

GARDEN CITY HIGH SCHOOL

ATHLETIC AND ACTIVITY STUDENT HANDBOOK

2018-19



**“Don’t look back. Something might be gaining on you.”
-Satchel Paige-**

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Table of Contents

Philosophy	3
Conference Affiliation	3
Clubs & Activities	4
Student Eligibility	5
Alcohol, Tobacco and Drug Policy	6
Behavior Violations.....	8
Participation Conflict	9
NCAA Rules.....	9
Awards.....	9
Overnight Policy	10
Athletic Director Responsibilities.....	13
Coaching Responsibilities	13
Head Coach	13
Assistant Coach	19
Staff Relations	20
Coaches' Conduct	21
Parent/Public Relationship.....	21
Media Relations	22
Practice Sessions	23
Transportation	24
Equipment Use	29
Facility Supervision	30
KSHSAA Regulations	31
KSHSAA Summer Coaching Rule Advisory	34
Camps	35
Training Room	36
Infectious Disease Guidelines	36
Phone Numbers	38

I. GARDEN CITY HIGH SCHOOL'S PHILOSOPHY

The goal of the high school's athletic and activities programs is to aid in the total development of the student-athlete. When finishing a program at Garden City High School, we would hope that each student-athlete has gained in the following areas:

1. Development of a sense of teamwork
2. Pride in one's self and sense of self-worth
3. Pride in Garden City High School
4. Pride in the Garden City community
5. A positive attitude toward academics as well as athletics
6. The development of good sportsmanship incorporating winning with humility and losing with dignity

II. CONFERENCE AFFILIATION – WESTERN ATHLETIC CONFERENCE

Garden City High School offers a wide variety of athletic and activity programs for the high school students. The school is a member of the WAC Conference which was established in 1992. Conference members are:

Hays High School
Great Bend High School
Liberal High School
Dodge City High School
Garden City High School

The conference maintains a regular season championship, recognizes all-conference selections in each sport, and has established a WAC Cup for the top performing athletic program in the conference.

All WAC Selections are made at conference meetings as voted on by the WAC coaches of that sport.

It is Garden City High School's goal to maintain competitive levels with the athletic/activities programs.

ATHLETICS

Baseball	Justin Reich
Basketball – Boys	Jacy Holloway
Basketball – Girls	Matt Pfeifer
Bowling.....	Kip Nichols
Cheerleaders.....	Erin Marshall
Cross Country	Krista Linenberger
Football	Brian Hill
Golf – Boys.....	Trent Specht
Golf – Girls	Trent Specht
Soccer – Boys	Joaquin Padilla
Soccer – Girls	Joaquin Padilla
Softball.....	Katrina Moquett
Swimming – Boys	Jennifer Meng
Swimming – Girls.....	Jennifer Meng
Tennis – Boys	Rod Robinson
Tennis – Girls.....	Rod Robinson
Track & Field	Brian Hill
Volleyball	Trista Bailey
Wrestling	Carlos Prieto

ACTIVITIES & CLUBS

Art Club.....	Emily Baker
Avid	Jenny Hands
Band.....	Lyle Sobba
BBS-TV.....	Jesse (Chuy) Bernal
CABS	Jane Schneider
Chess Club.....	Dana Johnson
Clay Target Club.....	Dru Sadler
Culture Club.....	TBA
Dance Team.....	Rebecca Cornett
Debate	Russ Tidwell
Drama.....	Barbara Hilt
Drum Line.....	Makenzi Johnson
Educators Rising.....	Jenette Turpin
Fashion Club.....	Robyn Hilt
FBLA.....	Ember Dortch
FCCLA.....	Robyn Hilt
FFA.....	Pat VenJohn
Flag Team.....	Misty Baldwin
Folkloric Dance.....	Betty Martinez
Forensics.....	Russ Tidwell
French Club.....	Alex Olinger
Gaming Club.....	Brian Nelson
Green Club.....	Janet Hackett

GSA.....	James Beard
HOSA.....	Jane Schneider
HALO	Laura Fernandez
JAG.....	Traci Martinez
JROTC.....	MSG Douglass Borin
KBFZ Radio.....	Jesse Bernal
Literature Club.....	Taylor Huth
Modern Show Choir.....	Misty Baldwin
National Honor Society.....	Kristina Younkman
Orchestra.....	Summer Miller
Prom.....	TBA
Pro Start.....	Elisabeth Maldonado
Photography	Brian Nelson
Prom Committee.....	TBA
Robotics.....	Yuriy Drubinskiy
Skills USA	Don Murrell
Spanish NHS	Anabel Tonche
Student Council.....	TBA
Sugar Beet	Brian Nelson
Thespians	Barbara Hilt
Vocal Music (Choir).....	Misty Baldwin
Yearbook	Brian Nelson
Young Entrepreneurs.....	Jacy Holloway

III. STUDENT ELIGIBILITY

The staff, coaches and sponsors at Garden City High School realize the importance of each student maintaining an acceptable level of academic excellence and classroom behavior.

There are two levels of eligibility, which can affect a student athlete at GCHS. They are the KSHSAA requirements and those requirements established by the USD 457 Board of Education and Garden City High School.

THE KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION REQUIREMENTS ARE AS FOLLOWS:

1. The student is a bona fide undergraduate student in good standing.
2. The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalence, the previous semester or the last semester of attendance.
3. The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalence, during the present semester at GCHS.
4. Any student, who reaches nineteen on or before September 1, shall be ineligible for interscholastic activities. Any student, who reaches nineteen after September 1, shall be eligible for the remainder of that school year. The same rule applies to 9th graders who reach the age of 16 on or before September 1st.
5. They do not engage in outside competition in the same sport while they are a member of a school squad.
6. They have passed an adequate physical examination by a physician and have the written permission of their parents.
7. They have met the requirements of the transfer rule.
8. If they have not competed under a false name or for money or merchandise of intrinsic value and have observed all other provisions of the amateur rule.
9. If the student-athlete's attendance is regular and conduct and sportsmanship satisfactory.
10. Seniors who are concurrently enrolled at GCHS and in college credits at GCCC must be passing all but one subject. Each 3-hour course equals at GCCC equals 1 class at GCHS. A 5-hour course at GCCC equals 2 classes at GCHS. Students enrolled at GCCC must receive dual credit for classes taken at the college.
11. Any student shall not have more than eight (8) semesters of possible eligibility in grades nine through twelve.

GARDEN CITY HIGH SCHOOL REQUIREMENTS

The requirement for student eligibility as established by Garden City High School and the procedures for implementing this policy are outlined below:

1. **Academic** - Each student will be required to meet the KSHSAA state standards as outlined above. In addition to the KSHSAA state standards a grade report for the eligibility period (Sunday to Sunday) will be ran weekly. On Tuesday morning the Athletic Department will run a warning list followed by a final list on Friday morning, to determine which students currently involved in an activity or athletic sport are earning more than one "F" in any class. Any student whom is receiving an "F" in more than one class, on both the Tuesday list and Friday list, will be declared ineligible for the entirety of the following grading period (the following Sunday to Sunday) without exception. The first grade report of each semester will run on the 3rd full week of the semester. Each student will be allowed one probationary week per season. Coaches may have policies that are more restrictive than this policy, but not less restrictive. The eligibility requirement will apply to KSHSAA Athletics/Activities only.
2. **Behavior** - Each student is expected to maintain an acceptable level of behavior and eligibility. USD 457 and Garden City High School has a vital interest in maintaining a safe and healthy environment for all students, including those participating in school-sponsored activities. Being under the influence of controlled substances or alcohol, or using a tobacco product, poses serious safety and health risks to the user and other

students. USD 457 recognizes its obligations to its students for the provision of services and activities that are free of the influence of controlled substances, alcohol, and tobacco. USD 457 will endeavor through this policy to provide controlled substances, alcohol and tobacco free participation by students in school-sponsored activities. USD 457 further expresses its intent through this policy to comply with federal and state rules, regulations, or laws that relate to the maintenance of an educational environment free from controlled substances, alcohol, and tobacco, and to prevent accidents and injuries resulting from the use of controlled substances or alcohol. USD 457 believes that all students who participate in school-sponsored activities should refrain from the use of controlled substances, alcohol, and tobacco.

DEFINITIONS

1. **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
2. **Controlled Substances** means any drug, substance, or immediate precursor included in any of the schedules designated in K.S.A. 65-4205, 65-4107, 65-4109, 65-4111, and 65-4113 and amendments to those sections. For the purpose of this policy, controlled substances shall also mean toxic vapors or any solvent, material, substance or chemical releasing toxic vapors which are inhaled for the purpose of causing a condition of, or inducing symptoms of intoxication, elation, euphoria, dizziness, excitement, irrational behavior, exhilaration, paralysis, stupefaction, or dulling of the senses of the nervous systems or for the purpose of, in any manner, changing, distorting, or disturbing the auditory, visual, or mental processes.
3. **Steroid** - In accordance with KSHSAA policy, Rule 14, Article 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 drug free.
4. **Reasonable suspicion of controlled substances or alcohol use** means the existence of articulable facts sufficient to support a belief that a student has used or is using controlled substances or alcohol.
5. **School-sponsored activity** means any activity in which a student participates and which is sponsored by USD 457. School-sponsored activities shall include, but not be specifically limited to, athletics, cheerleading, forensics, debate, music, academic clubs or organizations, special interest clubs or organizations, and all activities governed by the Kansas State High School Activities Association (KSHSAA).
6. **Student** means any person enrolled as a student in USD 457, and who participates in one or more school sponsored activities.
7. **Tobacco** means any product containing tobacco, including but not specifically limited to, cigarettes, cigars, pipes, snuff, chewing tobacco, and all smokeless tobacco products.
8. **USD 457** means the Unified School District No. 457, Garden City, Finney County, and State of Kansas.

PROHIBITIONS

1. Controlled Substances/Alcohol/Tobacco Use: No student, at any time, shall consume, use or possess controlled substances, alcohol, or tobacco. This prohibition applies at all times, regardless of whether a student is on school premises, or directly participating in, or at, a school-sponsored activity.
2. Refusal to submit to a required controlled substances or alcohol test: No student shall refuse to submit to a reasonable suspicion controlled substances or alcohol test requested under this policy.

REASONABLE SUSPICION TESTING

1. USD 457 may require a student to submit to a controlled substances test when USD 457 has reasonable suspicion to believe that the student has violated the prohibitions of this policy concerning controlled substances. USD 457's determination that reasonable suspicion exists to require the student to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, attitude, behavior, speech, performance, or body odors of the student. The observations may include indications of the chronic and withdrawal effects of a controlled substance.
2. USD 457 may require a student to submit to an alcohol test when USD 457 has reasonable suspicion to believe that the student has violated the prohibitions of this policy concerning alcohol. USD 457's determination that reasonable suspicion exists to require the student to undergo an alcohol test must be based on specific, contemporaneous, articulation observations concerning the appearance, attitude, behavior, speech, performance, or body odors of the student.
3. The required observations for controlled substances, and/or alcohol reasonable suspicion testing shall be made by a USD 457 employee who is trained to determine whether reasonable suspicion exists to require a student to undergo testing.
4. Any reasonable suspicion test required by this policy shall be performed in compliance with the procedure followed by USD 457 for reasonable suspicion testing of USD 457 employees. USD 457 shall pay the cost of any reasonable suspicion testing. All reasonable suspicion test results shall be confidential, subject to disclosure only for purposes of enforcing this policy or the below noted policies of the USD 457 Board of Education (Board).
5. Before a student returns to participation in a school-sponsored activity after engaging in conduct prohibited by this policy and after a test confirming the use of controlled substances or alcohol, or after a student refuses to submit to a requested reasonable suspicion controlled substances or alcohol test, the student shall undergo a return-to-participation controlled substances or alcohol test with a verified negative result. The student shall pay the cost of any return-to-participation testing.

NOTIFICATION OF TEST RESULTS

USD 457 shall notify the student and his/her parents of the results of a reasonable suspicion test for controlled substances or alcohol conducted under this policy.

CONSEQUENCES FOR STUDENT ENGAGING IN PROHIBITED CONDUCT INCOLCING CONTROLLED SUBSTANCES, ALCOHOL, OR TOBACCO

Any student who violates any provision of this policy pertaining to controlled substances, alcohol, or tobacco shall be subject to Board policies JCDA, JCDA B, JDD, and JDAA, together with all supporting rules and regulations. When a conflict exists between discipline or sanctions required by Board of Education policies JCDA, JCDA B, JDD, and JDAA and athletic department policies the Board of Education policies shall control.

In addition to discipline provided in the Board policies set forth above, a student shall be subject to sanctions for violations of this policy, to be imposed by a coach or other USD 457 employee sponsor of a school sponsored activity, as follows:

1. **First Violation** – students will be suspended from participation in a school sponsored activity for a **minimum** of two (2) games or performances for groups/activities with 10 or less scheduled contests of performances, and a **minimum** of (4) games or performances for groups/activities with more than 10 scheduled contests or performances. The maximum penalty would be dismissal from squad for the season. This refers only to students with violations while in-season.

2. **Second and Subsequent Violations** - students shall be suspended from participation in a school sponsored activity and practice for a minimum of not less than two (2) weeks, nor more than 186 days.
3. **Due Process** - All students subject to the school sponsored activity sanctions imposed under this policy shall be entitled to due process rights as follows:
 - a. If a student is suspended from participation for a term not to exceed two weeks, the student shall be entitled to the due process rights for a short term suspension set forth in Board of Education policy JDD, if requested in writing by the student or parent.
 - b. If a student is suspended from participation for a term of more than two weeks, the student shall be entitled to the due process rights for a long term suspension or expulsion set forth in Board of Education policy JDD, if requested in writing by the student or parent.
 - c. For purpose of the cumulative violation/sanction provisions of this policy violations shall be per student, accumulated during the entire period of time a student is enrolled in USD 457.
4. **Referral, Evaluation, and Treatment:** Each student who has engaged in controlled substances or alcohol uses conduct prohibited by this policy shall be advised by USD 457 of the resources available to the student in evaluating and resolving problems associated with the use of controlled substances or alcohol, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
 - a. Each student who has engaged in controlled substances or alcohol use prohibited by this policy shall be required to attend alcohol, tobacco and drug counseling and treatment as mandated by Garden City Athletic Department.
 - i. **1st Offense:** Youth is required to complete the Drug and Alcohol Program (DAP) as well as completion of the Teen Intervene program through the 25th Judicial District Youth Services.
 - ii. **2nd Offense and Subsequent Violations:** Youth and parents are required to complete a Level II assessment through the 25th Judicial District Youth Services and required to complete the recommended services.
5. **Out of Season Violations** – The coach/sponsor involved will determine how he/she wants to handle this. We will have no department-wide guidelines for out-of-season violations. If a student is currently in-season with one activity, and out-of-season with a second or more activity, the in-season coach or sponsor will handle the violation.
6. **Students Involved in Multiple Activities** – The student involved will be suspended from each of the in-season activities for the length determined by the offense.

CONSEQUENCES FOR STUDENT INVOLVED IN THE COMMISSION OF A FELONY

If a student commits an act, which would be considered a felony under the laws of the state of Kansas, or any other state, if the student were an adult, and regardless of whether the act was committed in or out of season, or school, then the student shall be ineligible to participate in any school sponsored activity or sport, for the current school year or the next school year, if the act occurs prior to an upcoming fall semester.

VIOLATIONS PROCESS

The Athletic Director will enter the violation into skyward as an FYI to be kept for the longevity of the students time at GCHS. Information recorded will include: date of incident, and pertinent information that may apply, and the discipline invoked. All information will be recorded in the student's file, and the principal will be informed.

- A. **Suspension (in-school and out-of-school)** – During a suspension the student is ineligible for participating in any activities.
- B. **Absences** – A student is expected to be in class all scheduled hours on the day of a scheduled participation event. With prior approval, exceptions will only be made by the Athletic Director or Principal. If a student is absent or Tardy after Ten, from any class on the day of competition, they will not be allowed to participate in the event. If it is determined that a student has been counted absent from any class after the event has started, or after the group has departed for the event, the student will be suspended from the next scheduled competition. Students are also expected to attend practice. If a student must miss practice, the student should inform the coach of the reason; the coach/sponsor then must make a decision as to the validity of the missed practice and take appropriate disciplinary action if needed. Coaches should follow GCHS attendance policy guidelines regarding excused and unexcused absences.
- C. **Not In Good Standing** - A student whose character or conduct in school, or outside school, brings discredit to the school or to the student is not a student in good standing and is ineligible for the remainder of the sport season or until such time as the matter of discredit is cleared up.
- D. **Ejection From Competition** - Depending on the circumstances, if a player is ejected by an official for unsportsmanlike conduct during competition, the player will "sit-out" and not participate in the next game. If a player is ejected by an official for unsportsmanlike conduct a **second** time during competition, he/she will not participate for the remainder of the season.
- E. **Other** - A student may be declared ineligible for valid reasons as deemed necessary by the administration with the consultation and recommendations of the coaching staff.
- F. **Change of Sport** - Any student who desires to change sports after first beginning one must have the consent of both coaches involved in each sport.

PARTICIPATION CONFLICTS

If any student should have a conflict in participation of events, the following guidelines should be adhered to:

- 1. If the conflict involves a state competition versus a non-state performance or competition, the student must compete in the state competition.
- 2. If the conflict involves regular season competitions the student may make the choice of which event to compete in and should not be coerced or otherwise penalized in any way by the instructor or coach. However, the student **MUST** communicate to both coaches their decision as to which competition they plan on attending at least 7 days prior to the conflict.

NCAA ELIGIBILITY RULES

Students who want to participate in Division I or Division II college athletics should start planning early. As a prospective student-athlete at a Division I or II institution, the student has certain responsibilities to attend to before he/she may participate. There are four parts of initial eligibility:

- A. Graduation from High School
- B. Meet the minimum core grade point average
- C. Meet the minimum ACT or SAT test score standards
- D. Completion of required core courses (college preparatory curriculum required)

Information concerning who needs to register with the eligibility center and what documents should be submitted can be found in *The Guide for the College Bound Student-Athlete*. This book summarizes the rules and regulations. It also includes guidelines relating to recruiting, eligibility, financial aid and college freshman eligibility requirements for Division I and II. A copy may be downloaded. Information is also

available at the eligibility center website www.eligibilitycenter.org. Student-athletes also need to notify their school counselor, as soon as possible, of their intentions to play collegiate sports. Their counselor can help monitor course selections to meet eligibility requirements.

IV. AWARDS

Garden City High School is proud of its student athletes and for this reason it is an honor to recognize students who have contributed to the activity programs.

LETTERING PROCESS

Every student who successfully completes a season will be given a certificate of participation or will be granted a GCHS letter award for competing in particular sports. A chenille letter "G" will be given to each **first-time** letter winner. Special patches may be given for conference championships, regional or sub-state championships and state championships. Each head coach/sponsor in that sport/activity establishes lettering guidelines with the approval of the Activities Director.

AWARDS BANQUETS

Award banquets are the culminating activity of each season. It is the responsibility of the head coach/sponsor of each sport or activity to organize the awards event.

MOST OUTSTANDING SENIOR ATHLETE

An outstanding senior boy and girl athlete will be recognized in the spring of each school year. The following criteria must be met in order to qualify for the recognition. The Athletic Director will prepare a ballot with those students who qualify and each head coach will be given the opportunity to vote for his/her choice(s) for the award. Criteria for the award will be as follows: athletes must have lettered in three sports their senior year and participated in the sport for a minimum of two years. If the criteria cannot be met by a boy or girl athlete, coaches will vote to determine which two sport athlete will be the recipient.

V. OVERNIGHT POLICY

It is the intent of the administration of Garden City High School and the coaches/sponsors to provide an environment during overnight trips consistent with the expectations set for students during the normal school day. Coaches/sponsors act "en loco parentis" while on trips with students and must therefore, make decisions based on their best judgment regarding the general well-being of students in their charge. With this goal in mind, the overnight policy has been adopted and will apply to any student who participates in a GCHS sponsored overnight activity.

Minor Violations – A violation of the student discipline code not requiring an in-school or out-of-school suspension

Examples of **minor** violations may include but are not limited to:

- Curfew violation

Major Violation – A violation of the student discipline code that would require an in-school or out-of-school suspension

Examples of **major** violations may include but are not limited to:

- Inappropriate sexual conduct
- Possession or consumption of tobacco, alcohol or illegal drugs by anyone in the student's room
- Any minor violation the sponsor determines substantially disrupted or compromised the safety of the overnight trip experience

Activity sponsors will establish codes of conduct for their individual activity trips. Additionally, all existing USD 457 BOE discipline regulations will be in force. Students violating rules set forth by the sponsor will face the following consequences:

FIRST MINOR VIOLATION

The sponsor involved, in conjunction with the activity director, will determine whether this discipline infraction qualifies as a major or minor violation. Should the sponsor determine the violation minor, the sponsor will use his/her judgment as the discipline to be invoked. The maximum penalty will be permanent suspension from the activity. Should the sponsor determine the violation is major, the level of discipline starts at step two. The sponsor involved will complete a Skyward discipline referral on the student. Information recorded will include: Date of incident, any pertinent information that may apply, and the discipline invoked. Sponsors of other activities will refer to this card to determine whether they will allow the student to attend overnight trips. The activity director will approve the discipline and will inform the principal and parents of the incident and the discipline invoked.

SECOND MINOR VIOLATION OR FIRST MAJOR VIOLATION

At the minimum, the student will not be allowed to attend any overnight trips for this activity for the remainder of the year. The sponsor will be strongly urged to not allow the student to attend any overnight activities in future years as well. The maximum penalty will be permanent suspension from the team or group. Determination of the discipline to be invoked will be made in conjunction with the Activity Director. Other activity sponsors will be notified of the action taken concerning the student and will be urged by the activity director to follow the same course of action. Other sponsors will decide whether they wish to allow the student to attend overnight trips for the activity they sponsor.

THIRD MINOR VIOLATION OR SECOND MAJOR VIOLATION

All violation counted for this step is cumulated for all activities the student participates in. The student will be banned from all overnight activities sponsored by USD 457 for the remainder of their high school career. The Athletic Director will notify all activity sponsors as well as principal student and parents.

V. ATHLETIC DIRECTOR RESPONSIBILITIES

The Athletic Director will be responsible for scheduling contests, securing officials, arranging transportation, securing workers and arranging facilities for events.

The Athletic Director, in conjunction with the principal, shall hire all head coaches and sponsors. The head coach or sponsor and Athletic Director will work together in hiring assistants for the program.

The Athletic Director and high school administration shall evaluate each program annually regarding successes and concerns.

VI. COACHING RESPONSIBILITIES

The coaching staff at Garden City High School is organized in a manner so as to receive the greatest benefit from the talents of the coaches involved. The strength of any athletic/activity program lies in the strength of its coaching staff. Coaching is a profession that should not be taken lightly. Because of the influence over young lives, which each of you holds, you are expected to maintain the highest standards of professionalism, both in the classroom, as well as in the coaching area.

COACHING GUIDELINES

1. Always realize your first priority lies within the classroom
2. Be professional in appearance
3. Be respectful in language and action
4. Be prompt for all meetings and practices
5. Encourage your athletes to take part in the total school program
6. Attend other school programs
7. Maintain a positive attitude with opposing coaches and schools
8. You are the most visible part of the Athletic Program. Be positive!
9. Be a part of your sports professional coaching organization
10. Increase knowledge through professional in-services

HEAD COACHES RESPONSIBILITIES

As in any institution or program, someone has to be "The Boss". It is the philosophy of USD 457 that the head high school coach fills the position of "The Boss" in that sport in grades 7-12. It is the head high school coach's responsibility, in conjunction with the Athletic

Director of the building, are to make any decisions, which will or may affect the total program grades 7th through 12th. Someone must carry the ultimate responsibility for the whole program. It becomes the responsibility of the head high school coach to provide the Athletic Director with recommendations for improvement of their program. These recommendations can either be positive or negative, depending on what the head coach feels needs to be accomplished.

HEAD COACHES DUTIES:

1. Coordinate program
2. Control and maintain the budget
3. Provide the Athletic Director with recommendations regarding the placement of assistant coaches
4. Provide information necessary to complete KSHSAA requirements
5. Maintain an inventory of all equipment
6. Provide Athletic Director with recommendations concerning total program
7. Assist the Athletic Director in the evaluation of all coaches in the program
8. Develop a handbook for each program
9. Know all KSHSAA rules in and out of season
10. Maintain current memberships with professional organizations
11. Current certification in First Aid, CPR & Athletic Taping

SPECIFIC DUTIES OF HEAD COACHES:

1. Cooperate with the Athletic Director on all matters pertaining to the scheduling of contest and the purchase of equipment.
2. Notify all eligible students as to dates for issuing equipment and dates and times of practice sessions.
3. See that facilities and equipment are ready for use and that equipment is issued.
4. See that all coaches assigned to the sport know their duties and responsibilities.
5. Train Rule 10 coaches.
6. See that all ordered equipment has arrived.
7. Recruit student managers for the season, instruct and guide them.
8. Administer an effective system of lock, locker and towel distribution.
9. Be responsible to the Athletic Director for total conduct of the sport.
10. Begin practices on the earliest date allowed by the regulations of the KSHSAA.
11. Organize, oversee and conduct all practice sessions. Properly notify necessary individuals regarding changes of practice time or place.
12. See that all squad members have had a current physical examination before start of practice.
13. See that all medical release cards are completed and signed by a parent or guardian before first competition.
14. Accompany squads to all home and away competitions.
15. See that all squad members have a copy of and understand the training rules set up by the state, district and individual programs.
16. See that training rule violations are reported to the principal and Athletic Director.
17. Instruct squad members on proper use and care of equipment.
18. See that equipment is cleaned and/or repaired whenever necessary.
19. See that locker and equipment rooms are maintained in a neat and proper manner.

20. See that all athletic injuries are cared for in a professional manner. Serious injuries should be referred to the Kansas Orthopedic trainer, school nurse, physician or emergency room. A close follow-up of all injuries is suggested. Coaches need to obtain a release from the doctor before the athlete can resume activity after an injury.
21. Coordinate out-of-town and overnight transportation details with the Athletic Director.
22. Go through the Athletic Director or principal's office for early dismissal permission involving long trips.
23. Cooperate with the various news media to provide publicity materials about the sport and arrange for reporting the results of all contests – win or lose.
24. Keep daily attendance records.
25. Update rosters regularly regarding additions or deletions.
26. Keep such statistics as are necessary for school records.
27. Establish a requirement for awarding letters.
28. Establish written criteria for cutting an athlete from a sport.
29. See that all equipment is checked, repaired, cleaned and stored.
30. Inventory all equipment and recommend to the Athletic Director those new items to be purchased for the following seasons.
31. Complete end of year forms and return to Athletic Director's office within 2 weeks.
32. Make provisions for defensive driving certification. It is necessary to have a valid defensive driving certificate in order to transport students.
33. Coaches are responsible for seeing that all students (trip members) have a ride home after an out-of-town activity. A coach must remain with the students until all students are accounted for.
34. Provide travel itinerary for participants, parents and Athletic Office.
35. Notify parents, students, media, Athletic Office, school administration, Athletic Secretary-Alice Urteaga, substitute secretary-Audra Peitz and transportation in the event of cancellation or rescheduling of an event.
36. Maintain an updated web-site for your sport/activity.

HEAD COACHES - GENERAL TIMELINE

- A. Two Weeks Before Season
 - a. Pre-season Inventory
 - b. First Physical Check
 - c. Sport Handbook
 - d. Eligibility Check
 - e. Keep website updated
- B. First Day of Practice
 1. Physical – Medical Release Forms
 2. Training Rules to Students and Parents
 3. Time and Schedules of Practices, Competitions and Travel Itinerary to Athletic Office and Parents
- C. One Week Before First Competition
 1. Eligibility Check List
 2. Numerical Roster
 3. Transportation Requests

4. Substitute Teacher Requests
5. Dismissal Forms for Students

D. After Each Competition

1. Statistics and Game Results to Media/update website
2. Results to Athletic Director and Yearbook Staff
3. Return All Receipts, if any, for all purchase orders to the Athletic Secretary.
4. If a purchase order has not been made, you must fill out a purchase order request form and attach the receipts.

E. Two Weeks After Season Ends

1. Equipment and Uniform Requests
2. Post-season Inventory
3. Return Emergency Release Cards Into the Athletic Office
4. List of Letter Persons and Number of Years Lettered
5. Evaluation of Assistant Coaches
6. Summary of season: General Comments, Records, Scores, All Conference, All State,
7. Update books located in the Athletic Office, etc.
8. Update web-site

ASSIGNMENT OF ASSISTANT COACHES

The decision of coaching assignment rests with the Athletic Director and the head coach. The Athletic Director and the head coach will base their decisions on the following:

1. The need of the total Athletic Program
2. Previous evaluations
3. Recommendations of the head coach

Whenever possible, coaching assignments will be made in the spring and before the end of school. Coaches are encouraged to attend clinics during off-season and summer to improve their knowledge. If after a sport season begins, the head coach feels that additional coaches are needed, he or she may make such a request to the Athletic Director. This request should be made in writing and contain the following information:

1. The number of athletes out for the sport
2. The reasons requesting an extra coach
3. Specific information on how the coach will be used

Upon receiving this information, the Athletic Director will approve or disapprove the request. If the Athletic Director feels the request is justified, he will forward the request to the superintendent of schools. Upon the superintendent's approval, the request will be submitted to the Board of Education for financial approval.

BUDGETTING

It is the responsibility of the head coach to meet with the Athletic Director to establish budget needs for the upcoming year. When wanting to purchase any items, the following procedures should be used:

1. Secure a Student Funds Purchase Order Request from the Athletic Office before the purchase of the item is made. Please allow 3 days for processing.
2. Send white copy of purchase order to vendor
3. When items are received, bring invoice to Athletic Director's secretary so that the purchase order can be paid.
4. It is head coaches responsibility to know if you have funds available and what items your budget should include. Overspending your budget is NEVER acceptable and will lead to administrative action.
5. NEVER purchase anything without a purchase order!
6. When conducting a fundraiser a fundraising form must be completed and preapproved by the Athletic Office.
7. BDE student fund monies are to be used for students only.
8. All food purchases must be made from student funds club accounts.
9. Taxes and tips **CANNOT** be paid with student fund monies or club account monies.
10. No transfers from one account to another.
11. Booster Club monies will not be deposited into Student Fund accounts.

ADMINISTRATIVE DUTIES

At the beginning of each sport season, the coach of that sport will check with the Athletic Director's Office and Athletic Trainer for current physicals, medical release cards and concussion forms. No student shall be allowed to physically participate in any athletic activity without all three forms on file and up to date. This includes practices and the scheduled events.

If an injury does occur, please practice normal first aid procedures. Contact the parents/guardians for instructions if the injury is serious. Do not be afraid to call for professional help from local emergency services if necessary. Follow up if hospital is necessary! Obtain a written release from a doctor if held out of activity.

Enforce KSHSAA heat and lightning policies.

It will be the coach's responsibility to provide year-end statistics stating schedules, records, award winners, and those athletes who have lettered and participants to be added to the stat book in the Athletic Director's Office.

It will be the responsibility of the coaching staff to prepare a finalized list of students who have earned a letter in each sport.

The following are items that must be taken care of before an out-of-town trip occurs:

1. The head coach/sponsor is responsible for making sure coaches use 'AESOP' to request a substitute. Coaches should not leave the building before the substitute has arrived or been assigned.
2. Coaches must secure transportation via "Trip tracker". If a change is made to your trip email transportation with the change.
3. Purchase orders for entry fees and motel accommodations should be turned into the Athletic Director's office at least three days in advance of any trip. The district will approve up to \$75.00 per night plus taxes for motel charges for KSHSAA STATE competition. Any additional amount must be paid from your support group or out of your pocket.
4. The school district provides \$6.00 per day for each student/coach for each day of KSHSAA STATE competition.
 - Coaches will use proper judgement when determining what eating establishment to feed students at.
 - It is highly recommended that the parent support group/club or each individual will pay for meals. Purchases for meals can only be used from your '100' club account.**

- Dismissal/Release of students for sports activity: student excuse forms, with ID #, last name first, in alpha order, date and time of release, must be sent by email to the Athletic Director, Attendance Secretary and Transportation by 8:00am the day prior to the event.
- Overnight trip forms must be filled out and approved by the Athletic Director if it is necessary for you to spend the night.

EVALUATIONS

Each coach will receive an evaluation of his/her coaching performance. The Athletic Director and the administrative staff will evaluate all head coaches. The head coach and the Athletic Director will evaluate the assistant coaches. Evaluations will be based on the following:

1. Knowledge and application of the philosophies, responsibilities, procedures, and duties as outlined in this handbook.
2. The knowledge and teaching of the fundamental aspects of the sport.
3. Organization of practice schedules.
4. Communication to students, parents, the Athletic Director's office and others who may be involved in the sport.

EMERGENCY PLAN

In the event that a serious injury occurs during practice or competition, the following responsibilities should be assigned:

1. Who will assume responsibility for administering first-aid?
2. Who will summon an ambulance?
3. What will be done with the balance of the squad?
4. Who will notify the parents of the injured student?

After immediate first-aid has been given:

1. Who will identify eyewitnesses and obtain written statements from them?
2. Who will see that any equipment that may have been related to the accident is collected and stored?
3. Who will photograph larger pieces of equipment involved in the accident?

EMERGENCY PLAN CHECKLIST

- ✓ Emergency Phone Numbers: 911, St. Catherine Hospital (272-2222) and Kansas Orthopedic Center (275-8400).
- ✓ Have emergency medical release cards readily available.
- ✓ Have a listing of home and work phone numbers for parents.
- ✓ Make sure your staff has a clear understanding of what is expected of them.
- ✓ Have access to telephone.

ASSISTANT COACHING RESPONSIBILITIES

1. Reports to Head Coach
2. Supervision of athletes in locker rooms before and after all practices and games.
3. Help to get facilities and equipment ready to be used and issued
4. Help see that training rules are enforced and violations reported
5. Carry out all duties assigned by the Head Coach
6. Help issue equipment
7. Help see that injury and insurance reports are made and are on file

8. Be at all practice sessions and all games
9. Helps with the check-in of equipment and taking inventory
10. Suggest to the Head Coach any new equipment needed
11. Cooperate with the various news media to provide publicity materials and arrange for reporting results for ALL contests

12. Supervision of athletes to and from the activity, as well as during the contest.
13. Help clean out transportation upon arrival at home. Follow Transportation guidelines regarding return of vehicle to transportation.
14. Know all KSHSAA rules in and out of season.
15. All coaches must have a current First Aid/CPR Certification and an updated knowledge of athletic taping.
16. All coaches must have current defensive driving certification.

RULE 10 COACHES AND VOLUNTEER COACHES

Rule 10 coaches are non-certified paid assistants that complete a designated course through the Kansas State High School Activities Association. The KSHSAA prohibits the use of volunteer coaches, unless they are certified teachers employed by the district and in the specific building. It is the duty of the head coach to appropriately train his/her staff in all school procedures and policies!

STAFF RELATIONS

Nothing can do more to destroy an athletic or activity program than internal strife among a coaching staff. A coaching staff should only disagree internally and present a unified front externally. The day may come when you will want and need the support of your fellow coaches. If you have been the kind of person who has talked behind someone's back, you may find that support lacking. The following guidelines should be followed in relation to this area:

1. If you have a disagreement, go to the person directly or bring it up in a coaches meeting. Do not talk to other staff members about a problem relating to another coach. To put it quite bluntly, it is nobody else's business.
2. Never question another coach's judgment in front of the students. To support our own popularity at the expense of another coach completely lacks in professionalism and cannot be tolerated.
3. Don't "gab" in the teachers' lounge. Often things get blown out of proportion and only escalate a problem rather than minimizing it.
4. Offer your complete support to all staff members.
5. Encourage all students to participate in all activities.
6. In a very simple term, be a hard-working, early to work, enthusiastic, professional educator.

COACHES' CONDUCT – STUDENTS AND OFFICIALS

STUDENTS – As a coaching staff, you should be dedicated to the total development of each student athlete. The following guidelines should be followed in dealing with athletes:

1. Treat each student as a unique individual; show him/her the respect they deserve.
2. Respect for coaches is earned and not given.
3. There will always be times when a good "chewing out" is in order. This should not be done in front of the public and should be done professionally. Remember, the most effective "chewing out" is that which attacks what the student has rather than the student himself or herself.
4. Absolutely no swearing
5. Avoid talking about students to other students, the word will spread.

OFFICIALS - Each coach carries the ultimate responsibility for providing the proper example for the high school student. Nothing provides a poorer example than a coach who is constantly "baiting" officials. As a coach, you are in the public view; we expect you to react accordingly. The officials will never cost you a game, but poor coaching will. The time you spend worrying about the officials and watching their every move is time you are not spending concentrating on the strategy you should be employing; thus you are doing a poor job coaching. Officiating is a full time job; you or your players cannot expect to play well while also trying to officiate. You have no control over the officials, so concentrate on the things you do have control over.

Note: Under certain circumstances, a coach's ejection from a game/contest may result in suspension from the next competition date.

RELATIONSHIP WITH PARENTS AND PUBLIC

Relationships with parents and the general public are among the most critical problems any coach must deal with. On one hand, a coach who cannot maintain good public relations will fail. On the other hand, a coach who bases his entire approach around pleasing parents and fans will never find success. Success in coaching involves finding a middle ground between these extremes. Here are some guidelines:

1. Coaching always has been and always will be a high-pressure occupation. Athletics inherently nurtures highly emotional reactions. Add to the fact that every student you coach is someone's son or daughter and you have a situation where you are bound to encounter criticism that is not entirely rational. If you become irrational in response, the battle is lost.
2. Most of the criticism you receive is not aimed at you personally. The true motivation is often a result of complex emotions which the parent or fan is not aware of himself. You are just a convenient target.
3. Be patient, courteous, and respectful in your dealing with parents and fans. Be careful not to allow yourself to be intimidated or forced into changing convictions you are certain are valid. You may be confronted by individuals who are older than you, much more established in the community and considerably wealthier. These considerations are seldom relevant to the issue.
4. Remember, we employed you because we trust your judgment and we respect your experience and professional training. If we wanted John or Jane Doe's father to coach the team, we would have hired him. When you start coaching to the grandstand, you cheat your athletes, your employers and worst of all, yourself.
5. Coaching, particularly when you are losing, can be a lonely business. It's easy to convince yourself that everyone has lost confidence in you. Remember that one or two people who are dissatisfied can make an awful lot of noise, but human nature is such that a vast majority of people who respect you and believe in you will remain silent. You are a member of this department because you have shown evidence of being an outstanding coach. Don't let a losing streak panic you into abandoning philosophies, ideas and tactics that have made you successful in the past.
6. Because the coaching profession involves public criticism, it is imperative that members of the profession maintain a bond of professional loyalty. It is not ethical to make public criticism of another coach. On many occasions you will be drawn into conversations with fans that want you to join in downgrading a colleague. Remember that what you tell them often will not be what they tell someone else you said. The best response to such conversational overtones is to say nothing at all and to excuse yourself as quickly as possible.

7. As noted above, increased liability to public criticism is an inherent feature of the coaching profession. Bear in mind that this is a two-sided coin. Coaches also frequently receive more than their share of adulation and celebrity status within the community. Hopefully, it all evens out.
8. Many of the paragraphs above imply that much of the public criticism you receive will be illogical in nature. This is true; however, we must bear in mind that being a coach is no guarantee of infallibility. Keep an open mind and don't make the mistake of assuming every criticism is irrational. The other guy may be right.

RELATIONSHIP WITH THE MEDIA

Please cooperate with all news media so the public is kept informed regarding the activities of your team and the accomplishments of individual players. Notification of changes in game times or location and practices should be announced as soon as possible.

In addition, high school varsity coaches should assign an assistant to report scores to the following news outlets. Head Coaches are responsible in seeing information is delivered to the Garden City Telegram and 99.9 ESPN Radio directly after an event. Other news media to contact after an event are:

Garden City Telegram – Brett Marshall

Email: bmarshall@gctelegram.com

Phone: 620-276-6862 ext. 227

Cell #: 620-805-2909

99.9 ESPN Radio – Mike Pilosof

Email: mpilosof@wksradio.com

Phone: 620-276-2366 ext. 36

Cell: 580-571-4846

PRACTICE SESSIONS

Practice sessions should be organized so as not to waste time. Establish time and location and place on website. The following guidelines should be followed:

1. Time is valuable – don't waste it!
2. Establish an ending time for practice and stick by it. This will enable parents to plan a schedule. If you are going to deviate from your ending time, notify the athletes at least one day in advance.
3. A practice session, which lasts longer than two hours should be an exception rather than the rule.
4. Coaches should never leave while students are still in the building or are waiting outside. On bad weather days, students should be allowed to wait indoors for their ride.
5. There will be adult supervision at all times during practice sessions. This means dressing room, court, or practice field. Split your responsibility among coaches to be sure that this is done.
6. 98% of your coaching takes place in practice, not a game. Establish your priorities accordingly.
7. There shall be no athletic practice, off-season conditioning, informal basketball shooting, working out on wrestling mats, etc., at school-owned facilities during buffer week and Christmas moratorium. Activities of this nature cannot be held under the supervision

of a school staff member in non-school facilities. This means a moratorium on all school sponsored athletic activities during this week.

8. Every attempt should be made to not schedule practices, games and meetings of any kind on Sunday or after 6:00 pm on Wednesday in accordance with USD 457 Board policy. The Athletic Director must approve all Sunday practices.
9. Practice sessions should not be scheduled to conflict with faculty meetings or scheduled in-service meetings. This also includes the scheduled Parent/Teacher conferences held each semester.
10. Practices may be held indoors due to inclement weather. A schedule of practice times will be organized through the Athletic Office.
11. All athletes must have a physical, concussion form and medical release card on file prior to 1st practice.
12. The Athletic Trainer, following KSHSAA guidelines, will make the decision as early as possible to move practice times due to heat conditions and lighting.
13. It is the responsibility of every fall head coach to educate each athlete who is out for fall sports as to proper hydration and the signs of heat stroke or overheating. Make sure that water is available at all times and encourage a climate of understanding if an athlete feels the need to take a break. It is ultimately the responsibility of every coach to provide for the safety of each individual athlete under his/her care and direction.

TRANSPORTATION AND TRIP SUPERVISION

The director of transportation may be reached at the following number: 805-8750. All transportation requests must be made in advance through "Trip Tracker".

Field trips for the entire year must be approved and scheduled by September 30th of each school year. **Payment for field trips must be made in advance of the trip. Costs are: bus/in town \$33.00, bus/out of town for 1 day is 1.60 per mile, overnight is \$1.75 a mile, while cars and vans are .51 cents a mile. Costs are all based on round trips.

Trips in excess of 500 miles in any direction from Garden City will not be accommodated through the transportation department. Other modes of transportation will have to be booked and paid for by each individual activity.

When you pick up your vehicle from the transportation office, you will be given a packet containing a school credit card, the keys to the vehicle and a sheet showing the mileage of the vehicle. Whenever you purchase gasoline for the vehicle out of town, please be certain to obtain a receipt showing both total gallons and price per gallon. You may fill up the vehicle in town only at the Country Corner at Campus Drive and Hwy 156. You must have Defensive Driving Certificate to pick up packet!

Following are some guidelines to help make your out-of-town trip run smoothly:

- The coach is in charge of all matters pertaining to students, destination time – leaving time – rest stops. (Except stops for gasoline. State law requires that no students be on buses while they are being refueled.) The coach is to tell the bus driver when and where he/she wishes a group to be picked up. If there is a question regarding a specific route to the destination, it is the coach's responsibility to communicate with the transportation department before departure.
- The coach is responsible for discipline on the bus. Students must keep the noise level low enough that the school bus driver is not distracted. Most accidents involving school buses are found to have a distracted driver as a good part of the cause. Drivers are instructed that if the coach refuses to carry out his/her responsibilities for discipline, they may pull the bus to the side of the road and stop until order is established.

- The bus driver is the final authority on matters relating to speed, load, and safety and driving conditions. Every effort is made to secure competent people for field trip drivers and to train them in safe driving practices, but coaches should report any driver they consider even marginally unsafe.
- Eating and drinking on a moving bus is contrary to regulation. However, distances in western Kansas are such that at times, it may be necessary to take food on the trip. Snacking on the bus should be done only after weighing possible consequences, as the coach must accept responsibility.
- The coach is responsible for checking the bus for trash and items left after a trip. When buses are parked on the grounds of another school, the area surrounding the bus should be left as clean as it is found.
- Be sure that students and parents know when and where the bus will leave for the return trip home. A complete itinerary of the trip should be prepared and distributed in advance, and when it might be considered valuable, a copy sent home to parents. Leaving times need to be adjusted so that the coach and students miss the least amount of classroom time as possible. Students may be released 15 minutes prior to the scheduled leave time.
- You are responsible for the students' conduct for the entire trip not just on the bus. Any problems, which arise on a trip, should be reported to the Athletic Director as soon as possible.
- When returning from an out-of-town trip at night, be sure the school is secured and locked and make sure that all students are home bound before you leave for home. Do not allow students to go down any halls to leave the building.
- If you are using a school van, car or suburban, you must return the vehicle to the transportation building with a full tank of gas, the windows washed and the vehicle cleaned out. Make sure you take the vehicle back immediately upon your return because often the same vehicle is scheduled to leave early the next day.
- Students desiring to ride home from an event with their parents must obtain a release form from the Athletic Director's office or online. The parent, then the Athletic Director, and last the Coach must sign the form. Students will be released only to a parent and the coach must see the parent upon release. The Head Coach and the Athletic Director have the authority to not authorize the student to ride home with parents.
- The coach and bus driver will have a cell phone available to inform parents regarding the safety of the students and to use when schedule changes occur.

When making a trip, we put our school name on the line. The total coaching staff carries the responsibility of instilling the pride necessary to promote Garden City High School's athletic and activity programs to all of those who come in contact with it. You are asked to observe the following guidelines when a squad under your supervision travels to compete at another school:

1. Make a confirming phone call or email to the opposing coach to verifying the time and place of the event the day before the event.
2. Be familiar with regulations pertaining to student bus travel and be certain your students observe them.
3. Normally, all members of a team's coaching staff should ride with the team on the team bus. In some cases, this will not be possible, but at least one coach must be on the bus with the students.
4. All team members will travel on the bus both to and from the event unless prior arrangements have been made through the Athletic Director's office and then the student will be released only to his/her parents or legal guardian.
5. Most of the schools we compete with will not provide towels. We need to take our own.
6. In most cases we will provide our own practice balls. Notification will be given in advance if the host school will provide them.
7. Make provisions for securing your student's valuables. If adequate security measures are not available, the valuables should be bagged and taken with you to the team bench or competition area. An assistant coach or a responsible manager should be entrusted with their care.
8. When your students have finished using the locker room assigned to them, a team member or manager should be assigned to police the area. Whiteboards should be erased, towels gathered up, and miscellaneous debris disposed of. When everyone has left the room, you or an assistant coach should make a final inspection. This simple precaution will go a long way toward eliminating bad feelings between schools.
9. In some sports and activities, our students are scheduled to participate in all day meets or tournaments. The circumstances surrounding these competitions will vary widely; but in general, members of your group should not be allowed to leave the site of the event without a coach. In some cases, it may be permissible to allow a student to go a short distance to a restaurant, etc., but in no event do we want our students wandering around downtown or roaming the halls and classroom areas of the host school.

USE OF GARDEN CITY HIGH SCHOOL EQUIPMENT

Unless there has been a major problem or rule change regarding uniforms, sets of uniforms will not be replaced more often than every 4-5 years. It is recommended that coaches replace pants, jerseys, shorts, etc., as needed, rather than an entire set at one time.

1. An equipment inventory will be taken each year. This list of all equipment will be made available to all coaches. From this list, a coach will be able to determine which equipment will be available for his/her program. Also, coaches and the Athletic Director can more easily account for equipment.
2. Equipment checkout:
 - a. It is the responsibility of the coaching staff of each sport to check in the equipment that is used. It is the coach's responsibility to account for equipment and submit a current inventory to the Athletic Director. Student managers can be used, but discretion would be advised.
 - b. All equipment will be checked in from the athlete within five school days after the last day of the season.
 - c. Any student who is delinquent after the five-day period will be turned into the Athletic Director for appropriate action.
3. The care and maintenance of equipment will fall equally upon the shoulders of each coach. The proper seasoning or conditioning of equipment will be the responsibility of the coaches in each sport. Improper care of equipment will be a reflection upon the coaching staffs and can be dealt with by the Athletic Director.
 - a. All equipment (jersey, pants, leggings, basketball uniforms, etc.) should be hung up whenever possible.

- b. All leather footballs, basketballs and volleyballs should be properly conditioned and stored away.
 - c. Football helmets, pads, etc. should be stored properly.
4. All equipment purchased or belonging to the athletic programs of Garden City High School will be the responsibility of that coach, and he/she in turn is responsible to the Athletic Director for this equipment. After the student has checked out his/her equipment, the student assumes all responsibility and will be held accountable for the equipment to the coaching staff. This rule applies to equipment lost or intentionally destroyed, not equipment that wears out through normal use. A list of students who have lost school equipment should be turned into the Athletic Director at the end of the season. Any intentional destruction of equipment should be turned into the Athletic Director immediately.

FACILITY SUPERVISION

The facilities at Garden City High School are for the benefit of the students and the community alike. Some guidelines you should follow regarding the use of the facilities are as follows:

Coaching Supervision – please understand that when you allow students access to a gymnasium, wrestling room, weight room or any other district facilities you are directly responsible for their safety. You are expected to be present as a supervisor! At the conclusion of a practice session, game or team trip you are expected to remain with your group until all members have left the grounds.

Lock-Up and Building Keys – Occasionally, you may be conducting practices or returning home from an event at a time when all other staff members are absent and no custodians are in the building. In such circumstances, you should take extra care to see that the building is securely locked, that all windows are closed, that locker rooms and gyms are locked, and all lights are turned off when you leave the building. Building keys are not to be given to students to open the gym or weight room unless a coach or teacher is present. Gyms and locker rooms are to be kept locked at all times when practice is not in session. Do not allow students past the gym area to avoid setting off the alarm system. Students and coaches will be allowed to park their vehicles in the Tennis or student parking lot when returning home late from an event.

Practice Times – The high school facilities are in constant use throughout the year facilitating school and community needs. It is therefore, essential that practice schedules be coordinated through the Athletic Director's office. Unavoidably, some squads will be required to practice at inconvenient hours, will have less than ideal time and space available, and may even have to skip a practice altogether. However, we must face the fact that little can be done to alleviate the problem in the near future and most of the schools we compete with have the same, if not worse problem. In other words, we must be flexible and do the best with what we have.

The Athletic Director and coaches will issue a schedule of practice times. Please observe it closely. In the past, parents of our students have indicated that they rely heavily on these schedules in planning meals, trips to town and other family activities. Consequently, revision in the published schedule should be made only under highly unusual circumstances.

Football Field – Use of the field should be scheduled through the Athletic Office to avoid any conflicts. The football field is available to be used by community groups.

Gymnasiums – Use of the gymnasiums should be scheduled through the Athletic Office to avoid any conflicts. The Gymnasiums is available to be used by community groups.

Wrestling Room – Use of the wrestling room should be scheduled through the Athletic Office to avoid any conflicts. The wrestling room is not available to be used by community groups without direct permission from the Athletic Office.

Weight Room – Coaches who do not have an in-season sport may organize an off-season weight program. It will be open to any high school student who wishes to participate on a regular schedule and only under a coach's supervision. The Athletic Director and the coaches will establish off-season and after-school weight room hours.

Media Room – Throughout the year the media room is used for various activities within the school and community. Use of the media room is scheduled through the Athletic Office.

Off-Season Programs and Summer Coaching Rules– KSHSAA has specific requirements regarding off-season programs. These requirements vary within the different sports. If you are unsure of the rules pertaining to your sport, please refer to the KSHSAA manual.

These regulations apply to all athletic activities sponsored by the KSHSAA.

KSHSAA RULES ON FUNDRAISING TO PAY FOR ATHLETIC CAMPS

If students wish to fundraise to pay for summer athletic camps, clinics, or tournaments they may not do so at school sponsored events. When soliciting money, they must represent themselves as an individual(s), not as a school team. Any money collected for the purpose of paying for summer camps, clinics, and/or tournament entries must not be deposited and run through a school account. Schools/Booster Clubs cannot be involved in funding these activities or distributing the money. Booster Clubs are treated the same as member schools in this regard.

KSHSAA RULES ON SCHOOL UNIFORMS

School owned uniforms, other than helmets, practice gear, shoulder pads and other individual player equipment can be used for a coach's one week summer camp, other camps, clinics, tournaments or gatherings of teams at schools to play games or scrimmage. Team equipment such as balls, blocking dummies, toss backs, etc. may be used, provided use is approved by the school district.

SCHOOL FACILITIES

School facilities may be used by outside organizations provided the school district has approved the use of the facility and the proper rental/lease agreements have been approved. These workouts, practices, camps, and clinics are the not affiliated with USD 457.

INSURANCE COVERAGE

The KSHSAA catastrophic and liability insurance policy does not cover these summer activities. Each coach is responsible for securing insurance for their camps, clinics, workouts or practices. Coaches should visit with their school administration about whether the school's insurance policy extends to these activities as they are not "school programs" but rather coach programs.

KSHSAA IMPORATNAT DATES FOR 2018-19

Beginning May 28 through July 14 all coaches may coach teams, conduct workout/practices. Beginning May 28 all coaches may coaches may have a "one week coach's team camp." Only students enrolled at the school may attend the "coach's one week team camp." No "coach's one week team camps" may take place after July 14 in any sport.

Beginning July 15 through July 29 football, volleyball, and basketball coaches are restricted to working with no more than 6 students for football, 4 students for volleyball, and 3 students for basketball when those students initiate a request for individual instruction from their coach. Football, Volleyball and Basketball coaches may no longer coach their players after July 16.

July 30 through August 12 football, volleyball and basketball coaches may only participate with their athletes in weight lifting and non-sport specific conditioning programs open to the entire student body. During this two week period, no other coaching or instruction is permitted by football, volleyball and basketball coaches.

COMMUNICATION IS KEY

Administrators, coaches, parents and student athletes should all be involved in the discussion concerning expectations for the summer months. Contact during the summer is optional, but many students/parents feel if they don't participate they won't be given a chance during the school year. Remember if kids get burned out during the summer trying to please 2 or 3 coaches, an employer, and then carve out time for family they are quite likely not to be in your program when the season starts.

ATHLETIC CAMP

The school shall not be involved in fund-raising or in financing students to attend outside-school training sessions, tryouts or camps in competitive athletics and debate.

PRE-SEASON MEETINGS

Coaches will have one team meeting before the season begins. This meeting may be of an organizational and information nature only. Coaches will also have a parent meeting for informational purposes on their seasons Athletic Parent Night.

There will be a coaches meeting prior to the beginning of each season. This meeting will provide information regarding school policy and guidelines regarding the season. The head coach of each sport in season is required to attend these meetings.

TRAINING ROOM

The training room will be off limits to all students unless the coach/trainer is with the student. Mattie Silva, a trainer from Kansas Orthopedic Center will be available after school throughout the year from 1:00 pm – 6:00 pm.

INFECTIOUS DISEASE GUIDELINES

The Kansas State High School Activities Association has adopted these guidelines in an effort to minimize the possibility of transmission of any infectious disease during a high school athletic practice or contest.

The policy primarily addresses blood-borne pathogens such as the Hepatitis B Virus and the Human Immunodeficiency Virus (HIV). However, it also discusses common-sense precautions against the spread of less serious contagious diseases such as the influenza virus and the common cold virus.

The majority of these guidelines have been written with contact sports such as football, wrestling and basketball in mind. However, they are applicable for all sports and activities.

Recommended School Precautions Against the Transmission of Blood-Borne Pathogens:

1. Before competing, a student athlete must cover any open body wound. This will reduce the risk of transmission of a blood-borne pathogen from the open wound to an open wound or mucous membrane of another person or vice versa.
2. A student-athlete should render personal first-aid and cover open wounds themselves whenever possible. Again, this reduces the risk of transmission of blood-borne pathogen from one person to another.

3. When rendering first aid to others, an individual should wear protective gloves (such as rubber surgical gloves) any time blood, open wounds or mucous membranes are involved. The individual should wear clean gloves for each student-athlete treated or when treating the same student-athlete more than one time.
4. If an individual gets someone else's blood on his/her skin, protective gloves should be worn to wipe the blood off with a disposable towel using a disinfectant such as isopropyl alcohol (rubbing alcohol).
5. If a student athlete begins to bleed during practice or competition, play must be stopped; the student athlete who is injured removed and any potentially contaminated surfaces such as the basketball court or wrestling mat cleaned using a disinfectant solution of household bleach and water. The recommended mixture is 100 parts water to one part bleach. (Example: 1/4 cup bleach to one gallon of water. The surfaces should then be rinsed with clean water to avoid participants getting the disinfectant in their eyes. The individual doing the cleanup should wear protective gloves.
6. A student athlete who is removed from an athletic practice or contest due to bleeding must have the bleeding stopped and any wound covered before the individual is allowed to return to competition. If the bleeding resumes, the practice or contest must be stopped again and any potentially contaminated surfaces cleaned. It is up to the discretion of the official in charge of the competition (i.e.) referee in football and basketball, home plate umpire in baseball, etc. as to how many times the competition should be stopped due to a student athlete's bleeding before that student athlete is disqualified from further participation in that contest.
7. An individual who has treated an injury where blood is present or has cleaned a potentially contaminated surface should wash his/her hands with soap and hot water whether or not protective gloves are worn.
8. A student athlete should take a shower using a liberal amount of soap and hot water after each practice and competition.
9. Towels which will be used for any purposes by student athletes, coaches or officials should not be used to clean blood off any potentially contaminated surface. Neither should student athletes, coaches or officials share towels.
10. All soiled linen such as uniforms and towels should be washed in hot, soapy water. Any detergent that contains bleach is appropriate.
11. The procedure outline for student athletes should also apply to officials and coaches – use a disinfectant such as isopropyl alcohol (rubbing alcohol) to wipe the blood from the area.
12. The coaches, officials and student athletes should practice good hygiene. Towels, cups and water bottles should not be shared.

This handbook is meant to serve as a guide for coaches and sponsors in anticipation of questions that may arise throughout the year. All situations cannot be anticipated. Whenever a question arises, please consult the Athletic Director's office.

FREQUENTLY USED PHONE NUMBER:

GCHS Athletic Office – 805-5430 fax: 620-805-5629
Drew Thon/AD –cell: 640-5606
GCHS Main Office – 620-805-5400
ESC Building – 620-805-7002
Horace Good Middle School – 620-805-8100
Kenneth Henderson Middle School – 620-805-8503
Transportation – 620-805-8750
Steve Nordby/Principal – home: 620-271-9871 cell: 620-290-4692
Kari Otero Asst. Principal. Freshman Academy – cell: 620-805-9611
Ryan Meng Asst. Principal Health & Trade Academy – cell: 620-640-4223
Roger Syng /Asst. Principal Arts & Communication Academy – cell: 620-640-7181
Chuck Kipp/Asst. Principal Public Service Academy - cell: 785-341-2236

Athletic Trainer	Mattie Silva – 620-290-4381
Band	Lyle Sobba – 620- 451-0559
Baseball	Justin Reich –785-375-6325
Basketball Boys	Jacy Holloway – 620-272-1281
Basketball Girls	Matt Pfeifer – 620-640-1172
Bowling	Kip Nichols – 620-260-7123
Cheer	Erin Marshall - 620-481-4055
Cross Country	Krista Linenberger – 620-521-4642
Dance	TBA
Debate/Forensics	Russ Tidwell – 620-640-3818
Football	Brian Hill – 620-640-5699
Golf Boys	Trent Specht – 620-655-6673
Golf Girls	Trent Specht – 620-655-6673

Orchestra	Summer Miller - 620-688-5814
Soccer Boys/Girls	Joaquin Padilla - 620-275-6613
Softball	Katrina Moquett - 620-290-4789
Swimming	Jennifer Meng - 620-640-4431
Tennis Boys/Girls	Rod Robinson - 620-640-4048
Track Boys/Girls	Brian Hill - 620-640-5699
Vocal Music	Misty Baldwin - 620-277-6572
Volleyball	Trista Bailey - 620-271-8784
Wrestling	Carlos Prieto - 620-271-2668