

# **SPRING HILL HIGH SCHOOL**

## **ACTIVITIES DIRECTIONS & HANDBOOK**

### **FORWARD**

This handbook contains the policies and procedures by which Spring Hill High School will conduct its interscholastic activities. The primary purpose is to provide guidance and assistance to everyone connected with the activities programs. It is hoped it will promote harmony and develop a more effective and well-coordinated program.

We believe in student activities because they are an integral part of our educational system. The activities program is often called the other half of education, and it should be our goal to develop the students who participate to their fullest potential. Only if we can show that we are accomplishing this, can we justify interscholastic activities.

In addition to the handbook, all coaches will be responsible for understanding and following rules listed in the Kansas State High School Activities Association Handbook, the most recent edition of the National Federation Rule Book for their particular activity, and the monthly edition of the KSHSAA Journal. One copy of each month's Journal along with older Journals will be in the Activities Directors office for viewing.

All district, school, and activity policies must be followed unless an approval of minor change in policy is deemed necessary for efficient and effective operation. If a change is desired, it must be cleared and approved by the administration.

This handbook will be revised annually in the spring of the year by the coaching staff and the administration.

### **I. GENERAL PHILOSOPHY STATEMENT**

Interscholastic activity programs should be regarded as integral parts of the total educational program and should be conducted in a manner that is worthy of such regard. It is the policy of our school system to provide each participant with the best instruction, the finest equipment and materials, and the most worthwhile competition available. The program should include the following principles: courage, fair play, sportsmanship, and good citizenship.

#### **A. Aims and Goals**

- 1) To help prepare the student for life experiences through athletic and extra-curricular activity competition.
- 2) To teach pride, discipline, and respect for self as well as for others.
- 3) To expand the student's physical, mental, and social development.
- 4) To instill a feeling of accomplishment and achievement as an individual and as an integral member of a team.
- 5) Only those students who are eligible under the rules of the KSHSAA and who are capable of assuming the responsibilities of being official representatives of Spring Hill High School through their conduct, appearance, sportsmanship, and regard for the feelings of others shall be permitted to represent the school in the activity program.

#### **B. General Coaching Philosophy**

Before any program or direction can proceed effectively and efficiently, a philosophy should be developed to provide a preview of the ultimate outcomes to be achieved and the guidelines, which will be used to accomplish our goals.

The major objective of our activities program is to provide wholesome opportunities for students to develop from their experiences, favorable habits and attitudes of social living in our democratic society. The leadership should be of highest quality to exemplify to the students the desired type of individual to be developed from our activities program.

The activities program should always be in conformity with the general objectives of the school and the activities administration should be in line with the general policies of the school and district. At no time should the program place the total education curriculum secondary in emphasis; the program should function as part of the whole curriculum and should constantly strive for the development of the well-rounded individual, capable of taking his/her place in our modern society.

All coaches are regarded as teachers and receive payment for their services in accordance with the schedule, which takes into account the duties and responsibilities of different coaching assignments. As a member of the coaching staff, we recognize the difference between coaching a team and managing a team. Coaching includes management, but emphasis is placed on teaching and developing participants, as well as discovering and managing them. Coaches enjoy a very favorable position in the eyes of students and patrons. The coach must exemplify that which is best at all times, in his/her conduct and emotional control. He/she must also seek recognition for the program. At times, during a contest, all eyes are focused on the coach to see how he/she reacts to a play or a decision. Immediately, reactions of the students and other spectators reflect the coach's reaction. Under no circumstances should the coach display uncontrolled emotions or behavior. The coach's only reason for entering the court or field of play while a contest is in progress is to assist an injured player or when asked to do so by an official.

The head coach in her or his activity should conduct an on-going program of public relations in which the purposes and values of the activities program are emphasized. The activities director may assist in this area. The head coaches may

also delegate said responsibilities to a member of their staffs. Attention should also be given to the matter of parent acceptance of the coaches' judgment in the selections, training, and strategy of the team. Coaches are to exercise care and judgment in the language they use with athletes, and are to avoid ridiculing student participants in public by berating them in an audible or visible way.

It is our responsibility to see that high standards are maintained throughout the entire activities program. The foremost duty of the coach or sponsor of each activity is to the student participant who comes out for the activity. Regardless, if students are on the first team or the last team of the squad, they are important to the program, regardless of their mental or physical abilities. We must ensure that each student has appropriate experiences afforded him/her through the activity in which he/she is participating. The educational development of the student participant must be our first and foremost consideration of the entire activities program.

#### **C. EQUIPMENT**

- A. All head coaches or sponsors in all activities shall keep a record of equipment and materials checked out to each participant. All equipment shall be marked for easy identification. All equipment not used during the season shall be packed and stored for safekeeping. All equipment checked in or on hand at the end of the season shall be properly cleaned, inspected and repaired, boxed and stored.
- B. Each head coach or sponsor will be responsible for a complete inventory of equipment. The inventory shall be turned in to the Activities Director whenever updated and within two weeks of the end of the season. The inventory shall include the condition of the equipment.
- C. Each participant will be held financially responsible for damage beyond normal use or loss of equipment. The condition of the damaged or lost equipment and the cost of replacement will determine the amount of financial obligation.
- D. School equipment that is loaned to a student must be recorded and the record turned in to the Activities Director.
- E. The Activities Director or Principal must approve any equipment purchased for resale to participants. The purchase, by students, must be made through the office with a receipt issued to the purchaser before the equipment can be given to the purchaser. The coach or sponsor should handle no money.
- F. Any equipment that has become obsolete, outdated, worn out, or generally useless for its specific function shall not be given or sold to participants or students without expressed consent of the Activities Director or Principal.

#### **II. LOCKER ROOM AND FACILITY SUPERVISION AND CARE**

- A. It is the responsibility of all head sponsors and coaches to check out lockers and locks at the start of the season. All lockers and locks shall be checked back in at the end of the season so the coaches or sponsors of the next season can check them out. Physical education lockers are not to be used for activities.
- B. Coaches and sponsors shall remain in the locker room before and after practice and games until all participants, for which they are responsible, have left. Upon leaving, the coaches and sponsors shall check all facilities to make sure lights are turned off, practice and locker areas are free of equipment and towels, and the facility is locked and secured.
- C. Students shall not be permitted to use the school facilities and equipment without proper supervision. This is to eliminate the possibility of damage to the facility and equipment or personal injury due to careless use.

#### **III. TRANSPORTATION AND ABSENCE FROM SCHOOL REQUESTS**

- A. Transportation requests are to be made to the Activities Director.
- B. Transportation requests shall be filled out at the start of the season to include all known transportation needs for an entire season. Transportation for late scheduled activities should be made at the same time the activity is scheduled.
- C. A list of participants who will be absent from school must be turned in to the attendance clerk for distribution to the teachers one full school day in advance.

#### **IV. TRAVEL POLICIES**

- A. The head coach or sponsor is responsible for the team and all others traveling with the squad.
- B. Participants accompanying the team or squad are expected to leave and return with the team or squad on all out-of-town trips.
- C. Only the administrator may excuse a participant from returning with the team. If an administrator is not present at the activity, the Head Coach may act in their absence. A participant may be given permission to return home with their parents. The participant shall present a written request from their parent to the administrator or Head Coach.
- D. Under no circumstances shall a coach or sponsor allow a participant to ride home with another student or person who is not their parent/guardian. The building principal must approve any special circumstances in advance.
- E. Only personnel duly authorized by the administration and the coach or sponsor for the trip shall travel on the vehicle.
- F. The coaches or sponsors shall make it a policy to remain with the team or squad at all times while away from home. The head coach or sponsor shall check the facilities before and after use by his/her squad or team and report to the host school any damage that may have been incurred during our visit. A report of any damages caused by Spring Hill High School participants while on a trip shall be made to the Activities Director at the coach's or sponsor's first opportunity to do so. The host's facilities should be left in the same or better condition as it was before use by Spring Hill High School.

- G. Coaches and sponsors are responsible to make sure the vans and buses used for activity trips are clean of general trash at the conclusion of the trip. Any damage to the van or bus caused by participants shall be reported to the Activities Director at the first opportunity to do so.
- H. Coaches and sponsors are responsible to make sure hotel or motel rooms are free of damage when their students leave the facility. Damage should be reported to Activities Director at the first opportunity to do so.

## **V. PRACTICE REGULATIONS**

- A. Required practices shall not be held on Sunday.
- B. Practices may be held on legal holidays or other days when school is not in session as allowed by the KSHSAA. Trips out of town with parents shall be a legitimate reason for missing a practice without penalty. However, student may be required to make up any missed conditioning.
- C. Care should be given, during extreme weather that the well-being of the student is of first consideration.

## **VI. STUDENT PARTICIPATION REGULATIONS**

### **A. Student Responsibilities Regarding Participation**

- 1. To understand that participation is a privilege earned through hard work and cooperation.
- 2. To understand that conduct, at all times, will emphasize sportsmanship, cooperation, ethical conduct and fair play.
- 3. To establish a healthy and harmonious relationship between self, opponent and coaches.
- 4. To respect the integrity and judgment of the officials.
- 5. To thoroughly understand and accept the rules of the game and the standards regarding eligibility.
- 6. To accept the responsibility of leadership, to use initiative and good judgment.
- 7. To follow the coach's or sponsor's instructions and requirements unless those instructions or requirements are against school or KSHSAA policies.

### **B. Changing Sports in Mid-Season**

From the time a person participates in a practice for a sport, he/she may not join another team or compete in another interscholastic sport until after the season of the first sport. Mid-season change of teams may be permitted only if the coaches or sponsors of each sport, the Activities Director and the Principal agree to such change in a conference with all four parties present. This change must be deemed beneficial to the participant without being unfair to other participants in the respective sports.

### **C. Dual Sport**

Students are encouraged to engage in only one KSHSAA sport (per season) at a time in order to better concentrate their energies and time for that particular sport/team. An athlete may compete in dual sports only with the permission of both coaches and the Athletic Director. The athlete will be required to designate one sport as the primary sport and one sport as the secondary sport. A contract will be signed by the coaches, student, student's parent(s)/guardian(s), and the building athletic/activities director which indicates the primary sport and secondary sports. The primary activity will always take precedence over the secondary activity when any type of conflict events occurs. An athlete will not be allowed dualism in sports which have cuts.

### **D. Recruiting from Another Activity.**

A coach or sponsor may not make any attempt to encourage a participant away from an activity he/she is or has participated in at Spring Hill High School. If a change is made, it must be initiated by the student only. If the coaches or sponsors of both activities agree that a change would be in the best interest of the student and the sport, then they may approach the student together.

### **E. Guidelines for Resolving Conflicts For Students in Multiple Activities**

1. There are times when students have conflicts due to their participation in concurrent activities. While these situations are rare, they can create difficulties for the students and their sponsors or coaches. The purpose of these guidelines is to aid the students, sponsors, coaches and building administrators in resolving these conflicts.

a. Sponsors and/or coaches should communicate to the students their responsibilities regarding practices, performances, and competitions prior to an athletic season or co-curricular activity.

b. There shall be no threat of benching or suspension from a team, organization, or squad by any sponsor or coach of a student involved in a conflict.

c. A student's classroom grade shall not be affected adversely if the resolution of the conflict is contrary to the wishes and expectations of the sponsor or coach.

d. Co-curricular competitions/performances and/or athletic competitions should have priority over 'secondary performances' (i.e., cheerleading at a game or regular half-time performance at home games, etc.)

e. If the events in conflict are at the same priority level in these guidelines, the two sponsors and/or coaches involved with the student(s) in conflict should meet with the building administrator responsible for the school's athletics/activities programs to discuss the conflicting events and reach a decision that is best for the student involved. The final decision will be the

responsibility of the building administrator.

2. The following hierarchy of activities, listed in order of priority, is a guide for sponsors, coaches, and administrators in resolving student participation conflicts.

- a. National competitions and/or participation.
- b. State competitions, festivals, and/or performances sponsored either by the KSHSAA or recognized state professional organizations (i.e., K.M.E.A., N.F.L., DECA, etc.)
- c. Regional district, sub-state competitions, festivals, and/or performances; or national and state qualifying competitions, festivals and/or performances (i.e., N.F.L. qualifying tournaments, KHSAA and K.M.E.A. qualifying events and competitions, etc.)
- d. League events and multi-school events of four or more schools participating, multi-school rated and/or ranked festivals (i.e., invitational tournaments, Music Bowl; district and area festivals, league athletic contests, etc.)
- e. Major annual events within the high school (i.e., fall musical, spring play, winter concert, spring concerts, dance team spring show, etc.)
- f. Multi-school events of three or less schools participating, multi-school events, and/or festivals involving any number of schools which are non-rated (i.e., parades, regular two-school athletic contests, marching festivals for participation only, etc.)
- g. Single athletic competitions, varsity or sub-varsity, individual school concerts or performances.
- h. Events and/or performances outside the home school within the district or Greater Kansas City area (i.e., inter-district performances at feeder schools, professional sports events in Kansas City, etc.)
- i. Regular practices and/or rehearsals outside regular school hours.

## **VII. STUDENT INJURIES**

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

- A. If a student needs immediate medical attention, CALL THE PARENT OR GUARDIAN AS SOON AS POSSIBLE for instructions as to where they would like to have their child taken.
- B. If the student should not be moved by other than medical personnel, call 911 for an ambulance, then call the parent or guardian.
- C. Take the injured student to the doctor or clinic as designated by the parent. If you are unable to contact a parent or family doctor (if known), take the student to the emergency room of a clinic or hospital. A coach or sponsor must accompany the injured student and remain with the student until released by a parent or guardian.
- D. Use proper and appropriate first aid techniques in attending to the injured student and transporting them.
- E. A student accident report must be filed with the school office the first school day following the injury.
- F. Follow-up and concern shown through contacts with parents and the injured student are encouraged.
- G. Care should be exercised in rehabilitating an injured student and caution observed in placing that student back in to practice and competition. If a student has received medical attention, a release to resume participation must be obtained by the student and given to the coach or sponsor before the student may again participate. This release must then be given to the Activities Director. The health and safety of the student is always of first concern.

## **VIII. STUDENT ELIGIBILITY**

Spring Hill High School is a member of the Kansas State High School Activities Association and as such abides by the following set of rules regarding student eligibility:

- A. They are bona fide undergraduate students in good standing with regular attendance.
- B. Their conduct and standards of sportsmanship are satisfactory according to Rule 52 and do not bring discredit to themselves or their school.
- C. They are not 19 years of age on or before September 1 of the school year in which they compete. KSHSAA may allow exceptions for certain situations.
- D. They have completed not more than 8 semesters of high school attendance. (includes total attendance, beginning with 9th grade.)
- E. They have had no more than 8 semesters of competition nor more than 4 seasons in one activity (including grades 9-12).
- F. They are currently enrolled in at least 5 subjects of unit weight or its equivalent (not previously passed).
- G. They have passed at least 5 subjects of unit weight or the equivalent their last semester of attendance.
- H. They do not engage in outside competition in the same sport during a season in which they are representing their school. Consult the Activities Director or principal before allowing them to participate individually or on a team in any game, training session, contest, or try-out conducted by an outside organization.
- I. They have not participated in training sessions or try-outs held by colleges or other outside agencies or organizations in the

same sport while a member of a school athletic team. (KSHSAA must be contacted by the Spring Hill Activities Director and approval received before this is attempted.)

- J. They have passed a physical examination, when applicable, given by a physician and have written consent of their parents or legal guardian. No participation of any kind, practice or competition, shall be allowed until the physical form and parental consent is on file with the school.
- K. They have met the requirements of the Transfer Rule if they are transfer students. Contact the Activities Director or the principal concerning the Rule.
- L. They have not competed under a false name or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur Rule.
- M. No student may participate or practice in an extra-curricular activity unless that student has been in school the final 5 periods for that student that school day (6 periods on home room days). Emergencies, doctor or dentist appointments, and other extreme situations may cause exceptions to this rule as deemed necessary by the principal. (Senior skip day is not recognized in USD 230 and may not be excused. Students will not be allowed to participate in practice or activities). There are no personal days in high school.
- N. On any given school day, a student may not go home (during the school day) due to illness and then come back for a practice, performance and/or a competition.
- O. No student may participate or practice in an activity if that student is on suspension, either In-School or Out-Of-School. ISS - The student is ineligible on the days that ISS is served. OSS - Any student given an out-of-school suspension cannot participate in school activities while suspended. The student is ineligible from the moment of assignment until they re-enter school in good standing. OSS will be cause for student to miss the next contest for their particular activity.
- P. No student participant shall use, possess, or be under the influence of alcohol or illicit drugs at any time.
  - a. First offense--participant will not participate in one date of contests, undergo a substance abuse evaluation, and a report made to the principal for further disciplinary action. If student participates in both Varsity and Sub Varsity competition, student could miss a date of contests for both.
  - b. Second offense--participant will be dismissed from the squad and a report made to the principal for further disciplinary action.
- Q. Student participants possessing tobacco, alcohol, or illicit drugs for the purposes of distributing them shall be dismissed from the squad and reported to the principal for further disciplinary action.
- R. Academic help session(s) take precedent over activity practices. However, students may be required to make up any missed conditioning.

## **IX. LETTERING REQUIREMENTS**

- A. General Requirements
  - 1. Coaches and sponsors will establish lettering requirements for their specific sport or activity.
  - 2. Participants must complete the full season of an activity before they may receive a letter. Exception: a participant who by reason of illness or injury fails to complete a full season may receive a letter if, in the opinion of the coaches, he/she would have received a letter if able to complete the season.
  - 3. Coaches or sponsors may use their discretion to award a letter to a participant who is deserving of the award but due to unique circumstances has failed to qualify by the standards in this handbook. This practice should only be used for very unusual cases and must be accompanied by a brief rationale from the coaching staff explaining the situation.

## **X. SPONSORS AND COACHES RULES AND REGULATIONS**

Each activity and each coach or sponsor of the activity have certain rules and regulations that will be explained to each participant at the beginning of each season. These rules and regulations will entail:

- A. Training rules and regulations.
  - 1. Expectations for conduct.
  - 2. Excused and unexcused absences to practices and contests.
- B. Transportation expectations and rules to and from activities.
- C. Uniform checkout, care, and responsibility.
- D. Meal arrangements, etc.
- E. Lettering Requirements