

# Lakin Bronc Activities

1201 W. Kingman  
Lakin, Kansas 67860  
Phone – (620) 355-6973  
Fax – (620) 355-8313  
Activities Director – Nate Schmitt

---



- I. Forward**
- II. Philosophy**
- III. Organization/Administration**
- IV. Rules**
  - a. Insurance**
  - b. Equipment Use**
  - c. Athletic Trainer**
- V. Coach's Responsibilities**
  - a. Rosters**
  - b. Practices**
  - c. Rule 10**
- VI. Purchases**
- VII. Budget**
  - a. Coaching Directory**

# Lakin USD #215 Coaching Handbook

## FOREWARD

It is the purpose of this handbook to acquaint the coaches employed by USD #215 with major policy procedures. It is hoped that this handbook will facilitate the process of seeking information about administrative rules and regulations and provide a framework so that the athletic department can operate smoothly and efficiently. It is not meant to cover every set of circumstances, but to be a broad outline for all to follow.

## USD #215 ATHLETIC PHILOSOPHY

USD #215 is committed to providing educational opportunities in a safe environment empowering all students to become productive, responsible citizens and life-long learners. Additionally, we believe athletics provide additional learning opportunities through teamwork, problem solving, collaboration and self-reliance – instilling character and determination in those who participate.

## RULES & REGULATIONS RELATING TO THE ORGANIZATION AND ADMINISTRATION OF ATHLETIC PROGRAMS

**KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (KSHSAA) AND HI-PLAINS LEAGUE (HPL):** The state of Kansas has established rules and regulations governing athletic programs for middle school and high school students in Kansas, which shall be supervised by the KSHSAA. Additionally, USD #215 is a member of KSHSAA as well as the HPL. Rules and regulations of both govern the athletics and activities offered at USD #215. It is the responsibility, however, of USD #215 to supplement these regulations as needed.

**LEAGUE AFFILIATION:** Dodge City Sacred Heart, Elkhart, Lakin, Southwestern Heights, Stanton County, Sublette, Syracuse and Wichita County.

**APPROVED SPORTS:** The following interscholastic sports are approved for USD #215: Baseball, Boys and Girls Basketball, Boys and Girls Cross Country, Football, Boys and Girls Golf, Softball, Boys and Girls Track & Field, Volleyball and Boys and Girls Wrestling.

**BUDGET AND FINANCING:** The athletic director is responsible for the preparation of the athletic budget for each school year. Each coach is responsible for managing his or her program within that sport's individual budget.

**FUNDING:** All existing and newly proposed sports programs are contingent upon the availability of sufficient funds.

**GATE RECEIPTS:** All gate receipts are retained by the school. These funds are used to help defray the costs of the school's athletic program.

**PAYMENT OF OFFICIALS:** The athletic director will pay officials for all athletic contests based on the rates set by the HPL. Money will be paid from the school activity account where the gate receipts were deposited.

**ADMISSION PRICES:** Set by the HPL for middle school and high school  
\*Admission prices will vary at non-league schools.

## **RULES AND REGULATIONS FOR CONDUCTING THE INTERSCHOLASTIC PROGRAM**

**STUDENTS:** All students at USD #215 are eligible to participate in interscholastic sports when:

- I. All academic and enrollment regulations of KSHSAA and USD #215 are met
- II. A medical examination form, parental consent and concussion awareness form have been properly completed, signed and placed on file in the office prior to the student's participation in a practice session.

**INELIGIBILITY:** Students at USD #215 may be declared ineligible to participate in sports when:

- I. Any regulation of KSHSAA or USD #215 is not met
- II. The student does not meet the minimum classroom standards or is guilty of improper conduct and /or poor citizenship

**TRANSFER:** A transfer student is eligible to participate in activities after he/she has met the KSHSAA guidelines.

**USE OF SCHOOL EQUIPMENT:** Use of district owned uniforms for all-star games and camps will not be permitted. (KSHSAA does permit the use of safety equipment at camps)

**ATHLETIC TRAINERS:** USD #215 has secured the services of an athletic trainer from St. Catherine's Hospital in Garden City, KS. The trainer's schedule will be provided to coaches prior

to the start of the season. Students must schedule visits to the trainer through their respective coaches. NO EXCEPTIONS!

## **RESPONSIBILITY OF COACHES (Organization – Practice)**

### **Organization**

**FORMS:** Ensure that the athletic physical and consent forms are complete and in the office before he/she practices. All forms are to be handed into the office. Coaches are not to collect forms.

**ROSTERS:** Rosters are to be on file in the office by the conclusion of the first week of practice. Final rosters need to be filed ASAP to facilitate printing for the first contest.

\*When athletes quit during the season: A.  
Notify the AD and office of the athlete that quit B.  
Athletes that quit or that have been dismissed will be expected to turn in all equipment within one week. Notify the AD if the athlete does not comply. C. Athletes  
that quit or are dismissed from a sport prior to the end of that sport season will not be allowed to use school facilities to workout after school for the remainder of that sport season

**INVENTORY:** A record of all school equipment, including equipment issued, must be recorded and kept by the head coach. A copy of this inventory must also be on file in the AD's office. The head coach must be able to validate all missing items before any billings are made or grade cards held.

**DISCIPLINE:** The decision to short-term suspend or dismiss any team member should be discussed with the AD beforehand to ensure compliance with District Policy.

**TEAM RULES:** Team rules and lettering requirements are to be on file with the AD prior to the first practice.

**PRE-SEASON PARENT MEETING:** Prior to the sport season, each coach shall provide written communication to both students and parents concerning specific rules and expectations governing each sport.

**AWARDS:** All awards must be presented in accordance with KSHSAA rules.

**HS LETTER:** The first time a student letters in a sport or activity they will receive a chenille “L”, a bar and an activity pin. A bar will be awarded each year after the initial letter.

**PROVISIONAL LETTER:** Students close to lettering requirements will receive a provisional letter. That letter becomes retroactive when he/she letters the next year.

**PARTICIPATION CERTIFICATE:** A participation certificate will be given to each athlete that did not letter.

**END OF SEASON LETTERS/CERTIFICATES/AWARDS:** At the end of each sport the head coach will file all letters and certificates in the AD office. Each student will receive a letter, provisional letter or a participation certificate. All awards received will be handed out by the coach at the end of the season.

**PRESS RELEASES:** Coaches are required to develop press releases and report scores following all home competitive events.

## **Practice**

**PRACTICE SCHEDULES:** It is required that a practice schedule is prepared and followed each day. Schedules should be distributed to all assistant coaches.

**SUNDAY PRACTICES:** Teams shall not practice or participate on Sunday without prior approval from the AD and Principal.

**SPECIAL PRACTICES:** Teams may schedule practice over vacation periods as per KSHSAA rules.

**INCLEMENT WEATHER:** The closing of schools because of inclement weather will automatically cancel all practice sessions and games scheduled that day unless approved by administration.

**SUPERVISION:** Coaches will be present when students report to practice/games and will remain at school/practice facility until the last player has left school grounds.

## **RULE 10 COACHES**

**DEFINED:** A Rule 10 Coach does not hold a valid State of Kansas Teaching Certificate.

**TYPES:** There are 2 types of Rule 10 Coaches, supervised and unsupervised.

\*Supervised – Have not completed the recognized coaching training program such as ACEP and must be supervised by a certified coach at all times.

\*Unsupervised – Have completed a valid coaching training program and may work unsupervised with student-athletes.

**RETENTION:** Rule 10 coaching contracts are offered on a yearly basis. Pursuant to the recommendation of the AD, Rule 10 contracts can be renewed yearly under the following circumstances:

1. The head coach has recommended the retention of the coach
2. The Rule 10 coach has received ACEP certification
  - If the rule 10 coach has not received certification prior to the second year, their position will be opened to other qualified candidates. Should no other qualified candidate apply, they may be eligible for the position
  - At the end of the sport season, Rule 10 coaches will be required to turn in all keys

## **ATHLETIC PURCHASES**

**PURCHASE ORDERS:** All purchases using district funds must be made through the AD's office and must be on an approved purchase order prior to the purchase taking place.

**The purchasing of items, by students, through coaches or building accounts will require that all payments by the students be made before the items are ordered. Coaches will be held responsible to dealers who do not receive full payment for resale items.**

\*\*It is a district requirement that receipts be provided to the school or district office for all purchases made with district money. Any building activity expenses that are not validated with a receipt will be deducted from the building program activity account or be the responsibility of the coach or sponsor of that program. Any requested personal reimbursement for items purchased must have a receipt. Below is an example of how purchase will be handled:

- I. At the conclusion of the sport season, the head coach prepares a list of equipment/supplies needed
- II. The coach contacts approved dealers to get quotes of prices
- III. The AD reviews the list with the head coach and determine needs and wants of the program that will stay within the budget allowance for the spor
- IV. The AD and head coach determine what will be purchased

- V. The head coach prepares a purchase order and number and then orders the equipment and supplies after final approval from the AD
- VI. Prior the start of the season, the AD notifies the head coach of the balance in his/her account
- VII. During the season the coach will make requests to the AD for equipment/supplies beyond what has been purchased based on the following criteria:
  - a. Safety
  - b. Health
  - c. Best interest of the program
- VIII. The following items are not to be purchased with money from the district athletic budget:
  - a. Meals without approval form AD
  - b. Resale items to players; T-shirts, sweat shirts, caps, etc.

### **Mission Statement of Lakin Athletics and Activities**

Athletics and activities play an integral part of Lakin USD #215's mission to educate the whole child to his/her fullest potential in preparation for a productive and fulfilled life. Lakin athletics and activities serve as a source of tradition and pride for our students, faculty, staff, alumni, friends, and community. We strive to create an environment through athletics and activities that contribute to the physical, mental, emotional, social health, and development of every student. The emphasis of our programs is based on discipline, dedication, sportsmanship, desire and effort rather than winning at all costs.

It is the mission of Lakin USD #215 to provide quality athletic and activities programs for students that generate the following outcomes: discipline, self-esteem, values, character, sportsmanship, responsibility, participation, education, and skill development.

### **Code of Conduct**

A student's self-discipline and abiding all law enforcement and school rules and regulations is an integral part of the athletic/activities program. Student athletes should keep in mind that their character is always on display whether they are representing LHS in an activity, athletic event, in the classroom, or outside of the educational environment.

If a student wants to participate in Lakin High School athletics and activities and represent LHS and the community of Lakin, our school has standards that he/she must meet that are non-negotiable:

1. Meet all academic requirements (addressed in weekly and semester eligibility)
2. Must not commit any serious criminal acts, such as a felony, assault, rape, weapons possession, etc. (will result in dismissal from the team)

3. Must not display behavior that brings discredit to a student athlete involved in an activity or sport at LHS. Such behaviors will be monitored not only during school hours and activity hours, but include behaviors outside the educational setting during the school year. (See consequences in next paragraph)
4. No cyber-image violations or “bullying” tactics on Facebook, MySpace, or other Internet Sites
5. No Drug and alcohol possession or consumption (addressed in the alcohol and drug policy)
6. Absolutely no hazing or bullying at any time
7. Use of performance-enhancing drugs or supplements is prohibited (consequences the same as alcohol and drug policy)

Unless addressed by state statute or board of education policy, if a student athlete is in violation of Items 3, 4, and 6 or is referred to the office for “poor character” misbehavior during his/her season, that student will miss that day/night of the activity whether it is a practice or a contest. On the second offense in that same activity season, that student athlete will miss two days of practice and/or contests that occur during those two days. If a third infraction or referral to the office occurs, that student will miss a week of practice and any contests that occur during that week. A fourth infraction will mean dismissal from the team.

#### **ATHLETIC/ACTIVITY ELIGIBILITY POLICY**

Participation in Lakin High School activities is a privilege not a right. To earn and maintain this privilege, students must abide by all athletic/activity eligibility policies, both academic and non-academic.

#### **HIGH SCHOOL WEEKLY ELIGIBILITY**

All students must meet the requirements of the weekly eligibility procedure. Eligibility check will be on Monday beginning the third full week of each semester. A list of students reported with one or more grades lower than 60% will be compiled. Students, coaches, sponsors and parents will be notified by Tuesday AM regarding students on the Failing list and the ineligibility list. Students reported on this list two consecutive weeks will be **ineligible for the following week and will remain ineligible** until the grade is raised to a passing level.

Students who are ineligible may continue to practice with their team (after attending the Academic Study Hall) with coach’s permission, but cannot suit up for competitions or travel with the team while ineligible.

This policy will be enforced for all school and league sponsored activities that are not part of a curricular grade including, but not limited to athletics, cheerleading, vocal and band performances, forensics and scholars bowl competitions, plays or musicals and dances including homecoming and prom.



## **KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY**

K.S.H.S.A.A. requires that any student who does not pass at least five (5) classes in a semester is automatically ineligible to participate in any activity governed by the Activity Association for the entire preceding semester.

### **NON-ACADEMIC ELIGIBILITY**

#### **A. Conduct of Athletes During the Season**

1. The head coach of each sport is responsible for determining and announcing the official start and end of the sport season as determined by KSHSAA regulations.
2. The coaches of each sport shall handle incidents within that particular sport in accordance with team rules and school activity policies. All suspensions shall be discussed by the principal and athletic director.
3. Any student may drop a sport if reasons are stated to the coach personally, all equipment is returned, and all financial responsibilities cleared with the school.
4. If a student is “cut” from one sport, eligibility to participate in another sport during that season will be at the discretion of the coaches of that particular sport. An athlete faced with this situation is encouraged to go out for another sport. An athlete who quits a sport will not be allowed to take part in another sport until the termination of the former sport. Termination of the sport would include any playoff games.

#### **B. Athletic and Activities Drug and Alcohol Policy**

First Offense:

- a. Student loses ten percent of the scheduled season in the activity.

Second Offense:

- a. Student will not be allowed to participate in current activities for the remainder of the sports season.

Third Offense:

- a. Student will not be allowed to participate in activities for the rest of the school year.
- b. If a student of his or her own volition and expense becomes a participant in a chemical dependency treatment program, student may be certified for reinstatement in KSHSAA activities after a minimum period of six weeks suspension from activities.

## **DUAL PARTICIPATION**

Students of Lakin High School may participate in more than one KSHSAA-sponsored athletic sport and/or activity in the same season of play. For example, but not limited to, a student may participate in football and cross country or volleyball and cheerleading during the fall season.

The student must have a 3.0 GPA at the end of the preceding semester of the dual sport season. If the student is on academic probation one time because of the school’s weekly eligibility policy, that student will no longer be able to participate in multiple activities, but will be allowed to

participate in the primary activity.

Before allowing dual participation and before the season practices begin, the student must set up a meeting with a committee which will include the head coaches and/or sponsors and the activities/athletic director. At said meeting, the student must designate a primary sport/activity. If both activities have an event on the same date, the student must participate in the primary activity.

If at said meeting, mutual agreements between the coaches regarding practices and event days cannot be reached due to the number of conflicts between the two activities, then the student must choose only one activity or sport for that particular season.

**LAKIN HIGH SCHOOL  
COACHES AND SPONSORS  
2020-2021**

Nate Schmitt	Activities Director
Chris Bamberger	Head Football Coach
Chris Pollart	Assistant Football Coach
Travis Johnson	Assistant Football Coach
Wyatt Jiru	Assistant Football Coach
Darcy Calkins	Head Volleyball Coach
Tiana Rodriguez	Assistant Volleyball Coach
Shawn Martin	Head Cross Country Coach
John Wright	Assistant Cross Country Coach
Michelle Thompson	Head Girls Golf Coach
Dave Richter	Head Boys Golf Coach
Taylor Lovelady	Assistant Boys Golf Coach
Nate Schmitt	Head Boys Basketball Coach
Matt Heydman	Assistant Boys Basketball Coach
Taylor Lovelady	Assistant Boys Basketball Coach
Vanessa Esquibel	Head Girls Basketball Coach
Daylan Gilleland	Assistant Girls Basketball Coach
Jim Christiansen	Head Wrestling Coach
Chris Davis	Assistant Wrestling Coach
Chris Pollart	Head Track Coach
Jena Oldham	Assistant Track Coach
Shawn Martin	Assistant Track Coach
Chris Bamberger	Assistant Track Coach
Mandy Michaelis	Assistant Track Coach
	<b>Assistant Track Coach</b>
Alyssa Windle	Assistant Track Coach
Steve Davidson	Head Baseball Coach
Mike Beitz	Assistant Baseball Coach
Melissa Conrady	Head Softball Coach
Tiana Rodriguez	Assistant Softball Coach
Chris Bamberger	Summer Weights
Jennifer Bachman	STUCO
Catelyn Manly	NHS
David Sheldon	Forensics
Catelyn Manly	Scholar's Bowl
Cassidy Rathbun	Cheerleading Sponsor
Shawn Martin	Band
Carly Smith	Vocal Music

David Shelden

Play Sponsor

**LAKIN MIDDLE SCHOOL  
COACHES AND SPONSORS  
2020-2021**

Nate Schmitt  
Mike Beitz  
Daylan Gilleland

Mandy Michaelis  
Keyton McCombs  
Shawn Martin  
John White

Wyatt Jiru  
Jena Oldham  
Wendy Anderson  
Jim Christiansen  
Chris Davis  
Megan Hendricks  
Tonya Pollart  
Mackenzi Johnson

Wyatt Rice

Activities Director  
Head Football Coach  
Assistant Football Coach  
**Assistant Football Coach**  
Head Volleyball Coach  
Assistant Volleyball Coach  
Head Cross Country Coach  
Assistant Cross Country Coach  
**Head Boys Basketball Coach**  
**Assistant Boys Basketball Coach**  
Assistant Boys Basketball Coach  
Head Girls Basketball Coach  
Assistant Girls Basketball Coach  
Head Wrestling Coach  
Assistant Wrestling Coach  
Girls Head Track Coach  
Boys Head Track Coach  
Band  
**Vocal**  
Quiz Bowl  
**Cheerleading Sponsor**

