. It is not meant to cover every set of circumstances, but to be a broad outline for all to follow and make orientation of new coaches an easier and more pleasant experience.

## **THE IMPORTANCE OF ACTIVITIES**

Position Statement by KSHSAA

A strong activities program can and should compliment a school's academic program. Activities are an integral part of the total curriculum of Kansas schools. A well-balanced activities program provides the opportunity for physical, social, and emotional development complementing intellectual growth.

Participation in school activities encompasses all students without regard to sex, race, or creed and teaches that it is a privilege and an honor to represent one's school. Interscholastic activities constitute a part of the right kind of "growing up" experiences for students. Participants learn to accept success and failures, gain poise and confidence, achieve tolerance and understanding of others and gain the self-satisfaction of accomplishing goals. Under a well-administered school program, students and spectators become better citizens through participation and observation of activities conducted under established rules.

It is the duty of the member schools, through their Activities Association, to maintain an appropriate balance between the academic and activities program offered.

## **MISSION OF RHS/RMS ATHLETIC PROGRAMS**

Athletic programs at RHS/RMS exist to provide students an opportunity to develop leadership and teamwork skills, to build self-esteem, to take risks in meeting personal challenges and to develop into well-rounded citizens.

## ORGANIZATION AND ADMINISTRATION OF ATHLETIC PROGRAMS

- The State of Kansas shall establish rules and regulations governing athletic programs for boys and girls in the public secondary schools of Kansas, which shall be supervised by an organization known as the **Kansas State High School Athletic Association (KSHSAA)**.
- Russell High School is a member of the **North Central Activities Association (NCAA league)** and is governed by its rules and regulations.
- The **Superintendent of Schools** is responsible for all phases of the school program. The administration of the interscholastic athletic program is delegated however, by the Superintendent to an administrator or supervisor. All decisions on athletic rules, regulations and policy changes are subject to the approval of the Superintendent of Schools and the **Board of Education**.
- The **Building Principals** of Russell High School and Ruppenthal Middle School are accountable for administering and supervising the athletic programs.
- The **Athletic Director** is responsible to his or her Principal for organizing, administering, and supervising the operation of the school athletic program. These responsibilities will include initiating, organizing, maintaining, developing and evaluating each athletic activity.
- The **coaches** are responsible to the Athletic Director and the Principal of his or her school for administering all rules and regulations governing the sport which he or she coaches. It is his or her responsibility to remain updated on all rules and regulations specific to his or her sport and abide by them.

## CHAIN OF COMMAND FOR VOICING CONCERNS

- In order to develop leadership skills within the athletes in all of our programs, the first step to solving concerns should be a discussion between player and coach. This should always be the first step to solving a conflict that occurs within any program and should be discussed with the athletes and parents prior to the start of the season. The head coach of the sport is responsible for all levels of the program and should be directly involved in conflicts that occur with athletes and assistant coaches as well.
- If parents have concerns about a program, their first step is to talk to their son or daughter about the concern. If necessary, a meeting can be set up involving players, parent(s), coach(es) and the Athletic Director if the concern cannot be resolved between player and coach. **At no time should a concern be discussed on the same day as the event due to emotions clouding better judgment.**
- The Athletic Director, Principal, Superintendent or Board of Education shall not be involved in concerns of parents concerning playing time or game strategy. These concerns are to be discussed only at the level of player to coach.
- The Athletic Director will inform the Principal of any concerns about a program and the Principal will in turn inform the Superintendent and Board of Education of any concerns he or she feels are worthy of just concern.

## APPROVED SPORTS

### Russell High School

Fall: Football, Volleyball, Girls Golf, Girls Tennis and Boys and Girls Cross Country  
Winter: Boys and Girls Basketball and Wrestling  
Spring: Boys and Girls Track and Field, Baseball, Softball, Boys Golf and Boys Tennis

### Ruppenthal Middle School

Fall: Football and Volleyball  
Winter: Boys and Girls Basketball and Wrestling  
Spring: Boys and Girls Track and Field

## PROCEDURES FOR IMPLEMENTING NEW OR DISCONTINUING A SPORT

All additions to the interscholastic athletics program of USD #407 must meet the criteria as stated below:

- In order for a sport to be included in competition, it must receive interscholastic approval as noted herein. Approval is based upon the following criteria:
  - The new sport offered can be offered without displacing a sport in which student interest is evident or one which is offered on a league basis.
  - The new sport should indicate evidence of interest on the part of a sufficient number of qualified students and faculty.
  - There must be sufficient number of qualified coaches within the teaching staff to provide appropriate leadership.
  - Certified officials must be available.
  - The coaches and students must have access to adequate facilities to assure needed practice and must have facilities available to compete in scheduled contests.
- The Athletic Director and Principal, after consideration of the preceding criteria, shall submit their recommendations to the Superintendent of Schools and Board of Education.
- The addition of a new sport requires approval of the Athletic Director, the Principal, the Superintendent, and the Board of Education.
- Should the high school choose to discontinue a sport involved in interscholastic competition, it should be discussed with the school's Athletic Director presented for approval to the Principal and approved by the Superintendent of Schools and Board of Education.
- In the event that there is lack of sufficient student interest, determined jointly by administration and coach, or any other reason beyond control which makes it impossible for the coaching assignment to get under way, the coach shall retain the amount he or she has been paid, but shall not receive compensation after the date in which the decision is made to cancel the sport.

# RULES AND REGULATIONS FOR CONDUCTING INTERSCHOLASTIC SPORTS PROGRAMS

The following rules and regulation are a supplement to those of the KSHSAA.

## COACHING ELIGIBILITY

- Anyone who is certified with the standards established by the Kansas State Board of Education is eligible to coach in any activity under the jurisdiction of the KSHSAA.
- Personnel who are on the current substitute teaching list of USD #407 are eligible to coach sports in the USD # 407 system.
- Rule 10 personnel are eligible to coach in the USD #407 school system as long as the following criteria are met:
  - A first year Rule 10 coach can be a supervised coach on a temporary basis with approval from the KSHSAA. A supervised coach must be supervised by a certified staff member during all game competitions.
  - A Rule 10 coach must take the ASEP course “Principles of Coaching” to continue to be a supervised coach after his or her first year. He or she must still be supervised by a certified staff member during all game competitions.
  - A Rule 10 coach may become an unsupervised coach after successfully completing the ASEP courses “Principles of Coaching” and “Sports First Aide”.
- In accordance with the KSHSAA, no volunteer coaches may be used for athletic teams.

## STUDENT ELIGIBILITY

- KSHSAA requirements for **semester eligibility** are that the student passes at least 5 new subjects the previous semester to be eligible for any activities the current semester.
- **Weekly eligibility requirements at Russell High School** includes that the student be enrolled in at least 8 subjects of unit weight and has no more than one failing grade (F).
  - Weekly eligibility will be checked every Monday beginning with the third Monday (of each semester) after school starts. A report will be compiled from Power Grade of all students who are failing at least 1 class. Students failing more than 1 class will be placed on probation for 1 week (they will still be eligible to fully participate in all extra-curricular activities during this time). If after the probation week they still have more than 1 failing grade, they will become ineligible to participate in any extra-curricular activity until they have no more than 1 failing grade. They may still practice while they are ineligible, but cannot participate in or travel to contests.
- **Weekly eligibility requirements at Ruppenthal Middle School:** students are not allowed to be failing (F) any of their classes.
  - Weekly eligibility will be checked every Monday morning at 9:00 a.m. beginning with the third Monday (of each semester) after school starts. A report will be compiled from Power Grade of all students who are “failing” (F) or “near failing” (D) in a class. Students receiving at least one “Failing” grade will be placed on probation for 1 week (they will still be eligible

- to fully participate in all extra-curricular activities during this time). If a student receives a failing grade in a class for 2 consecutive weeks they will become ineligible to participate in any extra-curricular activity until the grade is raised above failing status. They may still practice while they are ineligible, but cannot participate in or travel to contests. Even though a student is on the “Near Failing” status and is not considered ineligible, it is in the best interest of the student to contact their teacher and begin working towards a positive grade.
- Any student receiving a failing grade is to meet in the Assistance Period room on Tuesday and Wednesday from 3:15 - 5:00 p.m., but students may leave this period at any time after 3:45 p.m. when work is completed with permission from the supervising teacher. Students who are ineligible may attend practices after the academic teacher’s instruction time.
  - A physical medical examination form must be properly completed, signed and filed by the coach with the Athletic Director prior to student participation in a practice session. A Medical Release form must be properly completed, signed and filed by the coach with the Athletic Director prior to student participation in a competition.
  - Managers and/or students who are not officially part of the team shall not be allowed to participate in any athletic contests.
  - A student may be declared ineligible to participate in interscholastic sports when any regulation of the KSHSAA and USD #407 is not met.
  - A transfer student is eligible to participate in an interscholastic contest only after he or she has been in attendance at the school to which he or she transfers and is in accordance with the KSHSAA regulations.

## DRUG FREE SCHOOLS POLICY & MOOD ALTERING CHEMICALS POLICY

See Appendix A

## SCHEDULING

- The Athletic Director will schedule all athletic events. If a coach desires a change in schedule for the next year, they should contact the Athletic Director during or immediately following the present season of sport.
- The following procedures will be used in scheduling events:
  - KSHSAA regulations will be met.
  - All interscholastic contests will be under contracts issued through the Athletic Director’s office. (League contests may be determined at league meetings.)
  - League schools will be given consideration first, then non-league schools of similar classification.
  - Effort will be made to reduce travel when possible. Particularly non-varsity schedules.
  - The coach of a particular sport will be involved in the scheduling process but final determination will be with the Athletic Director.

## OFFICIALS

- Officials for all varsity contests shall be registered. Registered officials shall be used whenever reasonably possible for any non-varsity contests.
- All officials will be contracted/hired through the Athletic Director and League Commissioner.
- Coaches should notify the Athletic Director following a contest if there is any problem with a particular official.

## BUDGET AND FINANCING

- The Athletic Director is responsible for the preparation of the athletic budget for each school year. Each coach is responsible to operate their program within that sports individual budget.
  - The actual budget amount of each individual sport can be obtained from the Athletic Director. Any approved fund-raising items will be added to the individual sports budget. No fund-raising shall occur without prior approval by the Athletic Director, Principal and Superintendent.
  - All budget purchases must have prior approval from the Athletic Director and a purchase order filled out for any out of town purchases.
  - Officials/Umpires for all athletic contests will be paid by the Athletic Director and not be deducted from an individual budget of a sport.
  - T-shirts, caps and other optional clothing items ordered in addition to the school issued uniforms that will be kept by the athlete at the end of the season will be purchased by the individual athletes. The coaches of each individual sport are responsible for ordering and collecting this money from the athletes before placing the orders. Any shortcomings of money will be taken out of their individual budgets.
  - All gate receipts for interscholastic contests are retained by the athletic department. These funds are used to help defray the costs of the schools interscholastic athletic programs.

## TRANSPORTATION TO AND FROM CONTESTS

- The Athletic Director will create the transportation schedule for leave times and vehicle(s) to be used to travel to and from each contest. It is the responsibility of the coaches to communicate the leave times and itinerary to students, parents and/or teachers.
- It is the coach's discretion to determine the number of participants traveling to an away contest.
- All meal stops must have approval of the Athletic Director prior to departing for the contest.
- It is the head coach's responsibility to create an itinerary to give to the AD, bus driver, parents and participants for all activity trips requiring overnight stay.
- All students should ride to and from athletic events as a team unless there is a valid reason (coach's discretion). Students are only to be released to ride home with a parent or guardian unless prior approval from the Athletic Director has been granted.

- The bus will not stop along the way to pick up or drop off athletes traveling with the team. All participants must board and end the trip at the school or site of the contest.

## LETTERING/AWARDS

- Lettering requirements are the discretion of each sports head coach. The athlete, parents and Athletic Director should be made aware of the requirements to letter before the season begins.
- A provisional letter may be awarded by coaches' discretion. (The athlete will receive the letter if he or she letters the following year.)
- Athletes will receive a letter, emblem and bar the first time lettering in a sport and additional bars each subsequent year they letter.
- Replacement bars or emblems must be purchased at the replacement cost to the school from the Athletic Director's office.
- An athlete must go out his or her senior year in a sport and letter in order to receive a Senior Plaque. When a senior letters in a sport his or her senior year, he or she may then be recognized for any other sport that he or she may have lettered in during his or her freshman, sophomore or junior year.
- **RMS Activity "3 Season" Award:** (There is no lettering of athletes in any sport at RMS)
  - Recognition will be given to a student for each activity in which they participate during 7<sup>th</sup> and 8<sup>th</sup> grade. A certificate of merit is awarded to any eighth grade student who has in the previous two years (7<sup>th</sup> and 8<sup>th</sup> grade) participated in a minimum of three sporting activities each year; one each in the fall, winter, and spring seasons. For girls, either volleyball or cheerleading counts in the fall and either basketball or cheerleading counts in the winter. For boys, either basketball or wrestling counts in the winter.

## **RESPONSIBILITY OF COACHES**

### GENERAL ORGANIZATION

- Coaches are responsible for insuring that a completed physical form is on file for each individual before they begin their first practice. Medical release forms must be turned in by each individual before the first contest.
- Coaches are responsible for completing their "Squad List" and "Program Information" at least two weeks prior to the first contest. These should be turned in to the office in spreadsheet format.
- Coaches are responsible for completing a check out sheet for all school equipment issued to the participants of their sport and a copy of this should be turned in to the Athletic Director. All equipment should be returned to the coach at the completion of the season or at the completion of participation by a participant in the season.
  - Participants are responsible for paying replacement cost of any items that are lost, stolen, damaged by un-natural means, or otherwise not returned to the coach. A list of these items should be turned in to the Athletic Director shortly after the completion of equipment check in.

- Coaches are responsible for filing a copy of the specific rules governing each sport with the Athletic Director before the season starts. These may include: specific training rules, practice times, transportation policies, game day procedures, care of equipment, disciplinary procedures, lettering requirements, etc.
  - Communication with participants and parents should also occur in writing concerning the specific rules for their sport.
  - A preseason meeting with the participants and parents to discuss these issues is also strongly recommended.
- The school provides supplemental accident insurance for participants in interscholastic sports, practices and during travel to and from activities. The insurance becomes effective only after the injured pays the first \$3,500.00 and up to the \$25,000.00 deductible of the KSHSAA insurance policy. Coaches are responsible for filing an accident report with the Athletic Director's office for any injury which may result in a claim.
- Coaches should expect their squad members to display good citizenship at all times; including on the bus and in any public setting when they are representing the school.
- Short term suspension of any squad member should be reported to the Athletic Director and Principal as soon as possible. Removal of a squad member for the entire year should be a joint decision of the coach, Athletic Director and Principal.
- Coaches are responsible to turn in a Final Report (Roster, won-loss record, scores, all-league accomplishments, etc.), an inventory of uniforms and equipment and requisitions for new purchases to the Athletic Director's office.
  - Fall Sports Information due by: January 3
  - Winter Sports Information due by: April 1
  - Spring Sports Information due by : school check out

## PRACTICE/GAME ORGANIZATION

- A written practice schedule should be followed each day.
- Teams shall neither practice nor participate in a contest on Wednesday after 6:30 p.m. (Tournaments, State sponsored activities and rescheduled activities may be exceptions.)
- Teacher in-service days take precedence over practice unless special permission is provided by the Principal.
- The closing of schools because of inclement weather will automatically cancel all scheduled school and non school events as well as the use of USD 407 facilities scheduled that day unless special permission is provided by the Athletic Director and building administration.
- Coaches will be present when students are asked to report to practice and remain at the school until the last player has departed unless the coach has arranged for a suitable adult sponsor to assume responsibility in his or her absence.

- Students shall not be permitted to practice or compete in a contest if they have not checked into school or a school sponsored activity for a half day (RHS by 3<sup>rd</sup> hour, RMS by 4<sup>th</sup> hour) unless approved by the Athletic Director or Principal.
- After school detention may be assigned as a consequence for inappropriate behavior in the classroom. Students not staying for detention on the day(s) assigned may be suspended from school. Coaches should help facilitate this process and may assign additional punishment if they see fit.
- Outdoor practices will immediately be postponed or moved indoors (if possible) for at least 30 minutes anytime lightning is seen or thunder is heard.
- Practice is not permitted after the last scheduled contest in any sport unless a team is preparing for the state playoffs.
- If students are to miss school because of an athletic contest, the teachers should be notified by announcements prior to departure.

APPENDIX

**COACHES' ATHLETIC HANDBOOK**

**RUSSELL HIGH SCHOOL  
RUPPENTHAL MIDDLE SCHOOL**

*HOME OF THE RUSSELL BRONCOS*

## APPENDIX A

### DRUG FREE SCHOOLS POLICIES - STUDENTS

#### Drug Free Schools and Communities Act

The possession, use, or distribution of illicit drugs, alcohol or tobacco or tobacco products by students at school, on school property, or at a school supervised activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every other year to determine its effectiveness, implement changes if needed and ensure that it is consistently enforced, using criteria developed by the superintendent and approved by the Board. The Board shall receive a report after each of these reviews is conducted.

#### CURRICULUM

All the district's students shall be made aware of the legal, social and health consequences of drugs, alcohol and tobacco use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Students shall also be informed that the use of illicit drugs and the possession and use of alcohol and tobacco is both wrong and harmful.

The Board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

#### STUDENT CONDUCT

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, alcoholic beverages or tobacco products at school, on school property, or at a school supervised activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and shall be subject to the following sanctions:

#### ALCOHOLIC BEVERAGE, ILLICIT DRUGS, & CONTROLLED SUBSTANCE VIOLATIONS

1. First Offense. A first time violator shall be subject to the following sanctions:
  - a. A punishment up to and including short-term suspension.
2. Second Offense. A second time violator shall be subject to the following:
  - a. A punishment up to and including long-term suspension;
  - b. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

If at any time the student fails to make satisfactory progress in the program, the suspensions shall be re-imposed.

3. Third and subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
  - a. A punishment up to and including expulsion from school for the remainder of the school year;
  - b. Suspension from attendance at all school activities for the year;
  - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.
4. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board policies and Kansas Statutes Annotated 72-8901, et. seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.
5. Whenever a pupil who has attained the age of 13 years has been found in possession of a controlled substance, illegal drug or tobacco or tobacco products at school, upon school property, or at a school sponsored activity, the principal of the school shall make an immediate report of the pupil's act to the appropriate law enforcement agency. "Illegal drug" means a controlled substance but does not include such a substance that is legally possessed or used under authority of any federal or state law. "Possession of a controlled substance, illegal drug, or tobacco or tobacco products" means knowingly having direct physical control over a controlled substance. Illegal drug to tobacco or tobacco products or knowingly having the power and the intention at a given time to exercise dominion or control over a controlled substance, illegal drug or tobacco to tobacco products.
6. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Parents or students should contact the directors of the programs to determine the cost and length of the program. Students and parents shall be given a copy of this policy and a copy of the list of available counseling and rehabilitation programs. Parents and students will be notified that compliance with this policy is mandatory.

**TOBACCO USE VIOLATION:** (This policy pertains only to those students caught with tobacco during the school day or at school activity.)

1. First Offense. A first time violator shall be subject to the following sanctions:
  - a. 2 day in-school suspension (ISS);
2. Second Offense. A second time violator shall be subject to the following:
  - a. 2 day out-of-school suspension (OSS);
3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
  - a. A punishment up to and including expulsion from school for the remainder of the school year;
  - b. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

# **MOOD ALTERING CHEMICALS POLICY**

## **PRELIMINARY STATEMENT**

This policy applies to students participating in any non-graded extra-curricular activity or activities. If a student is involved in more than one activity, penalties apply to all. Accusations of violations of this policy will be considered valid when substantiated by a law enforcement official, a faculty member, or a school administrator.

Participation in non-graded extra-curricular activities is a privilege for each participating student. Unified School District No. 407, through its Drug Free Schools Policies and Tobacco Abuse Policy, recognizes the use of mood altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse of mood altering chemicals by adolescents negatively affects extra-curricular participation and development of related skills. In order for a student in Unified School District No. 407 to be involved in any non-graded extra-curricular activity or activities, he or she must abide by the following policy.

## **POLICY**

Twenty-four hours each day during the season of each activity, a student shall not use or consume, have in possession, buy, sell or give away any beverage containing alcohol, any illegal drug or controlled substance, tobacco, or any mood altering chemical in any form, including chewing tobacco. Illegal drug or controlled substance does not include such a substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under authority of any federal or state law. However, students are prohibited from trading, selling, or sharing prescription drugs.

## **PENALTIES**

Except as hereinafter provided, these penalties shall be in addition to any sanctions that may apply under the Unified School District No. 407 Drug Free Schools Policies and any sanctions which may apply under the Unified School District No. 407 Tobacco Abuse Policy. Any student involved in any non-graded extracurricular activity violating this policy shall be sanctioned as follows:

### **First Violation:**

Upon the first violation during any one school year, the student shall lose eligibility for the next two (2) consecutive dates of competitions or performances for all contests or performances during any period of suspension from student activities under the U.S.D. No. 407 Drug Free Schools Policies, whichever is the greater number of contests.

### **Second Violation:**

Upon the second violation during any one school year, the student shall be immediately dismissed from the activity/activities for the remainder of the season during which the second violation occurs.

### **Third Violation:**

Upon a third violation in any one school year, the student shall be ineligible for participation in any non-graded extracurricular activity for the remainder of the school year.

For the purpose of determining whether a violation is a first, second, or third violation of this policy during any one school year, a prior violation includes being previously found to have violated this policy, the Drug Free School Policies, and/or the Tobacco Abuse Policy.

## RECOMMENDATIONS

Upon one (1) violation of this policy involving a beverage containing alcohol or any illegal drug or controlled substance, it will be recommended that the student receive an evaluation and any necessary counseling from a professional chemical dependency counselor. Upon two (2) violations of this policy involving a beverage containing alcohol or any illegal drug or controlled substance, it will be recommended that the student enroll in and maintain good standing in a chemical dependency treatment program. Upon three (3) violations of this policy involving a beverage containing alcohol or any illegal drug or controlled substance, chemical dependency treatment will be recommended. Participation by the student in any counseling or treatment program will be at the expense of the student's parent(s)/guardian(s).

*NOTE: Coaches of individual sports may have team rules that are above and beyond this policy in terms of "Embarrassment Rules" as long as they are 1) in writing, 2) approved by the Athletic Director and Building Principal and 3) discussed at a parent meeting.*