

**USD #205**  
**Activities/Athletic Handbook**

2011-2012



**Bluestem Pride**

Bluestem Activities Philosophy ..... 3

Bluestem Activities Objectives ..... 3

Activity Guidelines ..... 4

Player Conduct..... 5

Procedure for Adding a 7-12 Interscholastic Activity ..... 5

Eliminating or Temporarily Removing a 7-12 Activity Program..... 6

Bona Fide Student..... 8

Scheduling..... 9

Sportsmanship/Citizenship ..... 9

Public Relations ..... 9

Eligibility Guidelines ..... 10

Supplemental Contracts ..... 10

Online Media ..... 10

Team Policies and Discipline Procedures..... 11

Meals..... 11

Equipment Care and Supplies..... 11

Inventory..... 12

Practices and Bus Guidelines..... 12

Administrative Organization..... 13

Affiliations and Governance ..... 14

Non-Discrimination Policy ..... 15

Requirements for Coaching Employment..... 15

Coaching Expectations and Responsibilities ..... 17

Coaches Area of Responsibility..... 20

Professional Meetings..... 22

End of Season Obligations..... 23

Coaches Checklist..... 24

Heat Index Plan..... 25

Head Coach Evaluation Worksheet ..... 26

Assistant Coach Evaluation Worksheet ..... 28

Uniform Replacement Schedule ..... 29

Uniform Pant Inventory Worksheet..... 30

Uniform Jersey Inventory Worksheet..... 31

Student-Athlete Checklist..... 32

Emergency Medical and Activities Participation Permit..... 33

Drug Testing Written Agreement ..... 34

Acknowledgment of Risk and Agreement to Comply With the Athletic Codes of USD #205..... 35

Injury Report Form ..... 36

Concussion Information Sheet..... 37

## **Bluestem Activities Philosophy**

The philosophy of the Bluestem Activities program is to provide opportunities for youth to develop and establish an interest in sports, debate/speech, dance, drama, journalism, music, student government, and academic-related areas.

The Bluestem Activities program exists to provide students the opportunity to appreciate the benefits of participation and to value work ethic and leisure activities.

The Bluestem Activities program is available to all eligible students to participate; regardless of ability level.

The Bluestem Activities program should support all programs by providing qualified staff, updated facilities, and safe equipment. Directors, coaches and sponsors should teach progressive skills necessary for improvement and provide guidance in self-actualization, sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity, and industriousness.

The goal of the Bluestem Activities program is to give each participant the opportunity to realize the value of participation without diminishing the importance of winning or excelling; and to develop and improve the participant's positive citizenship traits.

## **Bluestem Activities Objectives**

1. To provide a positive image of Bluestem JR/SR High School athletes.
2. To promote sportsmanship in instruction and execution.
3. To provide encouragement in program growth.
4. To create a positive atmosphere within each program.
5. To create a laboratory for physical, mental and emotional growth and development.
6. To instill the concept of team, loyalty, cooperation, and industriousness.
7. To provide a variety of activities to all students.
8. To provide activities which offer the greatest benefit for the greatest number of students.
9. To create a socially competent environment for all students.
10. To provide opportunities for all students to practice self-discipline, emotional maturity, and decision-making skills.

## Activity Guidelines

High School Sports	KSHSAA Regulations	Middle School Sports	KSHSAA Regulations
Football	9 games	Football	7 games
Volleyball	36 points	Volleyball	8 days
Cross Country	7 meets	Cross Country	7 meets
Basketball	20 games	Basketball	16 games
Wrestling	18 events (30 points)	Wrestling	8 events (18 points)
Baseball	20 games	Track	7 days
Softball	20 games		
Track	8 meets		
Golf	8 days		

Table illustrates all regular season regulations. Post-season play is not included.

## **Player Conduct**

An integral part of successful athletic programs is established discipline and the promotion of sportsmanlike behavior on the playing field. Students involved in activities at Bluestem are held accountable for their on-field actions as they reflect upon the entire athletic program and community. In the event that unsportsmanlike behavior occurs, the following guidelines are in place.

- Unsportsmanlike Conduct Calls, Technical Fouls and any other conduct that brings discredit to the school or to the student will result in the removal of the student from the contest immediately. All situations involving a player conduct will go before Administration for the determination of adequate discipline in reference to KSHSAA and school policy.
- Player ejections in any event will result in the immediate removal of the student from the activity. The student is not to return to the playing field on that date. Certain activities are governed through the KSHSAA for game ejections. All situations involving a player ejection will go before Administration for the determination of adequate discipline in reference to KSHSAA and school policy. Disciplinary actions can include game(s) suspensions, removal from the squad and/or forfeiture of activity eligibility for the remainder of the school year.
- Any pupil found guilty of striking (contact/initiating contact) an official will be barred from further athletic competition at Bluestem JR/SR High School.
- Administration, per Rule 14, Article 2 of the KSHSAA Interscholastic Rules, retains the right to review and assign appropriate discipline concerning all actions that bring discredit to the student and/or school. Students will be ineligible for a period of time as specified by Administration.

### **Procedure for Adding a 7-12 Interscholastic Activity**

#### **A. Recommendation**

The Activities Director and Building Principal shall be responsible for monitoring student interest in interscholastic activities.

1. When sufficient student interest is indicated in a new Bluestem JR/SR High School activity, the Activities Director, in consultation with the Building Principal may make a recommendation to the District Superintendent regarding the addition of that interscholastic activity to the activity program. Only those interscholastic activities listed on the current KSHSAA membership form will be considered and approved by the board of education.
2. All recommendations regarding new interscholastic activities shall address the following factors:
  - a. All new sports/activities will follow KSHSAA rules and regulations
    - Do requesters understand eligibility rules and restrictions on outside teams and competitions?
    - How will students be made aware of the KSHSAA requirements before any surveys are done?
  - b. Title IX requirements will be considered

- How is Title IX requirements met?
- c. Student Interest
- The results of the student survey/sign-up are to be presented.
  - Will sufficient numbers of participants be available for a quality, sustained team?
  - How will this affect existing sports/activity programs?
  - Will this eliminate or replace another sports/activity program?
  - How will it affect the number of participants in other sports/activities during the season?
- d. Facilities
- Where will the team practice and compete?
- e. Competition
- Number of competitions?
  - With whom would the team compete?
  - Is this a league activity?
  - Number of league schools with this activity?
  - What local out-of-league schools offer this activity?
- f. Financial Obligations
- Transportation
  - Game officials
  - Coaches
  - Uniforms
  - Equipment
  - Facilities and Maintenance Costs
  - Supervision time and costs
- g. Coach Availability
- Is a certified head coach available?
  - Number of coaches needed?
  - Other supervision required?
  - Any need for Rule 10 coaches?
3. The form attached must be returned to the Activities Director by January 15<sup>th</sup> for possible consideration. Once this is in the schools hands the Activity Director and Principal will review the information handed in. If approved at the building level the application will then be referred to the Superintendent and Board of Education at a future board meeting.

### **Eliminating or Temporarily Removing a 7-12 Activity Program**

1. Each year/season, the activities director will determine if there are sufficient student participation, coaching, supervision, facilities and other resources available to justify each sports/activity program and determine the number of teams that will be fielded.

2. Sports/Activities with low participation are to be considered for recommendation to the Board of Education for permanent elimination. With justification, students and coaches may be given one to two years to rebuild (and maintain) participation to a respectable level to remain competitive.
  - a. Whenever participation falls:
    - Whenever participation falls below the number required for a team, for team sports (Volleyball, Football, Basketball, Baseball etc.)
    - Whenever participation falls below a total of 5 for individual/team sports (Cross Country, Wrestling, Track, Golf, Debate, Forensics, Scholars Bowl, Cheerleading, Dance, etc.)
    - Below an adequate number to sustain a productive program for KSHSAA competition.
3. Team Sports/Activities maintaining fewer than three reserved players beyond the required team number or individual/team sports maintaining fewer than 5 total players are to be placed on probation and given one – two years to rebuild (and maintain) participation levels above these probationary levels; otherwise, they are to be recommended for permanent elimination. Probationary status is to be granted only to those sports where there is reasonable justification to believe that they will succeed in rebuilding and maintaining a consistent, long-term, competitive sport/activity; otherwise permanent elimination is to be recommended.
4. The availability of certified educator coaches, competition, travel, facilities, supervision concerns, cost, etc. may also be factors considered when recommending temporary removal or elimination of a sport/activity.

# **Bona Fide Student KSHSAA RULE #14**

## **Section 1: General Regulations (grades 7-12)**

1. In order to be eligible for participation, the student must be a bona fide undergraduate member of that school and in good standing. In order to participate in practice, the student must be a bona fide undergraduate of that school and one who is eligible or has the possibility of eligibility.
2. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.
3. A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc. at school events is not in good standing.
4. A student who uses anabolic steroids would be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.
5. A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. A "condition" or an "incomplete" shall count as failure. However, should a student have an excused absence for day(s) missed, completing such work per school policy (Illustration: two days for every missed day) would not be considered as "make up" per se. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.
6. If the student competes under an assumed name, he or she shall be ineligible in all sports.

## **Section 2: Senior High Regulations**

1. A student, who is enrolled in five or more subjects in the ninth grade or above, even though carrying subjects of a lower grade, is classified as a high school student.
2. An undergraduate student is one who has completed less than the minimum number of units of high school credit, as specified by the Kansas State Board of Education, or has not completed some course to which no exception is made, or has not been granted a diploma of graduation from his or her high school.
3. In determining subjects of unit weight, an extracurricular activity shall not count. The Kansas State Board of Education states, "Athletic practice or competition between organized groups in interscholastic leagues shall not be counted for credit purposes."
4. Students attending vocational or trade schools offering special courses approved by the Kansas State Board of Education, may transfer such credits to their home school for the purpose of establishing eligibility. Such students may be eligible for interschool activities at their home school, provided they meet all eligibility requirements.
5. A student may not turn 19 before September 1<sup>st</sup>. The Executive Board may waive provisions of the Age Requirement Rule.

## **Scheduling**

All Coaches/Sponsors should check their seasonal schedule with the AD to verify times and locations of events. Coaches/Sponsors should make practice schedules after confirming the schedule. If Coaches/Sponsors want to add contests or suggest changes in the schedule, they must contact the Athletic Director. All schedule changes will be handled by Administration.

## **Sportsmanship/Citizenship**

### **KSHSAA RULE #52**

Coaches/Sponsors should explain to athletes the expectations of sportsmanship and behavior on the court or field.

SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

1. Be courteous to all. (participants, coaches, officials, staff and fans)
2. Know the rules, abide by and respect the official's decisions.
3. Win with character, lose with dignity.
4. Display appreciation for good performance regardless of team.
5. Exercise self-control and reflect positively upon yourself, team and school.
6. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

## **Public Relations**

In order to promote a professional environment for the community, coaches and school district, the following guidelines will be in place:

1. Public relations and communication concerning programs of USD 205 will be communicated through the head coach/sponsor or by administration. Head coaches are responsible for promoting their individual programs within the community and through various media outlets (newspaper, TV media, internet-based media, etc.). Assistant coaches/sponsors are not to respond to parental concerns or program-related issues without prior approval from the head coach/sponsor or administration.
2. Any activity/athletic incident or decision made by coaches/sponsors will be given a 24-hour non-communication period with any member of the media or community. The 24-hour period is to allow for reflection upon the situation and to ensure that all parties respect the environment of student-athletes and conduct their behaviors in a professional manner.
3. Any concerns or questions involving a specific sport or activity will be initiated through the head coach or sponsor before involving administration. All programs should encourage open-lines of communication to resolve any concerns involving student-athlete situations.

## **Eligibility Guidelines**

All students will be subject to KSHSAA eligibility requirements in those activities that are under the sponsorship of KSHSAA. These requirements are as follows:

- The student shall have passed in at least five subjects of unit weight the previous semester of the last semester in attendance.
- The student shall be enrolled in five subjects or courses of unit weight and in attendance during the present semester.
- A first semester high school student's eligibility is based on middle school eligibility standards (five subjects of unit weight).

Coaches/Sponsors will adhere to the KSHSAA eligibility policy within their own programs. Students that have failing courses are subject to study halls, extended learning opportunities, extra conditioning and other discretionary measures outlined within team policies. No game suspensions or limits on playing time will be imposed due to failing grades, unless a student becomes academically ineligible per KSHSAA guidelines.

## **Supplemental Contracts**

Supplemental contracts are issued on an annual basis. All contracts are reviewed annually to evaluate the best needs for the program and student participants. Supplemental contracts are not guaranteed positions and do not hold tenure-status. The decision to hire and selection of individuals for supplemental positions is determined by the Superintendent following a recommendation by district administration.

## **Online Media**

All official internet/online media and information concerning activities and athletics of Bluestem Public Schools will be communicated through the district-sponsored webpage. Social networking sites, blogs and other external information websites are not to be used to communicate, post pictures or promote Bluestem activities/athletics without prior written approval from administration. Upon receiving written approval, any personal information (names, pictures, student information, etc.) posted on any external site must be accompanied with a signed parental consent agreement that outlines the media use associated with the website.

Coaches/Sponsors are not to use blogs, discussion boards, Twitter or other networking applications to discuss Bluestem activities/athletics in any capacity without prior written approval from administration.

## **Team Policies and Discipline Procedures**

Each Coach/Sponsor is responsible for knowing and understanding the rules as set forth in the Kansas State High School Activities Association Handbook and regulations for interscholastic activity/athletics at Bluestem JR/SR High School.

For 7-12 Activity Policies, please refer to the student handbook. Any team rules in addition to the rules outlined in the student handbook, must be cleared prior to the season by the Athletic Director and not supersede any BOE adopted policy.

### **Meals**

Meals may be provided for athletic/activity participants during KSHSAA post-season competition. Each case will be evaluated on an individual basis considering the amount of time required for the trip and as budgetary considerations allow. When meals are provided, the number of participants funded will be limited to the members listed on the official KSHSAA roster (including post-season roster guidelines). Meals will not be provided by the Bluestem School District for regular season contests in any sport or activity.

All coach's meals will be reimbursed (not to exceed \$15/coach) during league meetings and during post-season competition when meals are provided for the student participant. Reimbursement will not include any of-age beverages. All reimbursements will require a detailed receipt of purchased items.

The Board of Education, Superintendent, Principal and Athletic Director reserve the right to evaluate each post-season circumstance and make financial adjustments as necessary.

### **Equipment Care and Supplies**

Coaches/Sponsors are responsible for the care and distribution of all equipment, uniforms, and supplies purchased by USD 205.

All equipment must be appropriately marked with Bluestem JR/SR High School. Coaches/Sponsors must keep accurate records of all such equipment issued to student athletes. In addition, Coaches/Sponsors should evaluate the equipment for safety prior to the equipment's issuance to the athlete.

Each athlete has the responsibility for taking care of all school activity/athletic equipment issued for his or her use during the season. School activity/athletic equipment (including uniforms, warm-ups, jackets, travel bags, and other items) shall not be used at any time other than at authorized practices, games or matches, unless the athletic director gives special permission.

The athlete must check-in all distributed equipment at the end of the season. An athlete is not eligible for the next season of participation until all school issued uniforms/equipment are returned. The student to whom such equipment was checked-out must pay (replacement value) for activity/athletic equipment lost, stolen or damaged beyond normal use.

Coaches/Sponsors are to turn in a list of equipment not returned to the Athletic Office at the completion of the check-in of equipment.

### ***Coaches/Sponsors are not to loan out equipment***

As requested, the head Coach/Sponsor is responsible for submitting a list of requests for equipment. These lists should be very specific naming brand, sizes, kinds, colors, etc. Coaches/Sponsors are not to charge or order equipment without approval from the Athletic Director or the Principal.

## **Inventory**

Head Coaches/Sponsors must record all equipment issued to an athlete and each athlete is responsible for the equipment he/she is issued. The athlete agrees to take care of the equipment and return it; if lost, misplaced, damaged, or stolen, the athlete must pay for it (replacement value).

All head Coaches/Sponsors shall keep and maintain an accurate and current inventory of all activity/athletic equipment for their activity/sport. Head Coaches/Sponsors shall inventory their equipment at the beginning of their activity/sport season and again at the completion of their activity/sport season, and discrepancies or missing items of equipment shall be reported to the school's Athletic Director at once. End-of-Year purchase orders will not be approved without an updated inventory on-file with the Athletic Office.

Completed inventory should be submitted to the Athletic Office within two weeks after the season's final contest or prior to leaving school for the summer in the case of spring sports. Inventories should be specific in nature detailing the brand, quantity, condition and a detail description of the equipment. All uniforms and other apparel must be laundered before storing. All equipment such as balls, travel bags, and pads should be cleaned before storing.

## **Practices and Bus Guidelines**

Coaches/Sponsors may hold activity practices on Fridays between 3:00 PM and 6:15 PM. No activity bus will be provided by the district on Friday's. No other transportation will be provided on Friday's, unless outlined by previous agreements. Students should make every effort to attend Friday practices. Difficulties in making transportation arrangements should be discussed in advance with the coaching staff. In the case of a disagreement over the ability of a student to attend a practice and subsequently participate in a contest, the activities director shall rule on any participation eligibility decisions.

Activity busses will depart the school at 6:15 PM Monday through Thursday. Coaches/sponsors will need to provide a list of students riding the activity bus to the transportation director at the start of the season. When transporting students, coaches/sponsors should have a list of students traveling with them for liability purposes.

Cancellation of practices due to any reason should be communicated to building administration and to the transportation department. Cancellations should also be communicated to the student athletes and parents as well. No activities (practices or games) will be held on a day where the district cancels school due inclement weather.

# Administrative Organization

## Chain of Command

1. **Board of Education:** The Bluestem Board of Education is the ruling agency for USD 205.

Responsibilities include:

- A. Interpreting the needs of the community.
- B. Developing and maintaining policies in accordance with state statutes and the educational needs of the people.
- C. Approving the means to make policies effective.
- D. Evaluating the value and effectiveness of the interscholastic programs.

2. **Superintendent of Schools:** The Superintendent is the administrator in charge of recommending and interpreting Board of Education policies and regulating rules and state school laws in accordance with the Kansas State Department of Education.

Responsibilities include:

- A. Ultimately responsible for all phases of school programs.
- B. Delegating power of administration to high school principal and activities director for interscholastic programs.

3. **Building Principal:** The Principal is the official representative of the school is responsible for the management of activity affairs in cooperation with the Activities Director, coaches and sponsors.

Responsibilities include:

- A. Coordinating the activities program with KSHSAA and other schools.
- B. Management of all activities and operations of the activities programs.

4. **Activities Director:** The Activities Director is the coordinating administrator of the Bluestem interscholastic athletic program.

Responsibilities include:

- A. Directly responsible to the Building Principal.
- B. Administering the interscholastic athletic program.
- C. Supervising interscholastic activities.
- D. Providing leadership for day-to-day operations in the activities department.
- E. Scheduling league activities, transportation, and officials.
- F. Recommending employment of coaches and supervision and evaluation of activities staff.
- G. Developing activities program budgets.
- H. Reports to the Board of Education.

5. **Coaches:** The Head Coach is the official representative of the Bluestem School District and operations director of respective activities program.

Responsibilities include;

- A. Directly responsible to Principal and/or Activities Director.
- B. Establish fair and consistent team policies and procedures.
- C. Encourage participants to give full effort academically as well as athletically.

- D. Adhere to goals, policies, and procedures of the Activities Department, the Central Plains League and the KSHSAA.
- E. Demonstrate exemplary behavior and work ethic.

## **Affiliations and Governance**

### I. State Athletic Association

- A. Bluestem JR/SR High Schools are members in good standing of the Kansas State High School Activities Association which serves as the authorized representative of the Department of Education in the supervision and control of the interscholastic athletic activities of all schools in the state.
- B. The purpose of this organization is to promote, develop, direct, protect and regulate amateur interscholastic athletic relationships between member schools and to simulate fair play, friendly rivalry and good sportsmanship among contestants, schools and communities throughout the state.
- C. As a member of the KSHSAA, Bluestem Schools agree to abide by all of the state by-laws, rules and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct, character and discipline of athletes. The official publication of the KSHSAA shall be the document which shall serve as the instrument for periodic communication between the state association and its member schools.

### II. Conference/League

- A. Bluestem JR/SR High Schools are members of the Central Plains League. The league was established to encourage member schools to improve their extra-curricular program in the area of athletics. The value of league membership is derived from arranging of schedules, equalizing competition, conducting league meets and generally up-grading the activities program by adhering to the conference standards and goals. Membership implies abiding by league schedules, by-laws, rules, and regulations.

### **Central Plains Member Schools**

High School	Middle School
1. Bluestem	1. Bluestem
2. Douglass	2. Douglass
3. Belle Plaine	3. Belle Plaine
4. Cheney	4. Cheney
5. Conway Springs	5. Conway Springs
6. Garden Plain	6. Garden Plain
7. Medicine Lodge	7. Chaparral
8. Chaparral	8. Wichita Independent
9. Trinity Academy	
10. Wichita Independent	

- B. The JR/SR high school principal or his/her designated representative shall represent Bluestem JR/SR High at all league meetings where official business is conducted. The Activities Director will serve as the school representative in the day-to-day operations of the league. Head coaches will be expected to attend all league meetings that pertain to their sport.

## **Non-Discrimination Policy**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral or applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with USD 205 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment concerning USD 205 compliance with the regulations and implementing Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, or Title II of the Americans with Disabilities Act of 1990. Any person having inquiries concerning USD 205 compliance with these regulations is directed to contact the Superintendent of Schools, PO Box 8, Leon, KS, 67074, (316)742-3261, [rrivers@usd205.com](mailto:rrivers@usd205.com). The superintendent of schools has been designated by USD 205 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, AGE, Section 504, and the ADA. Title VI, Title IX and Section 504 complaints may also be filed with the Regional Office for Civil Rights; US Department of Education, Region VII, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302.

## **Requirements for Coaching Employment**

### **I. Certification**

The Board of Education believes that each athletic coaching assignment normally should be under the supervision of a qualified and duly-appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-certified individual may be employed.

### **II. Coaching Qualifications**

To qualify for employment as a coach, the applicant is suggested to have preparation in each of the following areas:

- A. A course, workshop, or proof of competency in first aid.
- B. A certificate of completion of a class in C.P.R.
- C. A course or workshop in the prevention and care of athletic injuries.
- D. A course, workshop, or clinic in the specific sport, or one season of verified internship under an experienced head coach. (head coaches only)

**The above guidelines should be met before a coaching contract will be issued.**

### **III. Coaching Assignment Procedures**

The following regulations will be in force when coaching vacancies arise:

- A. The Activities Director shall survey the coaching staff each year to determine coaches' intentions for the following year.

- B. At the April Board of Education Meeting, recommendations for coaching assignments for all Fall and Winter sports will be made. Coaches of Spring sports will be notified in April that contracts for Spring sports will be awarded in June after completion and evaluation of the current season.
- C. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:
  - i. The Athletic Director shall post the position to determine whether or not any present staff members have interest in the position.
  - ii. Once interested candidates are identified, the athletic director, in consultation with the principal and head coach, shall determine whether or not the interested persons possess the minimum qualifications necessary to perform the responsibility of the position.
  - iii. The Athletic Director shall then notify interested candidates concerning whether or not further consideration will be extended based upon individual qualifications.
- D. The Athletic Director, in consultation with the principal, shall then recommend the best qualified candidates to the superintendent, using the following sequence of sources for the coaches:
  - i. Certified faculty assigned in the building in which the coaching vacancy exists.
  - ii. Certified faculty assigned to a building other than where the vacancy exists.
  - iii. Substitute teachers.
  - iv. Non-faculty school employees.
  - v. Individuals who are not employed by the school district in any capacity, such as college students, residents of the community, Note: Individuals employed as coaches from categories 3, 4, and 5 above, will be compensated, assigned and evaluated by using the same procedures and guidelines that are followed for all other coaching positions.
- E. If a teacher at one building level is assigned to a coaching position in another, the principal is authorized to make a reasonable effort to schedule the person's teaching assignment, either on a temporary or permanent basis, to assist the coach in performing the athletic responsibilities; however, the individual's teaching assignment shall not be unduly impaired by this scheduling arrangement, and must be understood that such arrangements can be made only in isolated situations.

#### IV. Terms of Coaching Contract

All coaching assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule.

- A. Each head coach shall schedule a conference with his/her principal and/or Activities Director no later than one month after the final contest of the season to evaluate the program.
- B. The coach shall evaluate assistant coaches in writing to the principal and Activities Director.
- C. If the performance is evaluated less than satisfactory, the principal has the responsibility of recommending to the superintendent a non-renewal of contract for the next year.
- D. Subject to requirements of law, the Board of Education has final authority for employing or discontinuing employment of coaching personnel.

## V. Non-faculty (Rule 10) Coach Guidelines

- A. Coaching positions that are filled with a person that is not a certified faculty member of the School District present some unique problems in the administration of the athletic program:
  - i. Recruiting, selecting, orienting and supervising non-faculty coaches.
  - ii. Communication between the Activities Director and the coach.
  - iii. Limited school day and interpersonal relationship between the player and the coach.
  - iv. Philosophical difference concerning academics, program goals, bench decorum, and public relations with parents and fans.
  - v. Time conflicts between the coach's occupation and coaching responsibilities.
  - vi. Filing reports with the athletic office and collecting, care and storage of equipment are not a priority of the non-faculty coach.
- B. Therefore, the non-faculty coach needs to place special emphasis in becoming more familiar with the philosophies, goals and objectives of the department of athletics by:
  - i. Meeting the coaching qualifications required of all coaches.
  - ii. Meeting with the Activities Director prior to the start of the season for orientation to the athletic policies and regulations found in the athletic handbook. (All non-faculty coaches must attend this meeting prior to the start of their sports season.)
  - iii. Calling the athletic office daily or as determined on a pre-arranged basis with the athletic director.
  - iv. Attending all program staff meetings or holding periodic conferences with the head coach.
  - v. Following all procedures found in the respective coach's job description.
  - vi. Setting aside time before or after practices to meet individually with team members.
  - vii. Confering with the athletic director during last week of season to discuss the awards banquet, end of season reports, and the collection and storage of equipment.
  - viii. Being loyal to the school, its traditions, and supporting all of the programs by attending as many athletic contests as possible.

## **Coaching Expectations and Responsibilities**

### I. Coaches' Professional and Personal Relationships and Expectations

#### A. Rapport

- A coach must be able to develop a good rapport with any number of individuals and groups; a team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

#### B. Cooperation

- The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their athletic director, principal, and other members of their staff.

### C. Leadership

- Diligence, enthusiasm, honesty, and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition—all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

### D. Discipline

- Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents—observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season—at home and away, and the conduct of the crowd—especially where the student body is concerned. Desire to do well, to win well, and to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

### E. Improvement

- A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops, and clinics in specific fields and similar in-service training programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers, and magazines and utilizing enrichment material available in other media forms is also expected.

## II. Coaching Techniques

- A. Use sound and acceptable teaching practices.
- B. Run well-organized and documented practice sessions.
- C. Complete pre-season planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor, and parents.
- E. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning, and replacement. All purchasing should be accomplished through the allocated budget.
- F. Keep assistant coaches, student managers, and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people, and other similarly involved in the overall program.

## III. Coaches' Responsibilities

### A. To the players on the team

- The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example. The coach should strive to be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes, and environments.

Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach. The safety and welfare of players should always be uppermost in the coaches' minds. The coach's primary responsibility is to the individual boy or girl. The athlete's family must not be ignored; some consideration should be given to the family and to their requests. But they must be weighed against the good of the team and of the program.

B. To the school district

- As a coach, you are a frequent topic of conversation at various community locations—the home, the work place, and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny. Your actions and statements should always reflect confidence and respect for the Bluestem School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

C. To the school

- A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school. To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair and constant discipline must be maintained. The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching. The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

D. To the profession

- A coach in the Bluestem School District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.

E. To fellow coaches

- The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relation skills. A wise head coach will praise the assistants and ward recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program. The head coach expects all staff to contribute a full measure of effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill their responsibilities to the head coach, the boys and girls, and the sport itself. It is most difficult to be a good assistant coach: however, the success of the school, the team, and the

coaching staff is dependent upon the quality and effort of the assistant coaches.

F. To other coaches in your school

- One must always bear in mind that his or her sport is not the only sport; only part of the total athletic educational program and of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program. A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

G. To faculty members

- A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athletes eligible and to get that extra helping hand when the going gets tough.

H. Physical plant

- Each coach is responsible for the following:
  - Keeping practice areas and locker rooms in order.
  - Storing equipment neatly and using equipment properly. Pride in the equipment and facilities are the primary importance to all athletes and coaches.
  - Keeping storage areas locked.

## **Coaches Area of Responsibility**

I. Failure to Teach

(Coaches can be sued for failure to teach fundamentals in their particular sports and protective skills.)

- A. Teach athlete to protect himself/herself.
- B. Teach proper fundamentals.
- C. If athlete is praised or encouraged for doing something improperly, it will come back to haunt you.
- D. Negligent entrustment (entrusting authority/activity that is not qualified to carry out that particular authority/activity).
  - i. Assistant Coaches
  - ii. Volunteer Coaches- See KSHSAA policies for restrictions and regulations.

II. Failure to Properly Supervise

- A. If you are not there, you will be liable.
- B. The more hazardous or the more contact, all the more closely the activity must be supervised.  
(Captains must never supervise any drill.)
- C. You must be at least immediately accessible.

- i. Accessible to all aspects of practice or activity.
- ii. Systematic overseeing of the practice or activity (head coach spends time here and there).
  - 1. Systematic Supervision
  - 2. Written itinerary
  - 3. Emergency policies
  - 4. Locker room rules/regulations posted.

### III. School Policy

- A. Coaches must know school policy in every situation.
  - i. If no school policy, go to the administration.
  - ii. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent administrator or coach.
  - iii. Know if you have school policy and do not deviate from it.
  - iv. Adopt the policy rules of the superior administrative agencies.

### IV. Equipment

- A. Once injury does take place:
  - i. Keep the equipment, label it.
  - ii. Get evidence of purchase and sequester it.
  - iii. If on film, study film and keep it.
  - iv. Get witnesses immediately.

### V. Reasons for Coach Administrator Liability

- A. Failure to supervise an activity.
- B. Negligently entrusting a duty to an under qualified or unqualified individual.
- C. Failing to teach proper skills.
- D. Failing to teach protective skills.
- E. Failing to provide and maintain a safe coaching and playing environment.
- F. Failing to inspect, repair, or recondition equipment properly.
- G. Failing to teach athletes to inspect their own equipment.
- H. Failing to provide proper effective equipment.
- I. Failing to properly play an activity.
- J. Failing to create and set policies and procedures for an activity.
- K. Failing to adopt safe standards of pertinent superior administrative organization.
- L. Failing to match or equate athletes.
- M. Failing to properly administer first-aid.
- N. Failure to warn of inherent danger in the activity.
- O. Failing to assess an injury or incapability in an athlete.
- P. Failing to keep adequate and accurate records.

### VI. Duties of a Coach

- A. Provide safe environments.
- B. Properly plan an activity.
- C. Evaluate their athletes or students for injury.
- D. Match or equate athletes.
- E. Provide or maintain proper effective equipment.
- F. Warn of inherent risks of a sport.
- G. Supervise closely.

- H. Know and use emergency procedures and first-aid.
- I. Keep adequate records.
- J. Know, document, post and operate school policies.

## **Professional Meetings**

### **I. Board Policy**

During the course of the year, the Board of Education, superintendent, principal, or activities director may call a meeting of a professional nature. When such a meeting is called, the appropriate coaches must be in attendance for the entire session. If the entire coaching staff is involved, the athletic activities must be adjusted.

- A. Meetings of the coaching staff may be called by the director of athletics when he/she feels there is a need for a meeting. Should any member of the coaching staff feel there is something important enough for a meeting, he/she should discuss it with the athletic director.
- B. All head coaches are required to attend the state association sponsored rules interpretation meetings and are expected to attend either conference or district meetings where business concerning their sport is discussed.

### **II. Sports Clinics**

In some cases, in-service credit will be given.

- A. With the approval of the principal, a head coach may be absent from teaching duty for one contract day, without loss of pay, for attending a coaching clinic, coaching schools, or coaches meeting in their sport. Assistant coaches will also be allowed one contract day.
- B. Coaches may miss one contract day to attend a state tournament final in their sport (when their team is not competing in the tournament) in lieu of one day mentioned in A. No more than four coaches may be absent from the building on the same day.
- C. For each additional contract day missed for attending such clinics, meetings, or tournaments, the coach will lose a day of Personal leave.
- D. In the event a coach is coaching more than one sport, the benefits of these regulations may be used for one sport only during any given school year.
- E. Requests to attend said clinics, meetings, and tournaments must be submitted at least two weeks in advance to the district office via the principal for approval.

### **III. Medical Seminars**

All coaches are encouraged to attend medical conferences or workshops to keep abreast of the new techniques available concerning conditioning, diets, care, injury prevention and treatment of the high school athlete. If approved by the proper channels, these will not count towards the totals listed above.

#### IV. National Convention

Coaches who wish to attend a national convention or summer camp may submit a written plan to administration for consideration. All National Convention requests will be forwarded to the superintendent for approval. The school district will not provide vehicles for out of state clinics or camps. This does not include the Kansas City area.

### **End of Season Obligations**

#### I. Policy

All coaches with the Bluestem School District must complete certain end of the season responsibilities in order to consider their coaching assignment finalized. Failure to comply may affect future assignments and, in some cases, final coaching stipend payment.

#### II. Annual Sport Report

In an attempt to keep the Board of Education informed about the accomplishments and problems of our programs, all varsity, junior varsity, and freshman coaches must submit an annual sports report. These reports should be completed within a 15-day period after your season is over.

This report will include the following:

- A brief summary of the season and suggestions for improving your program.
- Complete inventory of all equipment and supplies.
- Names of squad members - indicate letter winners, captains, managers, etc.
- Schedule played with results of games, meets or matches.
- Special honors received by team members.
- New records set for the season, such as individual performance, team scoring, etc.
- Budget requests for the next season. **MUST LIST ALL ITEMS IN PRIORITY ORDER.**

## Coaches Checklist

- Medical Kit- Check out by first practice. Return to office at end of season.
- Physicals- No practice without current physical (May 1). Must be signed by parent AND student (release of liability).
- Rosters- Immediately following first practice. Additions/corrections may be made later. Uniform numbers assigned one week before first contest.
- Uniform & Equipment Check-out- Devise and utilize a system for checking out all uniforms and equipment to student athletes. Each sport budget will be held accountable for lost equipment and uniform replacement.
- Required Forms-Must be signed by both student AND parent!
  - Athletic Code of Conduct
  - Drug Test Release
  - Physical Form
  - Emergency Medical Form
- Emergency Health/Contact Information- Folder of emergency treatment information and contact numbers. As soon as all forms are in, the office will prepare and make this available. Please return to office at end of season.
- Accident Reports- Report any injuries that occur or are reported to you during practices or games.
- Fill out an accident report (found in the emergency folder given to each head coach) and turn into the athletic office immediately.

## Heat Index Plan

The following plan will go into effect when the temperature exceeds 90 degrees Fahrenheit. Decisions regarding after school practice will be made at 2:00 p.m., after consulting the chart below, as recommended by the Via Christi Sports Medicine Staff. The color zone will be communicated to the Head Coach of all activities by the activities director or building administration.

Decisions regarding competition will be made by evaluating conditions at the scheduled starting time, at the location of the competition.

In the event of postponement or cancellation of a game or meet due to excessive heat, the administration will make every reasonable effort to either reschedule the event or find another event for the participants. Coaches will work with officials to ensure the safety of the participants.

- Red Zone- No outside activities for the day.
- Orange Zone- Participants may practice outside for up to 90 minutes with no equipment worn by football players. (OR) Practice will be moved to begin at 6:00 p.m. or later with equipment being worn. Water breaks are to be a minimum of every 20 minutes. Games and meets will take place with extreme caution.
- Yellow Zone- Participants may practice for up to 150 minutes outside with all necessary equipments for that sport for that day. Water breaks are to be a minimum of every 30 minutes. Games and meets will take place with caution.
- Green Zone- Full participation with caution.
- Blue Zone- Full participation

Temperature		60	65	70	75	80	85	90	95	100	105	110	115	120
%Relative Humidity	10	Blue	Blue	Blue	Blue	Blue	Green	Green	Green	Yellow	Orange	Orange	Orange	Orange
	20	Blue	Blue	Blue	Blue	Green	Green	Green	Yellow	Yellow	Orange	Orange	Orange	Orange
	30	Blue	Blue	Blue	Blue	Green	Green	Yellow	Yellow	Yellow	Orange	Orange	Orange	Orange
	40	Blue	Blue	Blue	Blue	Green	Green	Yellow	Yellow	Orange	Orange	Orange	Red	Red
	50	Blue	Blue	Blue	Green	Green	Green	Yellow	Orange	Orange	Orange	Red	Red	Red
	60	Blue	Blue	Blue	Green	Green	Yellow	Orange	Orange	Orange	Orange	Red	Red	Red
	70	Blue	Blue	Blue	Green	Green	Yellow	Orange	Orange	Orange	Red	Red	Red	Red
	80	Blue	Blue	Blue	Green	Green	Yellow	Orange	Orange	Red	Red	Red	Red	Red
	90	Blue	Blue	Blue	Green	Yellow	Yellow	Orange	Red	Red	Red	Red	Red	Red
	100	Blue	Blue	Green	Green	Yellow	Orange	Orange	Red	Red	Red	Red	Red	Red

Bluestem School District  
**Head Coach Evaluation Worksheet**



Coach's Name: \_\_\_\_\_  
 School Year: \_\_\_\_\_  
 Sport: \_\_\_\_\_  
 Level: \_\_\_\_\_

Rating Scale:      NA= Not Applicable      1= Target for Improvement      2= Good      3= Excellent

**Professional and Personal Relationships**

1.	Submits all lists, eligibility, equipment, needs and program information relative to activity to athletic office.	NA	1	2	3
2.	Cooperates with maintenance personnel and other support staff in care of facilities.	NA	1	2	3
3.	Demonstrates established rapport with other coaches and support staff.	NA	1	2	3
4.	Implements and supports all athletic department decisions and policies.	NA	1	2	3
5.	Carries out district policies relating to interscholastic athletics.	NA	1	2	3
6.	Sideline conduct at all events towards players, officials, fans, etc.	NA	1	2	3
7.	Encourages students to participate in athletic/activity programs.	NA	1	2	3
8.	Respects and supports other coaches and athletes during their season.	NA	1	2	3
9.	Keeps athletic office informed of any and all problems that arise.	NA	1	2	3
10.	Keeps athletic office informed of the condition and maintenance needs of individual athletic facilities.	NA	1	2	3
11.	Documents and reports all injuries to athletic office and other personal as designated.	NA	1	2	3
12.	Delivers preliminary and final rosters to athletic office on time.	NA	1	2	3
13.	Completes and passes (1 <sup>st</sup> attempt) all required KSHSAA coaching examinations.	NA	1	2	3
14.	Establishes and is accountable for quality communication with media outlets and provides appropriate public relations for their program.	NA	1	2	3

**Coaching Performance**

1.	Supervises athletes at all times (locker rooms, fields, bus, gymnasiums, etc.).	NA	1	2	3
2.	Knowledge of: a) the sport, b) eligibility information, c) rules of the sports along with recent changes, d) league and KSHSAA rules.	NA	1	2	3
3.	Maintains (in writing) and adheres to a defined set of rules and expectations (player policies) approved by the athletic office.	NA	1	2	3
4.	Arrives on time for meetings, practices and games.	NA	1	2	3
5.	Remains current, understand and demonstrates new techniques and ideas along with established procedures and practices for coaching.	NA	1	2	3
6.	Does not allow coaching to interfere with classroom responsibilities.	NA	1	2	3
7.	Demonstrates appropriate decision making skills.	NA	1	2	3
8.	Encourages respect (verbal, physical, emotional and psychological) from all student-athletes.	NA	1	2	3
9.	Tracks academic, attendance and discipline patterns of athletes.	NA	1	2	3
10.	Evidence of pre-season planning and preparation.	NA	1	2	3
11.	Maintains records and inventory of team equipment and supplies.	NA	1	2	3
12.	Pursues opportunities for athletes beyond high school.	NA	1	2	3
13.	Explains, understands and implements district and athletic program substance abuse policy.	NA	1	2	3
14.	Encourages all athletes to develop: a) individually and as a team member, b) intellectually.	NA	1	2	3
15.	Demonstrates quality leadership skills.	NA	1	2	3
16.	Participates in professional development activities related to their specific sport (clinics, collaboration of other coaches, etc).	NA	1	2	3

**Related Responsibilities**

1.	Meets all deadlines.	NA	1	2	3
2.	Turns in all related materials, including year-end inventory, team rosters, outstanding uniform lists, award recommendations and other documentation requested by the athletic department.	NA	1	2	3
3.	Takes proper care of equipment, storage and issue.	NA	1	2	3
4.	Request for supplies and equipment turned in to athletic office using appropriate procedure and documents.	NA	1	2	3
5.	Actively participates and advocates for their program with the local Booster Club.	NA	1	2	3

**Parental and Student-Athlete Relationships**

1.	Conducts a parents meeting outlining program expectations, player policies and general overview of the season.	NA	1	2	3
2.	Implements newsletters, websites or other forms of communication to keep parents informed of upcoming events, changes, etc.	NA	1	2	3
3.	Organizes and holds an End-of-Season athletic banquet that recognizes student-athletes and awards their efforts throughout the season.	NA	1	2	3
4.	Works to establish open forums that establish open lines of communication between the community and the coaching staff.	NA	1	2	3
5.	Handles disputes effectively and in a professional manner with parents, athletes and school personnel.	NA	1	2	3
6.	Develops a strong rapport with athletes and is able to address the needs of different personalities found on the squad.	NA	1	2	3
7.	Provides a coaching environment that promotes fairness, patience, safety and consistency.	NA	1	2	3
8.	Works to establish team and individual goals with student-athletes.	NA	1	2	3
9.	Mentors athletes and establishes an expectation of behavior through modeling such characteristics.	NA	1	2	3
10.	Input from players is fostered and used as a tool to improve athletics and to develop a team atmosphere.	NA	1	2	3

**Additional Comments:**

---



---



---

**Strengths of the Coach:**

---



---



---

**Target Goals for Improvement:**

---



---



---

**Coach's Comments:**

---



---



---

**Overall Performance in this Assignment**

**Satisfactory**

Recommended for continued assignment

**Probationary**

Recommended for assignment provided an understanding can be reached in areas where improvement is suggested

**Unsatisfactory**

Not to be recommended for reassignment

**Resignation**

Resigned from position

---

Athletic Director Signature

---

Date

---

Coach's Signature

---

Date

Signature of coach is only to show that he/she has received this evaluation.

Bluestem School District  
**Assistant Coach Evaluation Worksheet**



Assistant Coach's Name: \_\_\_\_\_  
 School Year: \_\_\_\_\_  
 Sport: \_\_\_\_\_  
 Evaluator's Name: \_\_\_\_\_

Rating Scale:      NA= Not Applicable      1= Target for Improvement      2= Good      3= Excellent

**Assistant Coach Evaluation Criteria**

1. Loyalty to the Head Coach and the Program.	NA	1	2	3
2. Care of the equipment and responsibilities assigned.	NA	1	2	3
3. Knowledge of the sport.	NA	1	2	3
4. Ability to foster a learning environment within the sport.	NA	1	2	3
5. Motivates student-athletes to perform at their best.	NA	1	2	3
6. Provides a coaching environment that promotes fairness, patience, safety and consistency.	NA	1	2	3
7. Forwards all public relation situations to the Head Coach.	NA	1	2	3
8. Performs all duties assigned by the Head Coach and Athletic Department.	NA	1	2	3
9. Established rapport with players and other coaches.	NA	1	2	3
10. Supervises athletes at all times (locker rooms, fields, bus, gymnasiums, etc.).	NA	1	2	3

**Strengths of the Coach:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Target Goals for Improvement:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Coach's Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Overall Performance in this Assignment**

<b>Satisfactory</b>	<b>Probationary</b>	<b>Unsatisfactory</b>	<b>Resignation</b>
Recommended for continued assignment	Recommended for assignment provided an understanding can be reached in areas where improvement is suggested	Not to be recommended for reassignment	Resigned from position

\_\_\_\_\_  
 Athletic Director Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Assistant Coach's Signature

\_\_\_\_\_  
 Date

Signature of coach is only to show that he/she has received this evaluation.

## Uniform Replacement Schedule

The uniform schedule will be used for the purchase of new uniforms for the teams in that particular year (Bluestem JR/SR High). Both home and away jerseys will be purchased in the given rotation. The uniform will consist of the pant and jersey. No accessories will be purchased unless specified by KSHSAA regulations or the accessory is part of the uniform. The head coach(s) and athletic director will coordinate throughout the purchasing year to obtain vendors and competitive pricing for all uniform purchases. The purchase will be made no later than the end of the fiscal year or as budgetary considerations allow.

Periodically, uniform pants and jerseys may need to be replaced for activities outside of their purchasing year (worn, defective, etc.). In such a case, a request can be made to the athletic office with the end-of-season orders. Sports that wear consumable uniforms will handle purchasing on a yearly basis.

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Boys	Football/Wrestling	Baseball		Basketball	
Girls		Softball	Volleyball	Basketball	
Mixed	CC		Cheer/Dance		Track/Golf

# Bluestem School District Uniform Pant Inventory Worksheet



Boys \_\_\_\_\_ Girls \_\_\_\_\_

Activity \_\_\_\_\_

Date \_\_\_\_\_

Coach's Name \_\_\_\_\_

Pant Color \_\_\_\_\_

Size	Alt. Sizing	Quantity & Condition			Comments (Replacement Numbers & Sizes)
		Good	Fair	Poor	
XS					
S					
M					
L					
XL					
2XL					
3XL					
Other					

Size	Alt. Sizing	Quantity & Condition			Comments (Replacement Numbers & Sizes)
		Good	Fair	Poor	
XS					
S					
M					
L					
XL					
2XL					
3XL					
Other					

# Bluestem School District Uniform Jersey Inventory Worksheet



Boys \_\_\_\_\_ Girls \_\_\_\_\_

Activity \_\_\_\_\_

Date \_\_\_\_\_

Coach's Name \_\_\_\_\_

Jersey Color \_\_\_\_\_

Size	Alt. Sizing	Quantity & Condition			Comments (Replacement Numbers & Sizes)
		Good	Fair	Poor	
XS					
S					
M					
L					
XL					
2XL					
3XL					
Other					

**Jersey Numbers: Please circle your corresponding uniforms numbers**

1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20  
 21   22   23   24   25   26   27   28   29   30   31   32   33   34   35   36   37   38   39   40  
 41   42   43   44   45   46   47   48   49   50   51   52   53   54   55   56   57   58   59   60  
 61   62   63   64   65   66   67   68   69   70   71   72   73   74   75   76   77   78   79   80  
 81   82   83   84   85   86   87   88   89   90   91   92   93   94   95   96   97   98   99   00

Additional Numbers \_\_\_\_\_

## Student-Athlete Checklist

Name\_\_\_\_\_

Gender M / F

Grade\_\_\_\_\_

An athlete will not be eligible to participate (in game or practice) in any sport without clearance from the Athletic Director. All materials must be completed and returned to the athletic office or the main office.

- Physical Form** - Signed by a Physician on the front, signed by the student and by the parent or guardian on back (all required). Take the enclosed physical form to a doctor for a physical. The KSHSAA requires that a physical form be on file at the school of participation. Completed physical forms are good for the current school year only and must be signed and dated after May 1 of the previous school year.
  
- Emergency Medical Form**
  
- Bluestem JR/SR High School Assumption of Risk/Athletic Codes** - Athletes and parents read this thoroughly.
  
- Academic Eligibility** - The Athletic Director will notify the athlete as to the status of his/her eligibility. Eligibility is based upon KSHSAA regulations. See Coaching Handbook for more information.

## Emergency Medical and Activities Participation Permit

YOU MUST COMPLETE THE INFORMATION ON THIS PAGE TO BE CLEARED FOR ATHLETICS

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_ Grade 7 8 9 10 11 12

Name of Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Primary Insurers Name \_\_\_\_\_

Medical Allergies/Other Health Factors \_\_\_\_\_

---

\*\*\*\*\*IN CASE OF EMERGENCY\*\*\*\*\*

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Alternate Emergency # \_\_\_\_\_

Permission is hereby given for emergency treatment, x-ray, skin test, or lab test for diagnosis and hospitalization in case of accident or illness in athletics/activities. This form has been completed truthfully to the best of my knowledge.

I, being the parent or guardian of the above named student, agree to permit this student to engage in extra-curricular activities at Bluestem JR/SR High School. I give permission to authorized school representatives to act in my absence to authorize members of the medical profession to treat injuries incurred in activities sponsored by the school.

I shall assume all medical payments and recognize that the Bluestem's medical insurance plan is considered to be supplemental in coverage and that the above listed insurance is the Primary Insurance in the event of a claim.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Date

# Drug Testing Written Agreement

## Policy Statement

In order to provide for the individual student driver or athlete and others, as well as present legitimate reasons for students to say "no" to drug use, and to offer an opportunity for those taking drugs to receive help in locating programs which can provide assistance, Bluestem JR/SR High School shall conduct a mandatory drug testing program. The program is not intended to be punitive; however, there will be consequences. It is designed to create a safe, drug free, environment for student drivers and athletes, to assist them in getting help when needed, and to teach them to make responsible choices in their lives.

## Consent

All student drivers and athletes along with their parents or guardians must sign this written agreement acknowledging the receipt and understanding of this policy and resulting consequences. By signing this agreement, the parent or guardian gives his/her consent for drug testing prior to the student's participation in driver's education or the athletic program and to random drug testing throughout their school career.

## Medication

Students who are or have been taking prescription medications must provide verification (either by a copy of the prescription along with prescription bottle or doctor's authorization) prior to being tested. If the student's test indicates positive results for the listed medications, the parent or guardian will be notified by the testing center and no other action will be taken. Students who refuse to provide verification and test positive will be subject to the actions specified below in the policy for "positive tests".

## Positive Test

If any student tests positive, parents or guardians will be contacted by the testing center and building administrator. The student will be referred to pages of this policy under CONSEQUENCES for further action.

## General Authorization

I understand fully that my performance as a participant as well as the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Bluestem JR/SR High School Drug Testing Policy.

\_\_\_\_\_  
Student Signature                      Date                                      Student Printed Name                      Grade

I, the parent or guardian of the above named student, accept the method of obtaining urine or hair samples, testing and analyses of such specimens, and all other aspects of the Bluestem JR/SR School Drug Testing Policy. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in this policy.

\_\_\_\_\_  
Parent/Guardian Signature                      Date

---

FOR BMS AND BHS OFFICE USE ONLY:  
DATES DRUG TESTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Acknowledgment of Risk and Agreement to Comply With the Athletic Codes of USD #205**

By signing below, you have acknowledged that you have read this assumption of risk statement and that you are aware that there is a possibility that you may suffer mild, moderate or severe injury, including paralysis or death due to participation in athletic activities. You further acknowledge any injury incurred may cause lifelong disability to joints, muscles, ligaments, tendons or any of the vital organs.

I have read and fully understand and accept the conditions set forth in this statement of the Activities Policy. I also accept and will meet all requirements governing participation in Bluestem Athletic Programs and agree to adhere to all athletic, school and state governing policies related to inter-scholastic activities.

Your signature below acknowledges the above statements and your intent to comply.

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

(This agreement form must be turned in to the Athletic Department)

# Injury Report Form

Bluestem School District  
711 N West Street  
Leon, KS 67074



This form is to be filled out and returned to the Athletic Director following every injury/accident which requires an athlete or student to miss any practice time or requires medical attention.

Name of Injured: \_\_\_\_\_ School Representing: \_\_\_\_\_

Gender: M / F                      Grade Level: \_\_\_\_\_                      Age: \_\_\_\_\_

Date of Accident: \_\_\_\_\_                      Time of Accident: \_\_\_\_\_ (am / pm)

Location of Accident: \_\_\_\_\_

Part of Body Injured: \_\_\_\_\_                      Who was Supervising: \_\_\_\_\_

Witnesses to Accident: YES / NO

Witness Name(s): \_\_\_\_\_

Equipment Involved in Injury: YES / NO

Equipment Involved: \_\_\_\_\_

Detailed Explanation of Accident:

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Person Completing Form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

### Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in-coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

## **What can happen if my child keeps on playing with a concussion or returns to soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries and concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student athlete's safety.

## **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately.

No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season and when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

## **NFHS Concussion Rule for All Sports:**

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

## **KSHSAA Interpretation:**

Unless it can be conclusively determined that the signs, symptoms or behaviors are not the result of a concussion, the rule applies and the student: (1) must be immediately removed from the contest or practice and (2) may not again participate in practice or competition until cleared by an appropriate health care professional. The student may not be cleared for practice or competition the same day that the concussion consistent sign, symptom or behavior was observed.

