

Girard High School-Updated 2010 Athletic Handbook

Interscholastic activities sponsored by Girard High School are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences that contribute to the development of good citizenship. This can be accomplished only when emphasis is placed upon "TEACHING through school activities." Interscholastic activities can be justified only when this is the primary philosophy and purpose.

The leadership of coaches should reflect, by example and attitude, the type of character they wish to develop in their athletic program.

Coaches should consider these facets in the development of GHS athletes:

Student athletes should be provided leadership enabling them to develop spiritually, socially, intellectually, and as members of their family units.

An athlete's development in these areas will provide him/her with the training to successfully contribute within our society.

It should be understood that interscholastic sports are extracurricular and are not substitutes for a strong academic program. The poor academic achiever can ill-afford time required for participating in most athletic activities. **All students have the opportunity to participate and try-out for an athletic team. However, the philosophy at the high school level is to be as competitive as possible. Thus, trying out and making a team does not guarantee that an athlete will participate in athletic competitions. The coach will determine which athletes will participate in competitions based on his/her evaluation of personnel. In the event that the number of participants becomes large enough to impede on the competitive nature of a particular team, the coach may hold tryouts and select a maximum number to practice and compete on his/her team. This will be done only with prior permission from the building principal.** To be eligible to participate in the USD 248 athletic program, a student must do the following:

1. Continually make satisfactory progress toward a diploma.
2. Display satisfactory conduct on and off the field.
3. Pass a physical examination and have parents sign a consent form to participate.
4. Meet standards established by the KSHSAA as outlined in the KSHSAA Official Handbook.
5. Understand that one failing grade will require the student-athlete to be placed on academic probation for nine weeks. The student will be required to obtain weekly signatures from all academic teachers during the academic probation period. **If the student does not turn in a weekly academic probation form or is not passing a class they will be ineligible for the following weeks activities.**

Girard High School Athletic Code

It is the desire of Girard High School to promote the development of character, physical attitude, and mental toughness, as well as the moral well being of all participants in the athletic programs provided. Athletics are an effective tool in preparing youth to positively contribute to our society.

Due to our society's structure, an individual must understand the need for rules, laws, and regulations in allowing our citizens' freedoms to remain secure. Athletics are one means to this end.

1. Kansas State High School Athletic Association rules will be followed in the areas of eligibility, insurance coverage, physical examination, practice and game schedules, and use of school equipment. It is the responsibility of the coaches to inform both players and parents of such regulations and the enforcement of school district and KSHSAA regulations.
2. Local school district policies, as outlined in the Teacher Handbook, will be followed at all times by coaches and athletes.
3. In order to maintain participation eligibility, athletes must be in good standing with the school and reflect good citizenship. Any conduct inside or outside of school that constitutes infractions of law or brings embarrassment to the school will result in a review of eligibility. If the offense warrants such action, either temporary or permanent suspension of eligibility may result. The coach, athletic director, and administration, through the use of the school activity policy, will determine the disciplinary action.
4. Athletes may participate in two different sports during the same season; however, the athlete must establish a practice schedule and required competitions with both coaches. Both coaches must agree to this schedule, and it must be followed. To participate in two sports, students must receive approval by the principal. An application to participate in dual sports must be completed by the student and approved (by principal) before the student is eligible to compete.
5. No athlete may quit one sport to go out for another sport after the competitive season has started.
6. Athletes must travel to and from away contests in transportation provided by USD 248. Emergency exceptions may be granted to the parent of the athlete. If it is necessary to ride with a parent or guardian, that individual must be present at the event and must tell the coach personally. Notes and early arrangements may be made in advance.
7. Any display of unsportsmanlike conduct by a participant shall initiate counseling by the head coach. Actions of a flagrant nature may result in suspension for at least the next contest.
8. Completion for the sports season is required in order for the student to qualify for a varsity letter award, the exception being an injury that occurs preventing further

participation. No award will be presented to an athlete suspended for the remainder of the season.

9. The use of alcohol, tobacco, drugs, narcotics, or hallucinogenic agents by athletes is detrimental to athletic performance and is strongly discouraged by the coaches.
10. The Athletic Director and Assistant Principal should always be informed of each case and action taken by the head coach. In most cases this is spelled out in the Student Handbook under the student activity policy.
11. Each coach shall recommend to the Athletic Director a roster of athletes to be certified as eligible to participate in KSHSAA-sponsored activities. This roster should be presented to the office at least one week before the first contest in that sport. Early in the season, each head coach will inform his or her athletes of KSHSAA eligibility standards, which, if neglected, can jeopardize their future amateur athletic standing. It is also important to inform them of local rules and regulations involving eligibility, such as attendance, citizenship, and academic requirements.

Athletic Chain of Command and Job Description

Board of Education:

1. Acts as the policy-making organization for the school district.
2. Continually evaluates the athletic policy as determined by the administration and coaching staff.

Superintendent:

1. Acts as a direct correspondent between each building principal and the Board of Education in interpreting and evaluating athletic policy.
2. Is directly involved in all financial matters pertaining to USD 248, such as purchasing of athletic equipment, salaries, and related matters.

Building Principal:

1. Is directly responsible for the overall supervision and operation of the athletic program in his or her building. The principal and athletic director will work closely in areas relating to supervision of activities, athletic programs, and evaluation. The principal is our representative and will recommend action upon matters relating to conference, district, or state affiliation.

Athletic Director:

1. Will confer with the principal in scheduling sports activities by coordinating and scheduling competitive events to avoid conflicts in the use of sports facilities.
2. Will work directly with the principal on problems and needs of the athletic staff.
3. Will schedule, supervise, and coordinate all workers for athletic events.
4. Will submit pay for workers, officials, ambulance personnel, and police.
5. Will work as a liaison between the school and the Kansas State High School Activities Association.

- a. Will post and inform coaches on:
 - i. Entry dates for state events
 - ii. Rules concerning state events
- 6. Will contract officials.**
- 7. Will supervise the preparation of athletic facilities for contests.
- 8. Will contract games between schools and the subsequent scheduling of such games.**
- 9. Will investigate infractions of policies and recommend appropriate corrective action to the principal.
- 10. Will work with the coaches in the preparation of public relations materials.
- 11. Will hold meetings with the coaches as necessary.
- 12. Will supervise the preparation of programs (rosters) for games.
- 13. Will inform coaches of all policies concerning athletics.
- 14. Will assist the principal in monitoring recommendations regarding the employment of athletic personnel.
- 15. Will approve athletic purchases within the approved athletic budgets.
- 16. Will monitor athletic physicals and insurance on students.
- 17. Will have Sunday practice approved in advance with a form on file in the principal's office.

Coaches' Record Keeping

At the conclusion of each sports season, each head coach will submit the following information to the Athletic Director:

- 1. Recommendations for program improvement.
- 2. Recommendations concerning coaching staff.
- 3. Equipment inventory.
- 4. Equipment order for next season.
- 5. Letter recipient report to the Athletic Director.
- 6. Evaluation forms on officials to the KSHSAA for postseason assignments.

Purchasing

USD 248 does not have a set budget per sport. Purchasing will be done utilizing the Education Service Center at Greenbush as our main supplier for general items. These bids will be issued by the Superintendent's Office and must be approved by the principal. Our policy on new uniforms is based on a five-year plan. Items not on the Greenbush bid will require a requisition to be submitted to the principal and superintendent for approval.

Athletic Equipment Inventory

An end-of-season inventory is an important task of each head coach. The inventory provides the coach with a checklist to base his/her equipment order for the following year.

An accurate inventory is also needed to provide insurance information to the Superintendent's Office. Inventory forms may be obtained from the Athletic Director and should be returned to him as soon as possible after the conclusion of the sports season.

Athletic Equipment Checkout

Coaches should strive to keep accurate records when issuing equipment to players, who should be informed at the beginning of the season of their responsibility regarding returning all equipment they have been issued. Athletes will be held financially responsible for replacement if equipment is lost. Equipment record forms may be secured from the Athletic Director. A list of players who owe money for lost equipment should be turned in to the Athletic Director's Office. No athlete will be eligible to participate in any interscholastic athletic event unless equipment issued to him/her in previous sports has been returned. It is the coaches' responsibility to collect all uniforms and equipment at the end of each respective season.

It should be emphasized to our athletes that improper use of equipment and facilities causes a more rapid deterioration than excessive use.

Transportation Request

All buses requested for athletic trips should be requisitioned through the Activities Director.