



COACHING HANDBOOK

2021-2022

**TOGETHER
WE ARE CHAMPIONS**

Smith Center Jr.-Sr. High School

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Table of Contents

Purpose of Student Handbook	2
Philosophy of Student Activities	2
Code of Ethics for Coaches, Directors, Officials, and Aides per KSHSAA	2
Guidelines for Coaches	3
Smith Center Athletic Program Team Goals	4
Athletic Director Responsibilities	4
Head Coach Responsibilities	5
Assistant Coach Responsibilities	6
Guidelines for Rule 10 Coaches	6
Legal Responsibilities of a Coach	7
Practice Policies	8
Transportation Policies	10
Injury Policy	11
Discipline of Students in School Activities	12
Lettering Policy-High School	12
What Coaches/Players May or May Not Do?	13
Appendix	16
a. Code of Conduct	
b. Permission to Ride Home with Parents	
c. Mileage/Time for Each Away Activity	
d. Injury Report	
e. Sports Concussion Information	
f. Supplemental Contracts	

Purpose of Handbook

The purpose of this handbook is to acquaint coaches/sponsors/directors of USD #237 with major activity policies and procedures. This handbook is a ready reference which will facilitate the process of seeking information about administrative rules and regulations. Furthermore, it provides a framework within the activity office which allows for consistency and efficiency. It is not meant to cover every set of circumstances, but to be a broad outline for all to follow.

The handbook will be updated periodically. Interpretation of the handbook will be the responsibility of the Student Activities Director. Each coach is accountable for the contents of the handbook. The word *coach* will be used in reference to all persons who work with USD #237 students in the areas sanctioned by the Kansas State High School Activities Association as well as all other extracurricular activities sponsors. All rules and regulations adopted by KSHSAA will be followed by all USD #237 coaches, sponsors, and directors.

Philosophy of Student Activities

1. Help the youth of our community to develop physically and mentally.
2. Provide opportunities for youth to develop loyalty, cooperation, fair play, and team work.
3. Provide a forum for the development of community pride and spirit.
4. Strive for playing excellence that will produce winning teams.
5. Help students to develop the ability to cope with problems and handling situations similar to those encountered in society.
6. Provide the opportunity for collegiate and career opportunities.
7. Provide a fun and positive experience for youth.

School Activities – Academics – Curriculum Partners in Educational Excellence.

Code of Ethics for Coaches, Directors, Aides, Judges, and Officials Kansas State High School Activities Association

Believing that mine is an important part in the nationwide school activity program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules, observe the work of other coaches, directors, judges, or officials and will, at all times, attempt to improve myself and the activity.
3. I will conduct myself in such a way that attention is drawn not to me but to the young people participating in the contest.
4. I will cooperate with the news media in the interpretation and clarification of rules and/or others areas relating to good sportsmanship, but I will not make statements concerning decisions made during the contests.
5. I will maintain my appearance in a manner befitting the dignity and importance of the activity.
6. I will uphold and abide by all rules of the KSHSAA and the National Federation.

7. I will shape my character and conduct so as to be a worthy example to the young people who participate under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches, directors, judges or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the contest is more important than the wishes of any individual.
11. I will make responsible decisions about consumption of alcohol, including abstinence from alcohol at least twelve hours prior to a contest in which I will be involved, and also at **any time** while I am in charge of, or supervising, students.
12. I will not use tobacco products while directly involved in interscholastic activities.

Guidelines for Coaches

SCOPE

These guidelines are intended for use by Smith Center Jr./Sr. High School coaches and administrative personnel for planning, implementing, measuring the results of the athletic programs and for setting standards for coaching performance. These guidelines are applicable to all activities sponsored by the KSHSAA and USD #237.

PRIMARY OBJECTIVES

The primary objectives of the athletic programs are:

1. **Sportsmanship and Conduct:** To teach students that above all sportsmanship, fair play, and courteous conduct is the essence of sports and life and that observance of the rules, controlling temper, and maintaining poise during competition, whether winning or losing, is expected of players, coaches and spectators. Foul play or unsportsmanlike conduct shall be subject to immediate question by the administration, supported by the board of education.
2. **Practice and Performance:** To teach students the direct relationship between practice, e.g. hard work, training, self-discipline, good health, neatness, and good habits: and the resulting effects upon performance in competitive contests. Coaching performance shall be measured in part by the organization, procedures, and disciplines observed in practice sessions.
3. **Attitudes:** To teach students that positive attitudes are very important in sports and life. Emphasizing that positive attitudes are powerful for attaining any goal. Coaches' and players' attitudes are an important aspect for measurement.
4. **Team Play and Self-Evaluation:** To teach students involved in team sports that sacrifice of individual desires is often necessary to attain teamwork and to encourage the development of leadership and cooperation between team members. In team sports and individual sports, the student should learn the value of critical self-evaluation of personal performance, abilities, attitudes, appearance, and conduct.

Smith Center Athletic Program Team Goals

Our athletic programs should strive for:

- Integrity
- Individual Development
- Fairness
- Discipline
- Social Growth
- Emotional Maturity
- Sportsmanship

As coaches working toward those goals we should strive to:

- Encourage as many students as possible to participate in athletics.
- Be conscious of the physical and mental health of our athletes.
- Stress the importance of fair play.
- Teach students to live by the rules of life.
- Instill a desire to win, but to accept defeat or victory with class.
- Teach students to respect property.

Jr. High: Jr. High sports activities will emphasize teaching of fundamentals and maximum participation. Coaches should strive to develop a feeder program for the high school. Jr. High coaches should consult with High School coaches in order to assure continuity of program in such things as general philosophy, terminology, and progression of basic skills. Participation in Junior High programs should build the foundation for High School performance. Low emphasis is to be placed upon the win/loss records. Coaches will be measured by the athlete's development of fundamental skills necessary to be successful at the varsity level, broad participation by athletes, and the observance of the code of ethics.

Sub-Varsity: Sub-Varsity squads shall continue to emphasize the development of fundamentals and broad participation. Sub-Varsity activities will provide athletes the opportunity for development and preparation for varsity participation. Low emphasis is to be placed upon the win/loss records. Coaches will be measured by the athletes' development of fundamental skills necessary to be successful at the varsity level, participation of athletes, and the observance of the code of ethics.

Varsity: Varsity squads shall provide the best combination of individuals possible for competition. Excellence of performance and results should largely be used to choose participants. Broad participation deserves low emphasis, a favorable win/loss record is desired, subject to the observance of the primary objectives. Coaches' performance will be measured by the level of performance, the win/loss records, and observance of the code of ethics.

ATHLETIC DIRECTOR

- Serves as the coordinator of student activities.
- Serves as the coordinator in keeping the faculty and students informed of activities through developing and maintaining a school activity calendar.
- May assign faculty members to work at school activities, monitor and supervise assigned faculty members.
- Schedules extra-curricular activities for the school
- Evaluates all head coaches.
- Responsible for contracts with schools and officials for all athletic events.
- Assigns officials to games when they have not been secured by the commissioner.
- Supervises and certifies all physical and academic eligibility forms and reports.
- Organizes and promotes all athletic tournaments.
- May attend meetings of parent booster club and serves as a liaison between club and the school.
- Supervises inventory of all athletic equipment and develops a plan for rotation of uniforms.

- May help coordinate transportation requests for extra curricular events.
- Attends all KSHSSA and district athletic meetings.
- Attends Mid-Continent League meetings.
- Sees that rules and regulations of KSHSAA are followed as written.
- Serves as liaison between KSHSAA and coaching staff.
- Responsible for publicity and promotion of all activities and events.
- Sends all pertinent information and rosters to competing schools.
- Meets with all coaches and sponsors as necessary for the operation of an effective extra-curricular program.
- Supports teams at home and out-of-town extra curricular events.
- Serves as a liaison between administration and coaching staff.
- Performs other duties as assigned by the principal.

HEAD COACH

Pre-Season Responsibilities of Head Coach

- Inform participants of first practice so that they can get cleared in the office in a timely fashion (physical, insurance waiver, Code of Conduct.)
- Conduct a pre-season parent meeting. Have this meeting put on the district and school calendar.
- Label and store new equipment.
- Work with Athletic Director on transportation schedule for the season.
- Work with office secretaries on students being cleared in the office. **Students may not practice until they have all the items taken care of that are listed in number #1.**
- Check student academic eligibility. Notify participants that are ineligible.
- Turn in team roster to the office for the purpose of preparing game programs. Update roster periodically and in a timely fashion.

During Season Responsibilities

- Create and maintain a daily practice schedule.
- Create season goals with the team
- Assume supervisory role of all participants.
- Emphasize safety precautions.
- Support and guide assistant coaches.

Post-Season

- Oversee the return, storage, and inventory of issued equipment.
- Turn in inventory to Athletic Director.
- Recommend facility maintenance and improvements to the Athletic Director.
- Recommend equipment to be purchased.
- Recommend schedule changes.
- Create and recite athletic banquet speech.
- Update post-season stats.
- Evaluate assistant coaches and have a meeting with Athletic Director and assistant.

ASSISTANT COACH

Pre-season

- Assist head coach at sign-up and information meetings.
- Attend pre-season parent meeting.
- Assist in issuing equipment.
- Meet with team to discuss rules and regulations.
- Meet with head coach to go over plans for season.
- Other duties assigned by head coach.

During Season

- Assume responsibility for care of equipment and facilities.
- Assume supervisory role of participants.
- Be in attendance at all contests and practice sessions.
- Emphasize safety precautions.
- Assume role of head coach if called upon.
- Support the head coach.
- Other duties assigned by the head coach.

Post-Season

- Assist in return, storage, and inventory of issued equipment.
- Recommend facility maintenance and improvements.
- Recommend equipment to be purchased.
- Recommend schedule changes.
- Attend event in which end-of-season awards are given.
- Assist with any post-season stats.
- Discuss assistant coach evaluation with head coach and athletic director.
- Other duties assigned by head coach.

GUIDELINES FOR RULE 10 COACHES

- Prior to the first practice you should have signed a supplemental contract with USD #237, been approved by the KSHSAA, and met with the Athletic Director.
- Familiarize yourself with the content of the Coaches Handbook, Student Handbook, and Rulebook in the activity you are coaching.
- Meet with the head coach to understand expectations and job responsibilities. This should be done prior to the first practice.
- Meet the Athletic Director to discuss coaching philosophy and expectations for the job. This should be done prior to the first practice.
- Receive First Aid training through an ASEP course or by district nurse.
- Recommend CPR training. Turn in copy of certificate to Athletic Director.
- Conduct self in a professional and sportsmanlike manner at all times. Dress professionally and be a role model for the young people you are serving.

- Instruction to players should be positive and encouraging.
- Instruction and conversation should heighten the self-esteem of participants.
- Supervise locker room, gym lobby, etc.. When necessary coordinate a schedule with the head coach.
- Regularly conference with the head coach regarding practice schedule, game plan, and other related responsibilities.
- Be punctual to practice, games, or other related activities.
- Support the head coach and other assistant coaches.
- If unusual events or circumstances take place, report this to the head coach/and/or Athletic Director. Keep in constant communication with other coaches and activities director.
- At the end of the season, assist head coach in post season responsibilities such as equipment check-in, award recognition, and inventory.

LEGAL RESPONSIBILITIES OF A COACH

PROPERLY PLAN THE ACTIVITY

Coaches must demonstrate an awareness of the readiness and physical maturity of athletes when planning practices.

PROVIDE PROPER INSTRUCTION

Coaches must plan practices in a logical sequence, take time to accurately account all important points of instruction. Example would be to write down specifics about tackling techniques.

PROVIDE SAFE PHYSICAL ENVIRONMENT

Coaches must be able to identify defective equipment or hazardous environments. Post rules regarding safety.

PROVIDE ADEQUATE AND PROPER EQUIPMENT

Coaches must improve unsafe environments, remove or repair defective equipment, or deny student access. Athletes are required to demonstrate proper fitting and wearing of protective gear in contact sports. Coaches must submit, IN WRITING, repairs to all defective equipment.

SUPERVISE YOUR ATHLETES

Coaches must be physically present at all instructional times. Coaches must maintain order and control at an activity site including locker rooms, hallways, and outdoor access routes to the facility.

EVALUATE ATHLETES FOR INJURY AND INCAPACITY

Coaches must condition athletes in a way that prepares them for challenging practices and competitive activities. When an injury requiring a doctor's case occurs, athletes should not be allowed to participate in athletics until the doctor has provided clearance. Coaches shouldn't administer long-term treatment for an injury.

WARN OF INHERENT RISKS

Coaches must warn athletes and parents of the inherent dangers of injury or death specific to their sport.

PROVIDE APPROPRIATE EMERGENCY ASSISTANCE

Coaches are expected to administer standard emergency care when needed. Coaches must design plans to deal with an emergency in an expedient manner while at practice or in competition.

In the event of an injury, a coach may be found liable if:

- A duty was not fulfilled.
- A duty was breached through commission of a dangerous act, or omission of supervision.
- A coach was the proximate cause of an injury.
- A coach caused the loss or damage.

ATHLETIC ELIGIBILITY

Scholastic eligibility to participate in competitive athletics is based on the policy as prescribed by the Kansas State High School Activities Association.

Any Junior or Senior high school student, grades 7-12, with an F grade in any class on Friday afternoon at 3:30 p.m. will not be eligible to participate in the following week's activities, and will serve in academic assistance with the teacher of the class/classes that they are failing until the grade is passing. Ineligibility runs from Monday through Sunday of the following week.

Teachers will not have the option to "sign-off" students from this academic assistance policy. All homework will need to be turned in by Friday and grade reports will be run at 2:00 on Friday afternoon. The building principal shall have the final decision in eligibility cases.

PRACTICE POLICIES

- **Beginning and Ending Dates**
 - The KSHSAA sets the beginning practice dates for the high school. Middle school practice dates are set by the Mid-Continent League. Practice times are set by the coaching staff. It is important that you begin and end practice at the times that you have told the players and parents.
- **Holidays and Vacations**
 - Practices during school holidays and/or other non-school days must be scheduled and arranged through the activity office. If practices are held during vacation, the rest of the building should not be used. Coaches are responsible for lights, clean-up, and locking up if they have practice during holidays and vacations. Do not discipline an athlete for missing practice due to a family trip or vacation. However, an athlete must realize that by being absent from practice they have missed valuable instruction and conditioning.
- **Buffer Weeks (High School Only)**
 - There are no practices during the designated buffer weeks. The school district master calendar has those weeks identified.
- **Sunday Practices**
 - School rehearsals or practices are to be held on Sunday only in the event of special circumstances and upon approval by building principal and activities director. In the event that an activity is approved, it should not begin before 1:00 p.m.
- **Wednesday Night Activities**
 - Every effort shall be made to not schedule school related activities on Wednesday nights.
 - No school function involving students should be held after 6:00 p.m. on Wednesday nights. However, this policy may be waived by the building principal or Director of Student Activities if special circumstances exist for which it may be necessary to allow for a Wednesday activity. Wednesday night activities can be required for a student if given at least two weeks notice.
- **Practice Times**

- Duration of practice times should not be excessive. Coaches should use discretion knowing that practice time may be longer during preseason and early in the season than later in the season. It is also understood that in some circumstances practices may need to go longer or begin at different times to accommodate academic activities.
- **Hot Weather Practices**
 - During hot weather, coaches need to be constantly aware of the problems that it can cause to athletes. Coaches should respond accordingly.

USD #237 INCLEMENT WEATHER PRACTICE AND EVENT POLICY

Introduction

The purpose of this policy is to provide direction to the activities staff on what to do when inclement weather affects practices, games, and events. It is the intention of our school district to make decisions that will not put our students and coaches in jeopardy due to inclement weather. Safety will be the number one priority.

Scenarios

1. What if school is cancelled on event day?

Response: The administrators from both schools will collectively make a decision on what to do. If the event is cancelled, every effort will be made to reschedule. Coaches, directors, and sponsors will be notified immediately so they can contact players.

2. If school is cancelled the night before – can practice take place the next day?

Response: No practice can take place until after 11:00 a.m. That practice cannot take place until it has been approved by the Athletic Director. No practices will be approved if the forecast, road conditions, temperatures, etc. are not conducive for persons to be out.

3. If practice is held on a day for which school is cancelled, can practice be required?

Response: NO

4. What if USD #237 is on a holiday break and the weather is bad, can practice be held?

Response: Practice can take place upon approval of the Athletic Director. If this person is out of town, the building principal would make the decision.

5. What if school is cancelled after it has already started and there are no games scheduled, can practice be held?

Response: NO

6. If school is canceled can you practice that day/night?

Response: NO

Transportation Policies

All transportation arrangements are made by the head coach in conjunction with the Athletic Director. At the start of the season, the head coach should go over transportation needs with the Athletic Director and submit them in writing using the transportation request form (see appendix 3).

- The head coach is responsible for the team and all others traveling with the squad.
- Participants must ride with the team to the event in order to be eligible to participate. (Special exceptions should be approved ahead of time by the head coach and administration.)
- Participants will ride home with the team.
 1. If a participant wishes to be excused from riding home with the team, the head coach may release them to a parent only.
 2. Special exceptions must be approved by the Administration prior to the trip.
- Make request for bus through the appropriate administrator at least two weeks prior to departure. Be sure the number of participants is correct because the size of the bus is determined by the number of participants. Be sure accurate arrival/departure time has been provided as leaving earlier than required creates problems.
- Only personnel authorized by the coach and/or administration for the trip should travel on the bus.
- The coaches are responsible for proper dress and conduct of their teams while on trips and should keep in mind that individuals and teams are representatives of Smith Center High School and should act accordingly.
- Supervise students during the trip. It is not the driver's responsibility to watch the students or provide discipline. It is the duty of the sponsor/coach.
- Double check student count to be sure everyone is aboard before departure.
- Have students pick up all trash and place in correct containers before unloading.
- In the event that the arrival home time is significantly later than expected then it will be the coaches' responsibility to call KQMA so that the announcement is made on the radio.
- **Thank the driver for a safe trip.**

SEE APPENDIX 3 FOR TRANSPORTATION FORMS AND WAIVER RELEASE FORMS IF STUDENT IS NOT RIDING HOME ON THE BUS AFTER AN EVENT.

INJURY POLICY

- Prepare the squad at the beginning of the season for the possibility of injuries during the year. Point out the types of injuries most likely to occur.
- Monitor athletes to insure they are in proper condition so that the likelihood of injury is reduced.
- Take copies of Student Medical Release Form with you to practices and events.
- It is recommended that a cell phone be available during practice in case of serious injury.
- When an injury occurs:
 - a. Give appropriate first aid.
 - b. Call an ambulance if needed and alert the doctor and hospital.
 - c. Notify parents.
 - d. Keep the administration informed of all injuries.
 - e. **File an accident/injury report. (see appendix 7)**
 - f. Follow up with the doctor and parent on progress of all injured athletes (do this also in case of serious illness).
- The doctor or athletic trainer must make all decisions as to whether the injured athlete may continue to participate or not. The doctor must also decide and provide written notification when an injured athlete may return to practice and competition thereafter.
- Injury reports should be maintained for all athletic injuries requiring medical attention.
- Complete commentary should be recorded, dated, and signed.
- CPR certification is recommended.
- First Aid certification is recommended.
- Use athletic trainers to provide guidance in care, prevention, and treatment of injuries.
- Report any unsafe equipment or conditions to Activities Director and/or principal.
- Make sure that a fully stocked medical kit is at each practice and event.
- Review physical forms and other health records of the students involved in your activity.
- New West is our contracting athletic trainers from Kearney, NE.

DISCIPLINE OF STUDENTS IN SCHOOL ACTIVITIES

As a coach you have a great opportunity to understand the need for discipline that students may require. That is why having a pre-season meeting with participants and parents is important. Team rules and policies can be reviewed during this meeting. It is important to consistently enforce those written guidelines. Maximize your effectiveness as a coach by having sound team policies. If you have doubts about a particular policy, check with the Activities Director. Here are some key points to consider when disciplining students:

- Enforce USD #237 Code of Conduct (see appendix 1).
- Enforce USD #237 and building level policies regarding students.
- Keep Activities Director informed of major problems.
- Ask the question, "What is in the best interest of this student?"
- Be pro-active versus re-active to disciplinary situations.

If a participant is going to be removed from the squad/performing group due to on-going problems, the parents should have been contacted prior to this decision. Once a participant is removed, parents and Activities Director should be notified immediately.

SEE APPENDIX 1 FOR COPY OF CODE OF CONDUCT

LETTERING POLICY-HIGH SCHOOL

Lettering standards have been established for each activity. Coaches must enforce the set of standards that have been set forth. Participants and parents should be told what the criteria are for lettering in a particular activity. Any changes in the lettering policy must be agreed upon prior to the first day of school by the head coach and Activities Director.

General Lettering Standards for All Activities

1. Maintain eligibility standards according to High School and KSHSAA policy.
2. Successfully completing the season.
3. Participant must 'be in good standing' with school administration as per KSHSAA policy.
4. Provisional letter may be awarded to any participant upon the recommendation of the head coach. They will receive a letter only if they letter in that activity the following year. Injured participants will be handled on a case by case basis.

Specific Lettering Standards for Each Activity

- **Football-** Play in at least half of varsity quarters.
- **Basketball-** Play in at least half of total varsity quarters of the games played.
- **Cross Country-** A regular player must have scored team points in more than half of the season meets.
- **Volleyball-** Play in at least half of varsity games.
- **Wrestling-**
 - First Year - Minimum of 2 minor decisions or 6 team points
 - Second Year - Minimum of 2 major decisions and one minor decision or 11 team points
 - Third Year - Minimum of 2 pins, one major, and one minor, or 19 team points
 - Fourth Year - Minimum of 3 pins, one major, or 22 team points

- **Track-** Place in the top three at league, regional, or state competition. Score an average of 1.25 points per meet (minimum 6 points needed). Any senior who has completed 4 years of competition and is in good standing.
- **Golf-** Player must play in 3 varsity tournaments
- **Managers/Trainers-** Upon recommendation of the head coach.
- **Cheerleading-** Participate in entire season and not benched more than two times.
- **Instrumental-** Set by Instrumental Music Director
- **Vocal Music-** Set by Vocal Music Director
- **Drama/Forensics-** Set by Drama/Forensics Director

What coaches/players may or may not do? (KSHSAA website)

The following "may" and "may not" list is designed to help coaches, school administrators, students and parents understand what they may or may not be able to do in connection with sports/activities. The list is not intended to be all-inclusive. The items included are the ones that prompt frequent questions as to what the coach or athlete may or may not be permitted to do under KSHSAA rules.

Because KSHSAA rules affecting what students and coaches may and may not do differ during the year the list is divided into **three sections** - during school year, during school season of sport/activity and during the summer. As you review this list it is important to keep this in mind when reviewing KSHSAA rules.

During the school year outside the season of sport/activity:

A school coach **may not** coach their athletes in the same sport.

A school coach **may** coach senior athletes in the same sport following the conclusion of the school season.

A school coach **may not** check out **player** equipment to students (helmet, shoulder pads, team jersey, pants, etc.)

School helmets and player equipment **may not** be used in All Star events without a written exemption from the KSHSAA, obtained by the event management.

A school coach **may** check out team equipment to students (balls, implements, etc.)

A school coach **may** attend camps or clinics.

A school coach **may not** attend camps or clinics with their athletes.

Students **may** attend camps or clinics but **may not** attend camps with their coach(es).

A school coach **may** transport (but not in school vehicles) students to non-school competitions in their sport.

A school coach **may not** be reimbursed transportation costs by the school or school booster club.

A school coach **may not** transport students to camps or clinics in their sport.

Students **may** play on non-school teams but there are restrictions on the number of same school squad team mates which may be rostered, practice or play together on non-school teams.

A school coach **may** supervise an off-season conditioning program for students not currently on a school team.

School conditioning programs **may not** be sport specific and shall only include weights, running, conditioning and general skill development (not a sport specific skill).

Sport specific equipment **may not** be used in conditioning programs.

Off season conditioning programs **must** be open to the entire student body and participants must furnish their own clothing.

During the school year and during the school season of activity:

A student **may not** practice with or play on a non-school team in the same sport/activity.

A student **may** play on a non-school team in a different sport (subject to the school squad limitations).

A student **may** receive private instruction at any time of the school year, subject to the limits outlined in the KSHSAA Handbook, Rule 26. (NOTE: Private instruction is defined as one student receiving instruction from one person during the period of instruction.)

A student **may not** attend camps or clinics in the same sport/activity.

A student **may** attend camps or clinics in different sports/activities.

A student **may** serve as a clinician for a camp conducted by their school coach for their sport/activity.

A student **may not** serve as a clinician for a camp conducted by outside agencies.

During the summer (from Saturday preceding Memorial Day to the Tuesday following Labor Day):

All school coaches **may** attend camps or clinics.

Students **may** attend camps or clinics.

Students **are** considered part of the high school program immediately upon graduation from the junior high or middle school.

Coaches **may** supervise conditioning programs (which are general conditioning programs and not sport specific) for the students who would play for the coach the next school year.

Football, volleyball and basketball coaches **may** supervise open-gyms but **may not** give instruction, organize drills or practice during the open gym. Summer open gyms **MUST** conclude by Saturday of SCW#4.

Football, volleyball and basketball coaches **may** instruct students in groups of three or less who request individual help from their coach. (Coaches are not permitted to require players to attend sessions.) Individual instruction **MUST** conclude by Saturday of SCW#4.

Other than football, volleyball and basketball, all other school coaches **may** coach teams including students who would play for the coach the following school year.

Students **may** play on teams which include any number of students from their same school squad. (There are no roster limitations on students during the summer.)

Coaches **may** conduct one-week sports camps for team members who would be on their school team next year.

To be eligible to attend a coach's one-week camp, students must have been enrolled and in attendance at that coach's school the previous year.

New students attending a junior high/middle school or high school for the first time must have been enrolled and in attendance at that middle/junior high school's feeder school(s) the previous year.

New students (summer transfer) at a school must pre-enroll before attending a coach's camp.

Students are limited to attending only one coach's camp per sport.

APPENDIX

- 1. Code of Conduct**
- 2. Permission to Ride Home with Parents**
- 3. Mileage/Time for Each Away Activity**
- 4. Injury/Safety Tips**
- 5. Injury Report**
- 6. Concussion Information**

Student Code of Conduct Smith Center USD 237

1. Commitment – In order to reach goals in any arena, commitment is a key factor. Students involved in extracurricular activities are expected to fulfill all commitments to the squad including meetings and practice (even if suspended from competition). Termination from the squad may result in failure to fulfill commitment to the squad.
 - a. Coach and athlete must meet to discuss decision to terminate.
 - b. Activities Director should be notified.
 - c. All issued equipment returned.
2. Attendance and Activity Participation– Students who have been ill but intend to participate in evening school activities at the Jr. Sr. High School, are to be in school by noon the day of the activity. Exceptions need to be cleared by administration in advance.
3. Suspension –
 - a. A student who is in In-School-Suspension (ISS) will not be eligible to participate in extracurricular activities until ISS obligation has been fulfilled.
 - b. A student who is in Out of School Suspension (OSS) will not be eligible to participate in or attend extracurricular activities until OSS obligation has been fulfilled and the student has returned to and attended class.
4. Illegal Drugs, Alcohol, Tobacco – Because the use of alcohol, illegal drugs, and tobacco are detrimental to the health and welfare and the use of and/or possession of is illegal for Kansas adolescents, the use and/or possession of any such substance is prohibited.
 - a. Upon confirmation and/or admission of a first violation of the Drugs, Alcohol, Tobacco Policy
 - i. The student will complete any additional conditioning program or outside work the coach or sponsor assigns.
 - ii. Since the facts of each violation will be different, the administration and coaches/sponsors will determine the length of suspension and details of each confirmed violation, case by case. A minimum consequence of suspension from two competitions will be implemented.
 - b. All second offenses will result in dismissal from the present extracurricular activities.
 - i. If a student is dismissed from an extracurricular activity they will begin all future extracurricular activities on probation (any violation of the policy will be considered a second offense) until the student has provided to the administration the results of a substance abuse assessment conducted by a certified counselor of a chemical dependency treatment center or a mental health center. A decision on full reinstatement will then be made based on the report.
5. If a student's character or conduct brings discredit to the school, the student will be temporarily suspended from participation until an investigation can be done. When a student is dismissed due to misconduct, the student will be on probation when they resume participation.

Student I have read, understand, and agree to obey the rules and obligations of the Smith Center School District policy concerning the Code of Conduct that pertains to me as a participant in the athletic programs in the Smith Center School District.

Signed by Student Participant: _____ Date: _____

Please print name of Student: _____

Parent I acknowledge receiving the Smith Center School District policy concerning the Code of Conduct and accept my responsibility to help my son/daughter obey the requirements and obligations of an athlete's participation as outlined in the policy. I agree to cooperate with the sponsor, coaches and administration should my child be subject to any of the possible sanctions mentioned above.

Signed by Parent/Guardian: _____ Date: _____

Permission to Ride Home with Parents

Parents must complete this form and give it to the coach prior to team bus leaving.

Students may only be released to the parent. Approval to be released to other than parents must be made through the office in advance of leaving for an event.

My child will not be riding the team bus home today. I will be providing transportation home for them. I understand that the coaching staff prefers that all participants ride home on the team bus.

Student Name: _____

Parent Signature: _____

Date: _____

Permission to Ride Home with Parents

Parents must complete this form and give it to the coach prior to team bus leaving.

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My child will not be riding the team bus home today. I will be providing transportation home for them. I understand that the coaching staff prefers that all participants ride home on the team bus.

Student Name: _____

Parent Signature: _____

Date: _____

Appendix 4 Mileage Chart

City	Miles	Approximate Travel Time	City	Miles	Approximate Travel Time
Abilene	139	2 Hours 55 Minutes	Lawrence	230	5 Hours
Agra	21	25 Minutes	Manhattan	162	3 Hours 20 Minutes
Almena (N. Valley)	54	1 Hour	Mankato	31	40 Minutes
Alton	35	40 Minutes	Marysville	116	2 Hours 20 Minutes
Belleville	60	1 Hour 10 Minutes	Minneapolis	109	2 Hours 10 Minutes
Beloit	55	1 Hour	Norton	62	1 Hour 15 Minutes
Burr Oak	28	35 Minutes	Oakley	143	2 Hours 55 Minutes
Cheney	246	5 Hours	Oberlin	96	1 Hour 55 Minutes
Cimarron	213	4 Hours 20 Minutes	Osborne	26	35 Minutes
Clay Center	115	2 Hours 20 Minutes	Phillipsburg	29	35 Minutes
Colby	142	2 Hours 55 Minutes	Plainville	67	1 Hour 20 Minutes
Concordia	74	1 Hour 30 Minutes	Quinter	145	2 Hours 55 Minutes
Conway Springs	250	5 Hours 30 Minutes	Red Cloud, NE	34	40 Minutes
Delphos	85	1 Hour 40 Minutes	Riley	133	2 Hours 45 Minutes
Dodge City	200	4 Hours	Russell	79	1 Hour 35 Minutes
Downs	32	40 Minutes	Salina	131	2 Hours 45 Minutes
Ellis	105	1 Hour 55 Minutes	Stockton	52	1 Hour
Ellsworth	96	1 Hour 45 Minutes	Superior, NE	56	1 Hour 5 minutes
Garden City	227	4 Hours 30 Minutes	Topeka	203	4 Hours
Grand Island, NE	100	1 Hour 55 Minutes	Ulysses	273	5 Hours 40 Minutes
Hastings, NE	74	1 Hour 30 Minutes	Victoria	105	2 Hours
Hays	91	1 Hour 45 Minutes	Wakeeney	110	2 Hours 10 Minutes
Hesston	180	3 Hours 45 Minutes	Wamego	170	3 Hours 30 Minutes
Hill City	82	1 Hour 35 Minutes	Wichita	201	4 Hours
Hoisington	98	1 Hour 55 Minutes			
Hutchinson	192	3 Hours 55 Minutes			
Kearney, NE	85	1 Hour 45 Minutes			
Kensington	15	20 Minutes			
Lakin	249	5 Hours 30 Minutes			

USD 237 Injury Report

Student Name: _____

Date of Injury: ____/____/____ Approximate Time of Injury: __:__ am / pm

What Sport? _____

Injury occurred during: Competition Practice Travel

Under the supervision of: _____

Was the supervisor a witness: Yes / No

Part of the body injured: _____ Right / Left

Describe in detail how and where the injury occurred: _____

Reported by: _____ /____/____
Signature Title Date

For Office Use

Date received from coach: ____/____/____

Date claim was filed with Student Assurances: ____/____/____

Date claim form for catastrophic insurance requested: ____/____/____

Date claim form was turned over to parent: ____/____/____

Parent Signature Required

I certify that I have been provided with the claim form for catastrophic insurance coverage. I understand that it is my responsibility to submit this form in order to be eligible to receive benefit should this injury result in excess of \$10,000 in expenses.

_____/____/____
Parent Signature Date

Sports Concussion

Definition

A concussion is the most common form of head injury suffered by athletes. It is a form of traumatic brain injury that occurs when the brain is violently jarred back and forth or rotated inside the skull as a result of a blow to the head or body. This can “stun” the brain cells or even result in their death. You do not need to lose consciousness to suffer a concussion.

Any athlete in motion is at risk for a concussion. This may occur in any sport, to boys and girls alike. Symptoms may appear immediately or develop over several days. They may last a few days to several months and interfere with schoolwork and social life.

Quick Facts

1. Always remove athlete immediately after suspecting a concussion. Do NOT allow return to play the same day with a concussion.
2. Athletes do NOT have to be knocked out to have a concussion. 90% of concussions occur without loss of consciousness.
3. CT scans don’t diagnose concussions. Everyone with a concussion has a normal CT scan.
4. It is OK to let someone fall asleep after being hit in the head. With careful monitoring, rest and sleep will be helpful.
5. “Warm Up for Return” is a graded process that requires a minimum of five days.
6. 9 out of 10 athletes will be back to normal within two weeks. They may miss a few games.
7. Kansas law requires a physician’s signature (MD/DO) to “Return to Play”.
8. Athletes who return to full contact too early risk Second Impact Syndrome, a rare but devastating brain injury that may result in death.
9. Concussions can affect driving, school work, sleep, emotions, relationships and self- worth.
10. The “game plan” is not just about returning an athlete to their sport, it is about returning the person back to their life.

To find more facts about concussions see the Kansas Sports Concussion Partnership website:
<http://www.kansasconcussion.org>

HIGH SCHOOL ATHLETIC DIRECTOR: Miranda Attwood

JUNIOR HIGH ATHLETIC DIRECTOR: Greg Koelsch

COACHING STAFF

HIGH SCHOOL FOOTBALL

Head Football Coach: Darren Sasse
Assistant Football Coach: Brock Hutchinson
Assistant Football Coach: Mike Rogers
Assistant Football Coach: Shawn Stansbury

JUNIOR HIGH FOOTBALL

Co-Football Coaches: Matt Haack
Travis Elliott
Alex Hobelmann

CROSS COUNTRY

Head Cross Country Coach: Kelli Armknecht

HIGH SCHOOL VOLLEYBALL

Head Volleyball Coach: Nick Linn
Assistant Volleyball Coach: Denyse Kattenberg
Assistant Volleyball Coach: Patrick Miller

JUNIOR HIGH VOLLEYBALL

Head Volleyball Coach: Jenna Schoenberger
Assistant Volleyball Coach: Sabrina Billinger

HIGH SCHOOL BOYS BASKETBALL

Head Basketball Coach: Patrick Miller
Assistant Basketball Coach: Alex Hobelmann

JUNIOR HIGH BOYS BASKETBALL

Head Basketball Coach: Brent Garretson
Assistant Basketball Coach: Larry Burgess

HIGH SCHOOL GIRLS BASKETBALL

Head Basketball Coach: Nick Linn
Assistant Basketball Coach: Denyse Kattenberg

JUNIOR HIGH GIRLS BASKETBALL

Head Basketball Coach: Brandon Hrabe
Assistant Basketball Coach:

JUNIOR/SENIOR HIGH WRESTLING

Landon Keiswetter
Mike Rogers
Travis Elliott
Clint Rogers

JUNIOR/SENIOR HIGH TRACK

Head Track Coach: Mike Rogers
Assistant Track Coach: Brock Hutchinson
Assistant Track Coach: Darren Sasse
Assistant Track Coach: Emily Hoshko
Assistant Track Coach: Michelle Elliott
Assistant Track Coach: Heather Sasse
Assistant Track Coach: Denyse Kattenberg

GOLF

Head Golf Coach: Greg Hobelmann

HIGH SCHOOL SPIRIT SQUAD

Coach: Kecia Archer

JUNIOR HIGH CHEER

Co-Coaches: Sara Pruden
Co-Coaches: Hope Padilla

SCARLETTS

Shelby Dannenberg

SENIOR CLASS

Sponsor: Julie Molzahn

JUNIOR CLASS

**Co-Sponsors: Rebecca Miller
Kareena Herredsberg**

FORENSICS

Coach: Marsha Allen

DRAMA

Coach: Michelle Elliott

NATIONAL HONOR SOCIETY

Sponsor: Kelli Schmidt

STUDENT COUNCIL

Sponsor: Kelli Schmidt

FCCLA

Sponsor: Amy Terrill

FFA

Sponsor: Monica Wagner

BAND

Greg Hobelmann

VOCAL

Greg Hobelmann

HIGH SCHOOL SCHOLARS BOWL

Miranda Attwood

YEARBOOK

Julie Molzahn

JUNIOR HIGH SCHOLARS BOWL

Miranda Attwood

BUILDERS CLUB

Tim Wilson

ART DIRECTOR

Chris Goedert

CONCESSIONS:

Shareece Hileman