

# NESS CITY USD 303 COACHING HANDBOOK



Adopted by the USD 303 Board of Education: July 10, 2023



## COACHES HANDBOOK

### ARTICLE I — PHILOSOPHY of ATHLETIC PROGRAMS

The development of sound mind and body is one of the basic reasons for school athletics. Character building, the knowledge of sports rules, good sportsmanship, team participation, proper training, self-discipline, the ability to win humbly and understand losing gracefully are given the highest priority in our athletic programs.

The student athlete is a role model in our school and community. They are expected to conduct themselves in a manner that would bring honor to themselves, their school, and community. Play hard, play fair, be a good sport.

It is recognized that the athletic coach, by virtue of a close association with the athletes, exercises considerable influence upon the students. This influence cannot be over-estimated as to its importance. It is to be expected that each coach will use discretion and good judgment in the role of helping students form acceptable attitudes and behavior patterns. Each coach is expected to know and enforce all of the rules of the school, the league, and state organizations regardless of personal beliefs as to the importance in fairness of such rules.

### ATHLETIC PARTICIPATION FOREWARNING

This is a warning to both parents and students to clearly understand the risks taken by any student-athlete who participates in any sport sponsored by USD 303. Further, this forewarning is to make parents and students aware of the seriousness of possible injuries that can occur to student-athletes. By participating in any sport, a student-athlete may sustain any of the following injuries and others not included herein:

- Head injuries — can result in brain damage, coma, and/or death.
- Spine injuries — can result in quadriplegia, paraplegia, and/or death.
- Strains — completely torn, partially torn and/or stretched ligaments
- Sprains — completely torn, partially torn and/or stretched ligaments.
- Fractures.
- Contusions.
- Lacerations, abrasions, blisters, and other flesh wounds — can result in infection.
- Internal organ damage such as rupture of the spleen or kidney.
- Cartilage damage in the joints of the body.
- Loss of a limb or vital organ body.

There are other injuries that could occur as a result of athletic program participation — this list is not all-inclusive. This forewarning and list of possible injuries is given to parents and students to make them aware of the inherent dangers and risks involved while participating in any sport.

**Any student athlete who sees a doctor for any injury/illness, MUST have a written release from the doctor before they will be allowed to participate again.**

USD 303 coaches and administrators will provide student-athletes an organized, educational, athletic environment which encourages and promotes high standards of safety; however, due to the nature of sports (examples: running, jumping, physical contact, twisting, turning, etc.), parents and students need to be advised of the risk involved while participating in the athletic program.

### ARTICLE II — COACHING RESPONSIBILITIES

The head coach is under the general direction of, and is responsible to, the principal. At all times, he supervises the athletes, manager, or associated students under the program's control.

The specific duties of the head coach are as follows:

- Conducts a pre-season meeting with parents/guardians.
- Directs the sport in compliance with all rules and regulations of the Kansas State High School Activities Association.
- Supervises the use, care, and operation of the school properties during practice and contests.

- Is directly responsible to the activities director for inventory, maintenance and storage of all athletic equipment related to the sport.
- Is responsible to the building principal in administering the policies of the district regarding medical care for athletic-type injuries.
- Will conduct himself/herself at contests and practices in a manner which exemplifies good sportsmanship and leadership.
- Will consult the activities director before scheduling any athletic contests, extra practices, or practice games.
- The head coach of each sport will submit all requisitions for athletic equipment and supplies to the building principal.
- The head coach of each sport will not conduct any off-season training program which will compete with any other sport.
- The head coach will recommend to the activities director new policies and evaluate the effectiveness of all policies within the assigned area.
- Will submit to the activities director all required reports, forms, and KSHSAA physical examination and consent forms. No student will participate until he has passed a physical exam, the form is completed and is on file in the school office.
- Will maintain direct supervision of, and responsibility for, members of his staff (assistant coaches) in the exercising of their coaching duties.
- Will consult the activities director before scheduling practices in overlapping sports.
- Will submit to the office and post in a conspicuous place in the locker room rules and regulations each athlete is to abide by for their sport, before practice begins in the sport. In addition, each athlete is to receive a copy of these training rules.
- Keep the locker room and coaches offices neat, clean and orderly.
- Effectively supervise athletes so as to avoid or curtail liability in cases of accidents.
- Will inspect any practice or playing area for safety of participants.

Coaches must remember that they are also members of the total team. As a team member, it is imperative that all policies, rules and decisions are supported to avoid division within, thereby reducing the effectiveness of the team.

All coaches are directly responsible for the care and maintenance of the equipment and materials related to their individual sports. A pre and post athletic inventory of supplies, equipment, etc. shall be turned in to the activities director.

### **ARTICLE III — ATHLETIC PARTICIPANTS**

#### **Athletes**

- \* Any male or female student aged resident of USD 303 with remaining eligibility according to KSHSAA bylaws may indicate an interest in competing in any of the sports offered by the school district
- \* Any non-student participant in USD 303 athletics must meet the requirements for participation as outlined in Board Policy JH
- \* Any male or female student may try out for a sport if all requirements for that sport are met.

The following are athletic activities at Ness City High School:

#### Boys Teams

Boys Football  
Boys Basketball  
Boys Cross Country  
Boys Track and Field

#### Girls Teams

Girls Volleyball  
Girls Basketball  
Girls Cross Country  
Girls Track and Field  
Girls Softball

#### Mixed Teams

Golf

### **Managers**

- Coaches will make it known that managers for a particular sport are needed. Coaches will then select managers from those students desiring to serve as managers.
- The manager of a sport will be delegated duties by the coach of the team. It is the manager's responsibility to perform assigned duties to the satisfaction of the coach.
- The manager is expected to follow the same rules as the athlete.
- When requested by the coach, managers are expected to be at all practices and to travel with the team.

### **Statisticians**

- Statisticians should be persons willing to give a considerable amount of time, especially on weekends, to help coaches compile accurate information concerning athletic contests. Announcements will be made prior to the season concerning the need for statisticians. Interested students should notify the head coach. The head coach and assistants will then make the selections.
- Statisticians are not required to be at practice sessions.
- Statisticians are expected to follow the same training rules as athletes and are subject to the requirements contained in this handbook.
- Statisticians are required to travel on school transportation to games.
- Statisticians are required to be at all games and are responsible to see that statistics are kept accurately.

## **ARTICLE IV — REPRESENTING THE SCHOOL**

Members of the athletic teams are reminded that they represent Ness City USD 303 and have the responsibility for maintaining acceptable behavior that is a credit, not only to themselves, but also to USD 303. To other schools, the athlete is Ness City USD 303.

Athletes are to be well groomed and clothed in presentable attire when representing the school at athletic contests, banquets, dinners, or at any gathering where the entire team is represented.

Athletes should be well mannered, courteous, and considerate of others. Appropriate behavior can do much to sell the athletic program to others, and could lead this district to having the best athletic program in the state.

## **ARTICLE V — THE ATHLETE'S RESPONSIBILITIES**

1. All athletes should report the first day of practice, if possible (or notify the coaching staff).
2. When two seasons overlap, those involved in the first sport will be allowed to finish that sport before reporting for the next sport.
3. If an athlete has been in school on a scheduled practice day, permission to be excused from practice must be approved by the coach directly in charge of the group.
4. Insubordination will not be tolerated by coaches, and may result in loss of eligibility.
5. Profanity by athletes at any time, or in any situation, will not be tolerated.
6. Athletes who fail to control their actions, or any phase of the activity, will be disciplined.
7. Each participant shall meet the requirements of age, attendance, and scholastic eligibility as set forth by the Kansas State High School Activities Association regulations.
8. Athletes must treat this school's and other schools' property with respect. Athletes are not to steal equipment or uniforms from this or other schools. If students wear equipment or uniforms from other schools, they will be questioned. If proof of ownership cannot be established, the equipment will be confiscated until the matter can be investigated. If it is established that the property was stolen, the athlete will be disciplined. Repairs to damaged equipment or facilities will be paid by the individual responsible for said damage.
9. A student who wishes to participate in sports must have a signed parental consent form and a physical examination form on file in the principal's office before reporting for practice. The training room/first

aid room located in locker rooms is to be monitored only by the coaches and/or assigned personnel. Athletes are not allowed inside this room without proper supervision.

10. An athlete is responsible for the care of assigned equipment. Loss or damage to equipment that belongs to the school means that the athlete will pay for the equipment. The amount to be paid will be determined by the athletic director and coach of the sport.

## **ARTICLE VI — LOCKER ROOM SAFETY RULES**

The locker room is like a second home as far as the athlete is concerned. It can be a pleasant place if all strive to keep it clean. There are certain rules pertaining to the locker and shower rooms that must be followed for safety and health reasons. Serious injuries can result when one becomes careless. Injuries not only bring harm, but also detract from the effectiveness of the overall athletic program.

1. There will be no “horseplay” of any kind. Such behavior can result in very serious injuries.
2. In case of injury, the coach must be notified and file an injury report with the principal’s office.
3. Stealing shall result in loss of participation and eligibility. Stealing includes the use of other’s property without permission.
4. Equipment must be washed regularly. All dirty equipment should be taken home and cleaned before use! Clothing should be cleaned on a weekly basis. Cleanliness is very important to one’s health and continued participation.
5. Cooperation with the managers and custodians is essential. All equipment and clothing must be picked up and locked in lockers.
6. Each athlete is responsible for assigned equipment and a locker. Any damage to equipment or lockers must be reported to the coach immediately.
7. Any unauthorized person in the locker room is to be reported to the coach. Students not participating in a sport, weight program, or PE class during the current season are to stay out of the locker room unless given permission by a coach or administrator.
8. Towels will be provided each athlete for their use. All towels are to remain at school and be placed in the appropriate laundry bag.
9. Cell phones are expressly prohibited from being out in restrooms and locker rooms and will result in the student losing the privilege of having a cell phone at school for the remainder of the school year.

It is the responsibility of each athlete’s family to provide insurance coverage. Student health insurance is available for purchase by the families through Student Assurance Services, Inc. Catastrophic insurance is provided for each activity through the Kansas State High School Activities Association. See the building principal for details.

## **ARTICLE VII — TRAINING and ATHLETIC POLICIES**

### **Training**

For the benefit of the individual athlete and team and so that health and conditioning practices will be of value, it is necessary that certain training rules be followed. The responsibility of abiding by these rules rests with each individual athlete.

- Consumption of alcoholic beverages is prohibited.
- Athletes are to abstain from using tobacco products or abusing drugs.
- Players should be home on nights at a time designated by the head coach of the sport in which the player is involved.
- Athletes out for a particular sport are to abide by rules established by the coaches of the sport.

### **Athletic Policies**

1. Any student may drop a sport if reasons are stated to the coach personally, all equipment is returned, and all financial responsibilities cleared with the school.
2. An athlete who quits or is expelled from a sport will not be allowed to take part in another sport until the termination of the former sport. Termination of a sport would include any playoff games.

3. If an athlete is suspended or expelled from a sport by action of a head coach or administrator because of ineligibility or the infraction of training or conduct rules, the policy pertaining to these violations would be in effect. During any school-sponsored activity, out-of-season athletes guilty of misconduct may face suspension from the next sport they enter.
4. **In order to participate in activities/athletics on any given day, a student must be in attendance a minimum of half of that school day and must have an excused absence for the missed portion of the day along with administrative approval. Exceptions may be granted at the discretion of the administration.**

### **Dual Participation**

1. Students are allowed to participate in two extra-curricular activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a consent form from the high school office and follow the guidelines set down by the board of education involving dual sport participation.
2. Students may participate in activities such as band, vocal music, FFA, FCCLA, scholars bowl, etc. during their sports seasons. From time to time, conflicts may arise where events are scheduled for both activities during the same time. Students are asked to look ahead at potential conflicts and let their sponsors/coaches know of these situations as early as possible.

### **Guidelines for Dual-Sport Participation**

1. A student who wishes to participate in two sports during the same season must designate a priority sport before the beginning of the first appointed date of practice for the season of participation.
2. Once a priority sport is set it cannot be changed at any point during the season.
3. A priority sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the priority sport in the event of any and all conflicts of schedule.
4. If an athlete quits a priority sport before the end of the season then that athlete will not be allowed to participate in either sport during that same season. If it is determined that dual-sport participation is too much for the student, then the non-priority sport is the only sport they may drop and still maintain participation in the priority sport.
5. The student must practice in both sports but the amount of practice time and schedule of practice time between the two sports will be set and agreed upon by the head coaches of those sports involved with the approval of the administration.
6. Students wishing to participate in dual sport activities at Ness City must note the following: Students having any failing grades or having two or more D's in their scheduled subjects will not be eligible to participate in the activity programs of the school the following week of scheduled classes – Sunday through Saturday. The higher standard is to insure that those students participating in the dual-sport program maintain the utmost integrity, which is the priority.
7. The students and parents or legal guardians must sign a contract of dual-sport participation before the first practice session he/she attends.
8. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation. For example, Student A is suspended for one week for drinking alcoholic beverages. That suspension is to be served for both the priority sport and non-priority sport.

The High School Athletic Director and High School principal will serve in the capacity of advisors and final judgments on matters concerning dual-sport participation.

## **ARTICLE VIII — ATHLETIC ELIGIBILITY (Non-Academic)**

### **Conduct of Athletes During Season**

1. An athlete knowingly drinking alcoholic beverages or using tobacco or abusing drugs while out for a particular sport will be suspended for approximately 10% of regularly scheduled competition in that

sport for the first offense. Any subsequent violation will result in automatic expulsion from the team, and such athlete shall not receive a letter, or any other award or recognition for that sport.

2. An athlete that receives an expulsion from one sport for violation of this article will not be given a first violation suspension in the next, but will receive immediate expulsion from that sport.
3. Expulsion from a sport will not be carried from one school year to the next.
4. The head coach of a sport is responsible for determining and announcing the official end to that sport season, but in no case will it go past the time lines that are set by the Kansas State High School Activities Association.
5. Conduct which results in a player being evicted from a game will normally be handled under the coach's team rules. Serious infractions will be reviewed by the administrator and head coach to determine if the case should be reviewed by the athletic council.
6. If an athlete has at any time during high school been expelled twice from sports, the athletic council shall meet at the time of the second expulsion to decide on the athlete's future eligibility.
7. Any uniform, warm-up gear, or athletic equipment checked out to student athletes will be the sole responsibility of said student. Any articles lost or damaged will be replaced or repaired at cost to the student at the discretion of the coach and/or administration.

### **Athletic Council**

1. The athletic council shall be composed of the principal and head coaches. The principal will be designated as the chairman and will vote only to break a tie.
2. Any coach, administrator, or athlete may submit an eligibility problem to the athletic council. Prior to submitting a problem to the council, it should be discussed by the principal and head coach of the athlete in question.
3. Each case shall be treated individually, and it shall be kept in mind that the school exists for the benefit of the student. Also, the student's "Right to Privacy" must be kept in mind at all times.

### **ARTICLE IX — AWARDS**

1. No awards other than medals and cloth, felt or chenille athletic letters shall be made to players participating in interscholastic athletics, unless approved by the Executive Board of the Kansas State High School Activities Association.
2. All awards will be in accordance with the requirements set down by the coach of the sport in which the athlete participates and the guidelines set forth by this handbook.
3. First year varsity letter winners will receive the official letter "N." This letter will be awarded at the end of the school year. A certificate of participation, a metal symbol and a metal bar will also be received. A metal bar and certificate will be given for each year of lettering after the first year.
4. All athletic awards will be presented at the spring athletic banquet.
5. Managers and statisticians will receive appropriate awards.

### **ARTICLE X — UNIFORM ROTATION**

The coaches will be consulted when it is their sport's year for the purchase of new uniforms. Football jerseys, pants, helmets and other protective gear will be purchased as needed.

### **ARTICLE XI — REQUIREMENTS for ATHLETIC LETTERS**

#### **BASKETBALL**

1. Play in half of all varsity games.
2. A senior who has been out for all four years.
3. Must finish the season in good standing.
4. At the discretion of the coach and building administrator.
5. A player who is injured during the season; but, without a doubt, would have lettered.
6. A provisional letter may also be earned.



## CROSS COUNTRY

1. Win a medal in varsity competition.
2. Compete in half of the meets as a varsity runner.
3. Must finish the season in good standing.
4. A senior who has been out for all four years.
5. At the discretion of the coach and building administrator.
6. A runner who is injured during the season; but, without a doubt, would have lettered.
7. A provisional letter may also be earned.

## FOOTBALL

1. Play in half of all varsity quarters.
2. A senior who has been out for all four years.
3. Must finish the season in good standing.
4. At the discretion of the coach and building administrator.
5. A player who is injured during the season; but, without a doubt, would have lettered.
6. A provisional letter may also be earned.

## GOLF

1. Win a medal in varsity competition.
2. Compete in half of the tournaments as a varsity player.
3. Must finish the season in good standing.
4. At the discretion of the coach and building administrator.
5. A player who is injured during the season; but, without a doubt, would have lettered.
6. A provisional letter may also be earned.

## SOFTBALL

1. Play in half of all varsity innings.
2. A senior who has been out for all four years.
3. A player who is injured during the season; but, without a doubt, would have lettered.
4. A provisional letter may also be earned.

## TRACK

1. Must accumulate ten points in varsity meets or score at least one point at the league or regional track meet.
2. A senior who has been out for all four years.
3. Must finish the season in good standing.
4. At the discretion of the coach and building administrator.
5. A player who is injured during the season; but, without a doubt, would have lettered.
6. A provisional letter may also be earned.

## VOLLEYBALL

1. Play in half of all varsity games.
2. A senior who has been out for all four years.
3. Must finish the season in good standing.
4. At the discretion of the coach and building administrator.
5. A player who is injured during the season; but, without a doubt, would have lettered.
6. To earn a provisional letter, the player must have played in one-fourth of all varsity matches or two tournaments or participate in post-season play.

## CHEERLEADERS

### Eligibility

1. Any member of the cheerleading squad is eligible to letter.
2. Must fulfill all requirements in Article II of the Cheerleader's Constitution.

### Requirements

1. Attend all games his/her squad is responsible to cheer for.
2. Attend all scheduled practices unless excused by the sponsor.
3. Fulfill all requirements established in Article IV of the Cheerleader's Constitution.
4. If a cheerleader is suspended for any reason, his/her letter will be revoked.

### Loss of Letter

1. The loss of a letter will result from refusing to cheer at any game the squad is responsible for (see guideline in Article VIII of the Cheerleader's Constitution).
2. Suspension for any reason listed in Article VI, Section 3, E of the Cheerleader's Constitution will result in the loss of a letter.
3. The loss of a letter will occur upon accumulating five points throughout the year (from tryouts to the last required duties for the next year) by the following methods:
  - Missing practice — 1 point
  - Late for practice — .5 point
  - Late for start of game or second half — .5 point
  - Not being in complete uniform — .5 point
  - Eating while cheering — .5 point
  - Wearing jewelry while cheering — .5 point

A complete Cheerleader's Constitution is available from the cheerleader sponsor.

## ARTICLE XII — USD 303 GUIDELINES on PARENT/COACH RELATIONSHIPS

Parents and coaches are two of the most important and significant roles in a student-athlete's life. The following guidelines need to be met to establish an understanding of the roles of parents and coaches in interscholastic activities. As parents, when your children become involved in our programs, you have a right to understand what expectations are placed on your child. Therefore, clear communication between these two individuals is essential.

### **Communication parents should expect from the coach**

- Philosophy of the coach and the program
- Expectations the coach has for your child as well as the team
- Team requirements (i.e. attendance, practice, lettering policy, etc.)
- Location and times of all practices and contests
- Discipline procedures should team rules be broken
- The procedure to follow should your student-athlete be injured during participation

### **Communication coaches should expect from parents**

- Appropriate feedback/concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Notification of any illnesses or injuries, or any other information that may affect your student-athlete from participating
- Promote positive attitudes towards teammates and coaches

**Appropriate concerns to discuss with coaches**

- The treatment of your student-athlete, emotionally and physically
- Ways to help your student-athlete improve
- Concerns you may have regarding your student-athlete's behavior and/or attitude

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals and make decisions based on what they believe to be best for all students and the team involved. As listed above, there are certain things that can and should be discussed with your child's coach. When visiting with a coach, only the highest level of respect from both parties will be acceptable. However, other issues, such as those listed below, must be left to the discretion of the coach and staff.

**Issues not appropriate to discuss with coaches**

- Playing time
- Team strategy
- Play calling
- Other student-athletes

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When a conference is necessary, please follow the chain of command to help promote a resolution to the issue of concern:

Before or after games on game day is not the suitable time to voice your concern about your student-athlete.

- Step 1: Coach-Athlete session. The student-athlete goes directly to his/her coach to discuss the issue. This should be encouraged by the parent.
- Step 2: Coach-Parent-Athlete session. If there is further need of discussion, the student-athlete's parent will contact the coach to set up an in-person appointment with the coach, parent, and student-athlete.
- Step 3: Principal/Ad-Coach-Parent-Athlete session. If, after meeting with the coach, the parent(s) and or player do not feel the issue was satisfactorily resolved, then they may proceed to the next step by meeting with the Principal/AD.
- Step 4: Superintendent-Principal-Coach-Parent-Athlete session. If after meeting with the principal and coach, the parent(s) and or player do not feel the issue was satisfactorily resolved, then they may proceed to the next step by meeting with Superintendent of Schools.