

## **TABLE OF CONTENTS 2022-2023 COACHES HANDBOOK**

### **Page # Title**

**1 Table of Contents**

**2 Key Dates**

**3 Coaches Code of Ethics - NFSHSA**

**4 KSHSAA Code of Ethics**

**5 Head Coach Job Description**

**6 Personnel Responsibilities**

**7 Assistant Coach Responsibilities / Head Coaches' Duties**

**8-10 Seven Pillars of Character Coaches' Evaluation**

**11 Assistant Coach Evaluation**

**12 Coach's Checklist**

**13 Points of Emphasis**

**15 Fall Athletic Buffer Week Interpretations**

**16 Minimum Standards form**

**17 Miscellaneous Regulations for Athletes**

**19 Eligibility**

**20 Mileage Chart**

**21 Contest Result Sheet**

**22 Student Transportation Form**

## **KEY DATES**

**July 4 - July 10** Summer Moratorium – non-contact dates

**August 1-2** KSHSAA Coaching Clinic in Topeka

**August 9** District Coaches Meeting – 4:30 at Kepley Auditorium

**August 10** Hands-on CPR/FA/AED training (1:00-4:00)

**August 15** First day of practice for Fall Sports/Activities

**August 17** Fall sports parent meeting

**Oct 5** “Coaches Corner” meeting

**Nov. 7 - 13** Fall Athletic Buffer Week

**Nov. 14** First day of practice for Winter Sports/Activities

**Nov 17** Winter sports parent meeting

**Dec. 24 - 28** Winter Moratorium non-practice dates

**Jan. 25** “Coaches Corner” Meeting

**Feb. 27** First day of practice for Spring Sports/Activities

**Mar 8** Spring sports parent meeting

**Apr 12** “Coaches Corner” Meeting

## National Federation of State High School Associations -- Coaches Code of Ethics

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and never should interfere with opportunities for academic success. Each child should be treated as though he/she was the coaches' own, and the child's welfare shall be uppermost at all times. In recognition of this, the following guidelines for coaches have been adopted by the NFI Board of Directors.

- **The coach** must be aware that he or she has a tremendous influence, either good or bad, in the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
- **The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with the student-athlete, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- **The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.
- **The coach** shall avoid the use of tobacco products when in contact with players.
- **The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- **The coach** shall be acquainted thoroughly with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
- **Coaches** shall actively use their influence to enhance the sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs and administrators.
- **Contest officials** shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **Before and after contests**, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
- **A coach** shall not exert pressure on faculty members to give student-athletes special consideration.

- **It is unethical** for coaches to scout opponents by any means other than those adopted by the league and/or state high school association.

## **THE KSHSAA CODE OF ETHICS FOR ATHLETIC COACHES**

Believing that mine is an important part in the nationwide school athletic program, I pledge to act in accordance with these principles.

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules of the game, observe the work of other coaches and will, at all times, attempt to improve myself and the game.
3. I will conduct myself in such a way that attention is drawn not to me, but to the young people playing the game.
4. I will maintain my appearance in a manner befitting the dignity and importance of the game.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make statements concerning “calls” after a game.
6. I will uphold and abide by all rules of the KSHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who play under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the game is more important than the wishes of any individual.

## **JOB DESCRIPTION FOR HEAD COACHES**

The major responsibilities of head coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches: These should be delegated by the Activities Director.

### **PROGRAM RESPONSIBILITIES:**

- 1.** Has responsibility for the over-all supervision of his/her program, including Freshman, Sophomores, JV, and Varsity Teams.
  - A.** Incorporate Kepley Middle School coaches in coaching activities when applicable (i.e. camps, clinics, meetings, etc.).
  - B.** Conduct at least one meeting with Kepley Middle School coaches prior to the start of their season.
- 2.** Is responsible for keeping practice for his/her sport within the confines of the time specified by the Activities Director, and is to keep the Director informed of practice schedules during any holiday period.
- 3.** Write daily practice schedules and be explicit in defining injury prevention instruction.
- 4.** Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
- 5.** Reports weekly while his/her sport is in season to the Activities Director with regard to the developments in his/her program.
- 6.** Is directly responsible for a complete inventory of the equipment used for his/her sport, to be made immediately at the end of each season. Turn in a list of missing equipment to the Athletic Office so that we can stay on top of kids participating in other sports.
- 7.** Writes at the end of his/her season, an annual report evaluating the program and making recommendations for improvements. Meet with AD to go over evaluation.
- 8.** Is responsible for keeping records as requested by the Activities Director.
- 9.** Has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community.
- 10.** Inform athletes of possible injury or death related to the activity.

## **PERSONNEL RESPONSIBILITIES:**

1. Is responsible for assembling his/her staff (Principal / A.D. approval), informing “rule 10” coaches that they may be terminated or reassigned if a Certified Teacher qualifies for his/her assistant coaching position and assuring that assistants and the head coach know the rules in the State Activities Association Handbook and at all times abide by them.
2. Is responsible for seeing that each individual athlete has the following forms turned into the Athletic office before being allowed to practice: 1) physical form 2) risk of injury 3) emergency card, and 4) KSHSAA Concussion form.
3. Is responsible for the general health and welfare of students in his/her sport and gives appropriate attention to athletes who are injured, ill or otherwise incapacitated.
4. Is responsible for the actions and conduct of his/her team whenever they are under his/her jurisdiction.
5. Is responsible for seeing that the members of his/her team are dressed appropriately for trips to other schools.
6. Is responsible for clearing with the Assistant Principal, the departure time of trips that involve loss of school time; and for seeing that faculty is given adequate and appropriate notice.
7. Is responsible for seeing that all participants have transportation home when returning from road trips in late evening hours.
8. Makes recommendations for letter awards and is responsible for clarification of the award policy to athletes.
9. Shall take appropriate action to see that his/her play areas, shower, and locker rooms are clean and safe for student participation.
10. Is responsible for explaining all district policies to all members of the team.
11. Cooperates with the media. Contact the following media with event results: Ulysses News, Garden City Telegram, Hutchinson News, and Wichita Eagle.

## **ASSISTANT COACH RESPONSIBILITIES**

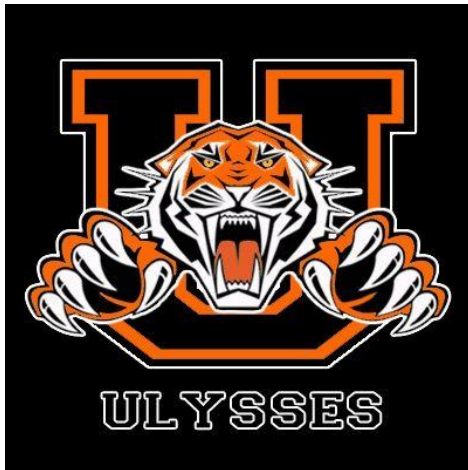
### **PROGRAM RESPONSIBILITIES:**

1. Fulfill assignments assigned by the head coach/Activities Director.
2. Remain abreast of rules and regulations for the sport, including annual changes, at all times.
  - Although not required, it is a good idea to attend KSHSAA Rules Meetings.
3. Assist in supervision of athletes and accept head coach responsibilities as requested.
4. Inform the head coach of any team or coaching staff problems.
5. ALWAYS be LOYAL to the head coach and to the program.

## **HEAD COACHES**

Please gather the below information and set up a meeting with the Activities Director ASAP.

1. Update your inventory and turn a copy in to the Activities office.
2. Provide a brief summary of “your take” on the season.
3. Coaching staff changes, if any, for next year.
4. Provide a “wish list” for next year needs (facilities/equipment).
5. List of letter winners and GWAC awards.
6. Ideas for next year’s schedule.
7. Any other areas you would like to discuss.



**SEVEN PILLARS OF CHARACTER COACHES'  
EVALUATION**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Sport: \_\_\_\_\_

Year: \_\_\_\_\_

**TRUSTWORTHINESS**

Poor 1 2 3 4 5 Excellent

1. Deadlines for all required documentation are consistently met. 1 2 3 4 5
2. Athletes are well disciplined/behaved while under coach's care both during and out of season and athletes follow the school/athletic Code of Conduct. 1 2 3 4 5
3. Parents can trust that under the coach's direction, their athlete is in good hands. 1 2 3 4 5

Comments: \_\_\_\_\_



## **RESPECT**

1. Athletes are treated with respect at all times. 1 2 3 4 5
2. Parents – even those acting irrationally – are treated with respect at all times. 1 2 3 4 5
3. Officials (when applicable) are treated with respect at all times. 1 2 3 4 5

Comments: \_\_\_\_\_

## **RESPONSIBILITY**

1. Coach takes advantage of professional development opportunities. 1 2 3 4 5
2. Coach is well organized. 1 2 3 4 5
3. Coach is actively involved in the development of the entire program. 1 2 3 4 5
4. Fundamental skills of athletes in the program have consistently improved under coach's direction. 1 2 3 4 5

Comments: \_\_\_\_\_

## **FAIRNESS**

1. Student-athletes are all given similar opportunities to earn a position on the team. 1 2 3 4 5
2. Athletes are all given similar opportunities to earn playing time. 1 2 3 4 5
3. Disciplinary measures are consistently employed. 1 2 3 4 5
4. Coach adheres to the proper chain of command at all times. 1 2 3 4 5

Comments: \_\_\_\_\_

**CARING**

- 1. Coach is considerate of each athlete’s physical and emotional well-being. 1 2 3 4 5
- 2. Coach encourages his/her athletes to participate in other sports/activity programs. 1 2 3 4 5
- 3. Coach is actively involved in the overall education of his/her athletes. 1 2 3 4 5
- 4. Coach is actively involved in assisting athletes to secure post-secondary participation opportunities. 1 2 3 4 5

Comments: \_\_\_\_\_

**ATHLETE EXPERIENCE**

- 1. Overall participation numbers in the activity are good. 1 2 3 4 5
- 2. Athlete retention within season and from year to year in the activity is good. 1 2 3 4 5
- 3. Athletes generally have a high quality, enjoyable experience in the activity. 1 2 3 4 5
- 4. The team showed a generally high level of competitiveness. 1 2 3 4 5

Comments: \_\_\_\_\_

**CITIZENSHIP**

- 1. Coach is an upstanding member of the community and society in general. 1 2 3 4 5
- 2. Coach does not act in a way that discredits his/her school, community, or profession. 1 2 3 4 5
- 3. Coach directs the team in volunteer initiatives to “give back” to the community. 1 2 3 4 5

Comments: \_\_\_\_\_

Coach’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Ulysses High School Assistant Coach Evaluation

Sport: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Scale:
1. Effective/Satisfactory
  2. Needs Improvement/More Training
  3. Unsatisfactory/Refer to Comment
- N/A

### Professional Qualifications

- \_\_\_\_\_ 1. Cooperates with the athletic director and/or head coach.
- \_\_\_\_\_ 2. Understands and follows the policies and rules established by the board of education and KSHSAA, NFHS, and handbooks.
- \_\_\_\_\_ 3. Develops a rapport with the entire coaching staff.
- \_\_\_\_\_ 4. Attends athletic department meetings, awards programs, etc.
- \_\_\_\_\_ 5. Maintains a professional and dignified sideline conduct, especially toward officials, athletes, and opponents.
- \_\_\_\_\_ 6. Works cooperatively with other assistant coaches.
- \_\_\_\_\_ 7. Provides documentation of current certificate for CPR, first-aid, concussions, heat-illness, and activity-specific testing requirements
- \_\_\_\_\_ 8. Is prompt to meetings, practices, and competitions.
- \_\_\_\_\_ 9. Uses appropriate language, behavior, and manners with athletes and parents.
- \_\_\_\_\_ 10. Completes necessary paperwork effectively and promptly.
- \_\_\_\_\_ 11. Communication with parents is done frequently and in a positive manner.
- \_\_\_\_\_ 12. Enforces rules and policies of district, building, and team (as dictated by the head coach).
- \_\_\_\_\_ 13. Inventory completed with the head coach no later than 2 weeks after the final day of competition.

### Coaching Skills

- \_\_\_\_\_ 1. Communicates effectively the rules of the sport.
- \_\_\_\_\_ 2. Provides proper supervision of athletes at practice, in the locker room, on the bus, and after a competition
- \_\_\_\_\_ 3. Displays a competent knowledge of the sport.
- \_\_\_\_\_ 4. Maintains discipline with athletes.
- \_\_\_\_\_ 5. Accepts the philosophy, policies, and techniques taught by the head coach/sponsor.

### Personal Characteristics

- \_\_\_\_\_ 1. Remains fair, understanding, and tolerant with athletes and self.
- \_\_\_\_\_ 2. Displays a well-groomed appearance.
- \_\_\_\_\_ 3. Shows a sincere interest in all athletes.
- \_\_\_\_\_ 4. Provides honest, positive, and confident leadership.
- \_\_\_\_\_ 5. Is cooperative and receptive to suggestions from the athletic director and/or head coach.

Coaching/Sponsoring Goal(s) in this sport/activity:

Short-term:

Long-term:

\_\_\_\_\_  
(Head Coach's signature)

\_\_\_\_\_  
(Assistant Coach's Signature)

\_\_\_\_\_  
(Activities Directors Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## **HEAD COACHES' CHECKLIST**

### **PRIOR TO FIRST PRACTICE**

1. Review a copy of the high school sport handbook. (Rules - guidelines) Be Proactive...Strongly encourage parents to attend the parent meeting. Utilize handouts! Coaches may "CUT" members to make numbers manageable. This will have to be approved by the administration for this to happen. Then the Head Coach must inform players and parents that cuts might be made.
2. Collect release forms **BEFORE** allowing athletes to practice. You will be given a list of athletes who have completed all required forms for your sport on the 1<sup>st</sup> day of practice, thereafter, you will need to collect the release forms signed by the Activities Director or Secretary.
3. A list of potential team members is due to the AD by day one. Update immediately with the AD Secretary as kids come or go.

### **TWO WEEKS BEFORE FIRST COMPETITION (ASAP)**

1. Create rosters (Form in back of handbook) and deliver copies to:
  - a. Athletic office
  - b. One per teacher mailbox.
2. Transportation requests (bus and/or suburban) are to be turned into the AD. Arrival times:
  - 1) 1 – 1 hr. 15 min. prior to event start time for V-ball, X-Country, Golf, Tennis
  - 2) 2 – 2 1/2 hrs. prior to start time for Football
  - 3) Minimize loss of school time.
3. Travel release form (Form in back of handbook page 22) is to be provided to the AD.

### **COMPETITION DAY**

If your squad will be missing school time, and you have any members of your squad NOT going, you should give their names to the attendance secretary. (Names of those athletes not going will be printed in the bulletin). If you have a small squad (less than ten), you may turn their names in to the attendance secretary the day before competition, and they will be printed in announcements. This would be in place of giving each teacher a roster. (i.e. golf, tennis)

### **AFTER EACH COMPETITION**

**Notify the athletic office of event results (sample form on page 20). I need results for Monday morning's radio show.**

**PLEASE** - Contact Appropriate Media – Ulysses News Fax # 356-4619; Garden City Telegram Fax # 275-5165; Hutchinson News Fax # 620-662-4186; Wichita Eagle Fax # 316-268-6536

### **TWO WEEKS AFTER SEASON IS OVER**

1. Equipment and Uniform Requests for the following year must be turned in to the AD. 2. Postseason Inventory is to be on file with the Activities Director. 3. List of Lettermen is to be turned into Activities Director. Refer to the lettering policy. 4. A Summary of Season-Include: General Comments, Record, Scores, GWAC Award winners shall be provided to the AD.

### **POINTS OF EMPHASIS**

#### **I. ACTIVITY EXPENDITURES**

A. We have allotted money (budget) to work from.

B. Requisition orders (necessary for all purchases) must be approved by the Activities Director and then the superintendent before we can purchase items. All requisitions must have **PRIOR APPROVAL**.

C. We have a set \$5.00 for all student-athlete meals. No meals will be provided when travel is less than 70 miles from home. Exceptions may be necessary when considering the length of time students are gone for competition. All other meals are at the coaches'/AD's discretion. When you eat out of town, please bring back a receipt for meals, and leave it in the AD's office. If athletes are given cash, be sure to complete and turn in the sign-off sheet. Meal receipts or student sign-off sheets should be turned in the **NEXT DAY**. Be sure to check on meal arrangements in **ADVANCE!** Remember that the \$5 is not intended to cover all expenses.

D. U-Club expenditures must be approved through the Activities office. There are restrictions on usage.

#### **II. CARE OF EQUIPMENT AND FACILITIES**

A. Maintain an accurate inventory. (Copy on file in AD office)

B. Use a check-out procedure that provides accountability. (Copy on file in AD office)

C. Proper storage of all equipment and uniforms is a must.

D. Be sure buses are clean, windows are up, and seats are in the proper position upon exiting the bus at the end of the trip.

E. When using a suburban or other school vehicle, remember to fill-up the gas tank and clean the windshield, and complete all paperwork upon return. SIGN and turn in all fuel receipts to the AD's office. (Place in box in garage) If you have problems with your vehicle, please leave a note with your keys or call the athletic office at (620) 356-1392 ASAP.

F. Athletes are to wear school issued clothing **ONLY** at appropriate times. (i.e. game day)

G. Check locker rooms at the end of each practice and game for cleanliness and any items that may have mistakenly been left behind.

### **III. GENERAL**

A. Head coaches are responsible to contact the Activities Director at least once a week, preferably Monday or Friday, to check and confirm arrangements and activities for the upcoming week.

B. There will be no organized practice or competition after 6:30 p.m. on Wednesday.

C. **Sunday practice is not allowed unless approved by the Activities Director** for unusual circumstances.

D. Competition or practices will NOT be held if school is canceled due to weather conditions unless approved by the Activities Director after a consultation with the Superintendent and High School Principal.

E. All coaches are to have a copy of a current **First Aid and CPR** card **on file** in the Athletic Office.

F. Be sure that medical kits are properly stocked and on site for all practices and games.

G. Head coaches are responsible to set-up picture day. (Make sure you get a group picture for the yearbook.)

H. Gatorade is available -- **USE IT!!!!**. Check out water or Gatorade jugs on the sign out sheet. When the season is complete, be sure to return the jugs so that they can be cleaned and ready for the next season.

I. Turn in completed injury reports **ASAP to the Activities office**.

J. Coaches are encouraged to attend one sport specific clinic every year in advance of your sport.

K. Any coach who is disqualified from a game or contest must take the NFHS on-line sportsmanship class and pay for it and any additional costs required by KSHSAA before they may coach in another contest or practice.

### Summer Moratorium

**There will be no practices, weights, conditioning, or meetings on school property.**

### FALL ATHLETIC BUFFER WEEK INTERPRETATIONS

Buffer week does not apply to middle/junior high schools. **Fall and Winter Break Moratoriums Rule 9-2-2** reads as follows:

**Art. 1 FALL ATHLETIC BUFFER WEEK-** There shall be no athletic practice, off season conditioning, informal basketball shooting, working out on wrestling mats, etc., in **school-owned facilities** during the Fall Athletic Buffer Week, commencing on Monday of Standardized Calendar Week (SCW) #19, through Sunday, SCW #20. Athletic activities of this nature may not 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.

Gymnasiums shall not be open to the students during the Fall Athletic Buffer Week for the purpose of shooting baskets, working out with weights, etc., **outside of school hours**. Noon hour and physical education classes are considered part of the school day.

✓ The Fall Athletic Buffer Week does not eliminate football practice for those senior high schools who qualify for football play-offs until such time their football season is over. The executive Board established the following would **not be violations** of the fall Athletic Buffer Week rule:

1. Holding fall sport athletic banquets during Buffer Week.
2. KAY, Student Council, and other school clubs conducting athletic activities, such as “powder puff” football games etc., during Buffer Week. (Note: it is not permissible for those same groups to have these activities with other school in an interscholastic competition.)
3. Cheerleaders having a school-sponsored practice during Buffer Week.
4. Checking in gear during Buffer Week for football and other fall sport activities which have culminated.

5. Assigning lockers for winter sports during Buffer Week.
6. Sporting goods salesperson coming after school hours to take fittings and orders for athletic shoes for winter sports.
7. Conducting a **(one)** meeting with athletes to determine the projected number of participants for winter sports. That same meeting could also include expectations and discussion of chemical health issues, training rules, etc. Parents should also be invited to attend.
8. Warning films may be shown during Buffer week, provided it is held in conjunction with the one group meeting as explained in item #7.

**The Executive Board established a violation would occur if:**

1. Playing postponed fall sport activities during Buffer Week.
2. Playing junior varsity football contests on Monday or any other day of Buffer Week, following the Friday varsity contest with that school.
3. Warning films cannot be shown during Buffer Week outside of the exception explained in items #7 and #8 above.

**MINIMUM CONDUCT REQUIREMENTS FOR HIGH SCHOOL ATHLETES**

1. A student/athlete of UHS while a member of an athletic team shall not, at any place (on or off school grounds) or at any time (whether at school, a school sanctioned event, or any other time) (24 hours per day) use, sell, distribute, or possess:
  - A. Beer, cereal malt beverage, or alcohol
  - B. Illegal drugs, as defined by the Kansas Criminal Statutes.

This prohibition shall commence with the first official practice date (KSHSAA) for each sport and shall terminate after the last event of the season. Upon confirmation and/or admission of a violation, the procedure (consequences) will be:

**A. STEP ONE**

The student/participant, whether an athlete or a non- athlete, will be suspended from extracurricular activities or competition in that athletic program for two weeks and a minimum of two athletic contests or extracurricular activities. The specific coach's individual team policy may supersede the requirements of this policy based on prior behavior.



## **B. STEP TWO**

A second violation will result in the student being dismissed from the athletic team in which he/she is currently participating.

## **C. STEP THREE**

A third violation within any two consecutive calendar years will result in the student being barred from participation in any athletic activity or extracurricular activity for the remainder of the current school year.

2. A student/athlete of UHS while a member of an athletic team shall not, at any place (on or off school grounds) or any time (whether at school, a school sanctioned event or any other time) (24 hours per day) use, sell, distribute, or possess:

**Tobacco/Vaping in any form: Consequences will be as follows: 1) Violation 1 – 1 week suspension. Minimum of 1 athletic contest. 2) Violation 2 – 2 week suspension. Minimum of 2 athletic contests. 3) Violation 3 – Prohibited from participating in any further athletic contest for the remainder of the school year.**

3. Any criminal law infraction or other conduct by a “student/athlete” as determined by the head coach, activities, director or principal of UHS, to be detrimental to UHS will result in appropriate sanctions and punishments and may result in dismissal from the athletic team or program.

4. Any Student/Athlete who is in ISS will not be eligible to participate in competition until he/she has fulfilled his/her ISS obligation.

5. A Student/Athlete who is suspended (OSS) will not be eligible to participate during the suspension. Students may not participate, meaning they cannot practice or compete, until they have returned to and attend class.

6. A Student-Athlete shall be in school the **entire day** to participate in competition. Pre-arranged appointments or family emergencies are permissible but need approval from the Activities Director.

7. (New for ‘21-’22): A Student-Athlete shall be in school hours 4-7 in order to participate in practices or film sessions. Participation in practice activities after missing an entire day of school is not allowed.

## MISCELLANEOUS REGULATIONS FOR ATHLETES

1. Completion of the sport season is required in order for the student to be eligible for a letter or other team or individual awards. (Exception: injury which limits participation)
2. Athletes wishing to change sports (same season) must receive permission from coaches involved and the Activities Director.
3. **Student/Athletes are NOT allowed to participate in two or more sports (simultaneously) during the same season.**
4. Student/Athlete must travel to and from contests, away from Ulysses, in transportation provided by the school. The only exceptions are:
  - A. Injury to a participant which would require alternate transportation.
  - B. Prior arrangements between the student/athlete's parent/guardian and the Activities Director or Head Coach for the student/athlete to ride with the parent/guardian. The parent/guardian must personally take the student from the sponsor.
  - C. Permission granted by Activities Director, Principal, or head coach due to extenuating circumstances.
  - D. Any request to ride with someone other than parent/guardian must be done **IN ADVANCE** through the Activities Office. See P22 for form
5. **A Student-Athlete shall have equipment clearance (checked in or paid for) from previous sport before they can check out equipment or participate (including practice) in the next sport.**

**INTERSCHOOL ATHLETICS AND ACTIVITIES** Ulysses High School is a bona fide member of the KSHSAA and competes as member of the Great West Activities Conference. Our school colors are Orange and Black, and the mascot is the "Tiger". The school fight song is "On Wisconsin". The Tigers participate in the following activities: Cross Country, Football, Basketball, Wrestling, Track, Baseball, Softball, Volleyball, Debate, Forensics, Vocal Music, Tennis, Golf, and Instrumental Music. Ulysses High School athletes may not participate in more than one sport per season.

**PHYSICAL EXAMINATION** All students who will participate in any sport or cheerleading during the school year are required to take a physical examination. Students are asked to take care of this matter prior to the beginning of school if possible. No equipment will be issued nor participation in practice sessions allowed until this form (KSHSAA) is on file in the office of the Activities Director. The medical offices in Ulysses have been provided with the proper form for your convenience. A parent must sign the form before it can be accepted.

## ULYSSES HIGH SCHOOL ELIGIBILITY REQUIREMENTS (GRADES 9-12)

**WEEKLY ELIGIBILITY:** Student academic eligibility will be checked every Thursday and will go into effect on the following Monday. Students are subject to academic eligibility under the following terms:

### **Failing 1 or more classes**

- **Week 1: Probation** (teacher and coach communication with student & parents)
- **Week 2: Ineligible** (the student is ineligible going forward until the failing grade(s) is brought up to passing)

**Semester\*** Students must pass a total of five subjects and accumulate an 85% attendance rate each semester. Semester attendance requirements may be regained after the third week. Those students who do not pass at least five subjects will not be eligible to participate in the activities listed below. \*KSHSAA Requirements

Ulysses High School athletes are subject to KSHSAA Rule 14 Bona Fide Student Section 1: General Regulation (applied to grades 7-12) Article 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.

Notification: Students will be notified weekly, by the teacher of each course, if they are failing or are "in danger" of failing. A list of students who are ineligible and a list of students "in danger of failing" will be distributed to the Principal, Dean of Students, AD and Counselors weekly. Activities affected are both extra-curricular and interscholastic in nature: Athletic and Cheerleading activities, Musical, Prom, Music (KSHSAA or Out-of-District) activities (local performances are exempt), FFA activities (interscholastic or out of district activities), FHA activities (interscholastic or out of district activities, club trip (including summer trips), field trips outside of the class hour, student dances. Final determination of the activity's eligibility discrepancies will be made by the activities director and the building administrators.

**Coaches will be given access in 'Power School' to all of his/her team members; consequently, they should encourage "endangered" students to seek extra help to remain eligible.**

### Mileage Chart

Abilene	266	Holcomb	44	Scott City	84
Altamont	366	Hugoton	30	Spearville	95
Andale	220	Hutchinson	201	Sublette	35
Andover	238	Ingalls	76	Syracuse	51
Anthony	216	Johnson	23	Towanda	258
Arkansas City	279	Kismet	61	Tribune	86
Augusta	247	Lakin	28	Valley Center	239
Beloit	258	Leoti	70	Wellington	245
Buhler	214	Larned	140	Wichita	226
Carbondale	362	Liberal	62	Winfield	284
Chanute	333	Maize	231	Yates Center	329
Chapman	276	Manhattan	305	Beaver, OK	98
Copeland	42	Marysville	352	Fort Supply, OK	163
Dighton	105	McPherson	245	Goodwell, OK	82
Cimarron	70	Meade	77	Guymon, OK	70
Clay Center	298	Montezuma	52	Hooker, OK	58
Colby	153	Moscow	28	New Kirk, OK	290
Concordia	288	Newton	231	Texoma, OK	92
Conway Springs	227	Nickerson	200	Amarillo, TX	191
Dodge City	80	Norton	214	Dalhart, TX	143
El Dorado	265	Oakley	129	Dumas, TX	144
Elkart	63	Phillipsburg	245	Pampa, TX	171
Garden City	52	Pittsburg	381	Perington, TX	108
Garden Plain	207	Plains	63	Spearman, TX	111
Goddard	212	Pratt	148	Alamosa, CO	298
Goodland	147	Rolla	47	Colorado Spgs, CO	259
Great Bend	162	Russell	198	Pueblo, CO	221
Hays	183	Salina	238	Springer, CO	228
Hoisington	173	Satanta	28	Trinidad, CO	194
Walsenberg, CO	226	Alva, OK	200		

# CONTEST RESULT SHEET

Arrival should be 1 hour 15 minutes prior to contest time. **Arrival time for football should be 2 hours and 30 minutes prior to contest time.**

SPORT: \_\_\_\_\_

DATE: \_\_\_\_\_

EVENT: \_\_\_\_\_

RESULT: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

## ULYSSES HIGH SCHOOL

Parental Permission Form Student Transportation from Activities Complete this form if you wish for your student to leave a school activity with parent or another adult from a school event/activity instead of riding in school provided transportation.

*If your student will be traveling with someone other than his/her parent, please come to the school and fill out this form at least twenty-four hours before departure from Ulysses to the event.*

This form is the minimum requirement. Policies by individual coaches/sponsors may be stricter. This form must be completed and signed by the parent or legal guardian of the student. Failure to meet these guidelines will result in the student returning to school in school transportation.

No student will be allowed to travel alone with an adult unless it is a family member.

*Forgery or misrepresentation of this form will result in a denied request and suspension or dismissal from the activity or event.*

STUDENT NAME: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

EVENT/ACTIVITY: \_\_\_\_\_

DATE of ACTIVITY: \_\_\_\_\_

LOCATION OF ACTIVITY: \_\_\_\_\_

STUDENT WILL BE TRAVELING WITH: \_\_\_\_\_ **(MUST BE AT LEAST 21 YEARS OF AGE)**

I hereby give my child permission to travel with the above-mentioned adult. I, as parent/guardian, assume all liability and responsibility for my child. I agree to hold harmless Ulysses Schools from any claim or cause of action due to injury or death that could occur due to this request.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_