



ATHLETIC & ACTIVITIES HANDBOOK

for the Coach / Sponsor

2023-2024



Coach/Sponsor Activities Handbook

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STATEMENT OF PHILOSOPHY

The U.S.D. 322 system shall provide a well-rounded activity program with the best instruction, equipment, and competition available.

Only those students who are eligible, under the rules of the KSHSAA and U.S.D. 322, and who are capable of assuming the responsibilities of being official representatives of the Onaga schools shall be permitted to represent the school in the activity program.

PURPOSE OF HANDBOOK

This handbook is designed to help promote and maintain proper communications between the coach/sponsor and administration. The individual coach/sponsor must have the flexibility to set guidelines, rules, and regulations for their own sport within the framework of guidelines that apply to all sports/activities in order to promote fairness and consistency.

Rules and policies of the U.S.D. 322 Board of Education and the Kansas State High School Activities Association must be adhered to by each coach/sponsor. The rules and guidelines that are found in this handbook are to be understood and followed by all coaches/sponsors.

GOALS AND OBJECTIVES

- I. Provide an opportunity for any student to participate in an organized athletic/activity program by:
 - A. Maintaining a comprehensive sports/activity program for boys and girls at the middle school and high school level.
 - B. Seeking staff that understand the age group of students with whom they are working and that encourage a positive, wholesome attitude toward success and failure.
 - C. Providing an adequate, realistic budget.
 - D. Providing adequate indoor and outdoor facilities.
 - E. Providing safe equipment.
- II. Provide activity in the form of competitive sports and activities where a student can seek his or her highest level of accomplishment by:
 - A. Supporting competitive sports and activities in grades 6 – 12 with emphasis on maintaining numbers and playing as many athletes/students as possible at the non-varsity level. (Non-varsity level being any level below high school varsity)
 - B. Teaching basic fundamental skills at all levels (6 – 12) with major emphasis at grades 6, 7, 8, and 9.
- III. Provide direction and leadership by coach/sponsor by:
 - A. Assisting in the development of a handbook for each sport and activity with specific guidelines relative to that sport or activity.
 - B. Encouraging coach/sponsor to attend clinics and workshops designed to increase their knowledge and abilities.
- IV. Provide program evaluation by:
 - A. Evaluating all coaches/sponsors.
 - B. Seeking coach/sponsor input and program evaluation.
 - C. Monitoring community response to the total program

CHAIN OF COMMAND

Good communications and a chain of command understood and followed by all is a must in order for an athletic/activity department to function efficiently and effectively. Assistant coaches and Rule 10 coaches must initiate contact with their head coach first in dealing with any problems, concerns or needs. The head coach/sponsor is to use the following chain of command:

1. Athletic / Activity Director
2. Building Principal
3. Superintendent

The chain of command between the coach/sponsor and athlete will follow as:

1. Athlete should meet with the head coach;
2. Athlete and Parent/Guardian meet with the head coach (keep meeting to 15 minutes);
3. Athlete, Parent/Guardian and Coaching staff meet with Athletic Director;
4. Above entities all meet with the Building Principal;
5. Above entities all meet with the Superintendent.

Parents/Guardians, need to be aware of the 24-hour BUFFER after a game and do not make contact with the coach prior to this time if you have a concern.

RESPONSIBILITY OF ATHLETES/STUDENTS

1. To understand that participation in an athletic program is a privilege and not a right.
2. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
3. To conduct themselves with the highest standards of behavior at all times, including appropriate and positive comments and never use language that is abusive or personally attacks others.
4. To stress the values derived from playing the game or competition fairly.
5. To show courtesy and establish good relationships with visiting teams and fans.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game or competition and the standards of eligibility.
8. To encourage leadership, use of initiative and good judgment.
9. To remember that an athletic contest is only a game or competition, and not a matter of life and death for the student, parent, coach/sponsor, school, official, fan or community.

KSHSAA GUIDELINES

It is the responsibility of each coach/sponsor to know and practice the KSHSAA guidelines that deal with their activity or sport. If a coach or sponsor is uncertain of specific rules, they are to consult with the athletic/activity director in order to determine the correct answer. A good rule to follow – ASK BEFORE DOING SOMETHING YOU ARE UNSURE OF. Violations of KSHSAA rules are to be reported to the building principal immediately upon their discovery. All coaches and sponsors are to be CPR/AED trained, effective fall 2019.

Volunteers are not allowed to aid in coaching duties. Employees of USD #322 may volunteer, but will not be paid to do so without a contract.

Rule 10 coaches are encouraged to complete two courses – Fundamentals of Coaching and First Aid for Coaches offered through the National Federation of High Schools. The district will reimburse the cost of the course upon receiving a copy of their completed certificate. Completion of the two courses will allow the Rule 10 coach to be “unsupervised” and provide guidance to develop a strong program. It is required that all Rule 10 coaches complete the courses by the end of their 2nd year.

All coaches/sponsors are encouraged to attend their assigned KSHSAA rules meetings for their sport or activity. Head coach/sponsor **MUST** attend the KSHSAA rules meeting and complete the required test.

ESSENTIAL GUIDELINES FOR COACH/SPONSOR

1. **COMMUNICATE WITH ADMINISTRATION.** Keep your activities director and/or principal abreast of any problems that may exist in the athletic/activity department.
2. **MAIN AN INTEREST IN ACTIVITIES OTHER THAN YOUR OWN.** Support other school sports and activities with your attendance. Seek out and acknowledge others such as the band director, basketball coach, spirit squad coach, football coach, school newspaper, volleyball coach and yearbook sponsor, custodial staff, etc., for their efforts to support your program.
3. **HEAD COACH/SPONSOR GIVE YOUR STAFF A HIGH PRIORITY.** Let your assistants know that you are interested in their personal and professional well being and advancement. Meet with them on a regular basis and insist upon open communications.
4. **BE “PR” CONSCIOUS.** Take responsibility to see that scores are reported whether you do it personally or delegate the responsibility to another.
5. **BE AWARE OF YOUR ROLE AS A COUNSELOR.** Request for advice may come from students, parents, and your staff. Be aware of the importance of your advice and be willing to seek advice from others such as the principal or school counselor prior to advising someone about anything that could involve options.
6. **KNOW YOUR PALERS/STUDENTS AS INDIVIDUALS.** Try to spend time with each player/student individually prior to the start of the season and throughout the season. Get to know them – about their families, interest, hobbies and goals.
7. **WELCOME COLLEGE REPRESENTATIVES.** Make college representatives feel welcome and wanted. Be certain that the administration is informed if scouts want to visit with an athlete/student at school prior to your allowing them to do so.
8. **BE A GOOD LISTENER.** Do not monopolize a conversation.
9. **CONSIDER BOTH SIDES OF ANY ISSUE.** Do not assume you “know it all”. Remember that we were given two eyes, two ears and one mouth.
10. **COMMUNICATE.** Sometimes a coach/sponsor loses great athletes/students because of failure to communicate with them – especially the younger ones. Praise and compliments rather than embarrass an athlete/student. Counsel or discipline a student in private rather than in front of their peers whenever possible. Never force a student “into a corner” or “in a box” where they feel they must respond inappropriately because they are in front of their peers or teammates. Avoid the attitude that you are going to kick a player off the team for disciplinary reasons if it is only being done for you to take the easy way out. Try to imagine a student as your own son or daughter.
11. **BE A ROLE MODEL.** The use of abusive language, profanities, or personal attacks will not be tolerated or excused by anyone affiliated with USD 322 athletics and activities programs. This includes players, sponsors, coaches, spectators, and staff.

TECHNIQUES OF SOUND COACH/SPONSOR PRINCIPLES

1. Follow sound and acceptable teaching practices.
2. Run well organized practice sessions.
3. Complete pre-season planning well in advance of the starting date.
4. Be prepared to handle injuries and emergencies.
5. Construct a good, solid plan that will allow your team to be successful.
6. Keep track of equipment and uniforms and maintain appropriate security and storage.
7. Communicate well with assistants. A good assistant is invaluable – take care of him/her.
8. Keep parents informed! Communication between parents and coach/sponsor is vital!

COACH/ACTIVITY CLINICS

Each coach/sponsor is allowed either A or B listed below:

- A. One overnight clinic in which:
 1. Registration, room, meals, and school transportation will be provided.
- B. One clinic in which:
 1. Registration, meals, and school transportation will be provided.
- C. Those who coach/sponsor more than one sport may request additional clinics. Approval will be based on available funding, availability of substitute teachers, etc.
- D. Requests to attend coach/sponsoring clinics should be approved at least two weeks in advance of the requested clinic; less than two weeks, and it may be denied.

RESPONSIBILITIES TO PARTICIPANTS

1. Be a leader – set a positive example.
2. Be fair and unprejudiced with players.
3. Students have the right to expect the coach/sponsor to have genuine and up-to-date knowledge of that which they propose to teach.
4. Safety and welfare of players should always be upmost in the coach/sponsor's mind.
5. Demand sportsmanship from all participants – with you as the example.
6. Develop training rules that are fair and clear in content with consequences discussed.
7. **The use of abusive language, profanities, or personal attacks will not be tolerated or excused by anyone affiliated with USD 322 athletics and activities programs.**

CONDUCT OF COACH/SPONSOR

1. Staff must be aware that their conduct around students is being observed very closely.
2. Staff must demonstrate positive leadership in tough situations is one that will be an excellent model for students and parents.
3. Staff are expected to maintain high standards of conduct during practice and on the sideline during games.
4. **The use of abusive language, profanities, or personal attacks will not be tolerated or excused by anyone affiliated with USD 322 athletics and activities programs. This includes players, sponsors, coaches, spectators, and staff.**

COACH/SPONSOR RESPONSIBILITY AND LIABILITY

FAILURE TO TEACH:

Coach/sponsor can be sued for failure to teach fundamentals in their particular sports and protective skills.

- A. Teach the athlete/student to protect himself or herself.
- B. Teach proper fundamentals.
- C. Do not praise a student for doing something improperly or against the rules.
- D. Avoid negligent entrustment - entrusting authority for an activity to someone not qualified to carry out the activity.

FAILURE TO PROPERLY SUPERVISE:

- A. If you are not there, you may be liable.
- B. The more hazardous or more physical contact activities require closer supervision.
- C. You must be at least immediately accessible at all times.
 - 1. Accessible to all aspects of practice or activity.
 - 2. Systematic overseeing the practice of activity by head coach/sponsor or sponsor.
 - a. Head coach or sponsor must supervise all areas of the activities systematically.
 - b. Should have a written itinerary for practices.
 - c. Should have written procedures for emergencies.
 - d. Locker room rules and regulations should be posted.

FOLLOW SCHOOL POLICIES:

Coach/sponsor must know and understand school policies.

- 1. Know what school policy is and do not deviate from it.
- 2. If no policy exists to cover your concern(s), contact the athletic/activities director or principal.

EQUIPMENT:

If an injury occurs which involves equipment:

- 1. Keep the equipment and label it. Get evidence of purchase and sequester it.
- 2. If on film, study the film and sequester it.
- 3. Get witnesses immediately and document the athlete/student response.

REASONS FOR BEING HELD LIABLE:

Failure to

- A. supervise an activity.
- B. negligently entrusting a duty to an under qualified or unqualified individual.
- C. teach proper skills.
- D. teach protective skills.
- E. provide and maintain a safe coach/sponsoring and playing environment.
- F. inspect, repair, and recondition equipment properly.
- G. teach athlete/students to inspect their own equipment.
- H. provide effective equipment.
- I. properly play an activity
- J. create a set of written policies and procedures for an activity.
- K. follow and enforce such policies and procedures.
- L. match or equate athlete/students of equal size and ability.
- M. properly administer first aid.
- N. warn of inherent dangers of the activity.
- O. assess an injury of incapacity of an athlete/student.
- P. keep adequate and accurate records.

DUTIES OF A COACH/SPONSOR TO AVOID BEING HELD LIABLE:

- A. Provide a safe environment.
- B. Properly plan the activity.
- C. Evaluate the athlete/students or students for injury.
- D. Match or equate athlete/students or students of equal size and ability.
- E. Provide and maintain proper effective equipment.
- F. Warn athlete/students of inherent risks of the sport.
- G. Supervise closely.
- H. Know and use emergency procedures and first aid.
- I. Keep adequate records.

TRAINING RULES

Each head coach/sponsor is responsible to hand out to the athlete/student and parents before the season begins a set of training rules that are thorough and concise. These rules must be approved in advance by the activities director and the building principal. Both the activities director and principal are to be provided a copy of the training rules prior to the start of the season.

Training rules should have a definite purpose, be clear and understandable and be in line with any school policies that may apply. The steps of discipline that will take place if rules are broken should be addressed. It is advisable to make rules governing punishment flexible so that all situations can be addressed.

Training rules should include but are not limited to the following:

- A. Practice guidelines.
- B. Tardy or absence from games or practices.
- C. Bus conduct/rules.
- D. Alcohol/drug use. (As adopted for all athletes/students involved in sports or activities.)
- E. Use of tobacco, tobacco products, e-cigarettes and vaping items. (As adopted for all students involved in sports or activities.)
- F. Rules against the use of profanity.
- G. Guidelines on sportsmanship towards opponents and officials.
- H. A statement dealing with those athletes/students “not in good standing” academically.
- I. Rules covering transportation to and from out-of-town events.
- J. Rules covering participation in practice and/or games for students absent during the school day. (As adopted for all athlete/students in sports or activities.)
- K. Each athlete will provide their own water bottle or may purchase one from the school at the school’s cost.
- L. Specific to volleyball – each player will provide their own knee pads or may purchase a pair from the school at the school cost.

EMERGENCY PROCEDURES

The head coach or sponsor is responsible for the following emergency procedures:

- A. At the beginning of the season make certain all assistant coaches/sponsors are knowledgeable in how to handle:
 - 1. Blood Situations
 - 2. Concussion Protocol established by KSHSAA.
- B. Make certain you and the staff have an emergency plan in effect if a serious injury occurs. This plan should include:
 - 1. Who would stay with the injured athlete/student?
 - 2. Who would go and phone for help?
 - 3. Who would handle the rest of the team or group?
 - 4. Having the medical kit on site and fully equipped.
- C. Have a copy of the completed Appendix D (Emergency Contact) form.

All coaches/sponsors should be aware of certain emergency weather conditions that might affect practice, road trips or games. Check with the building principal on what procedures you should use for tornadoes or inclement weather. **HAVE A PLAN BEFOREHAND.**

During the following weather conditions coaches/sponsors should have a plan for the following:

- A. Lightning: take athletes/students inside until the lightning ceases.
- B. Hot Weather:
 - 1. Fall Sports – follow the guidelines outlined by KSHSAA regarding Heat Acclimation.
 - 2. Make certain all athlete/students are provided with numerous water breaks during practices and games.
 - 3. If possible, change practices to the cooler part of the day.

PRACTICE POLICIES

Be prepared for every practice. Be organized and utilize the practice to the maximum. The following principles of good practice should be followed:

- A. The first date that a team can practice will be determined by KSHSAA for each season. Jr. High practice will follow only the fall sports date thereafter it will be determined by the coach and athletic director for the winter and spring sports.
- B. All athlete/students who participate in KSHSAA events must meet all eligibility requirements of the KSHSAA and Board of Education.
- C. All athlete/students must have a completed physical form on file in order to practice.
- D. Any Wednesday practice lasting after 6:30 p.m. or any Sunday practice must be approved by the principal/superintendent and or the activities director.
- E. Make certain that following each practice all equipment is put away in its proper place, the lights are turned off, and area secured. Be certain all athletes/students are out of the building before leaving and that they have left the school grounds. If you are the last to leave the building, make certain all exterior doors are locked.

STUDENT PHYSICAL EXAMINATIONS

Every student that wishes to participate in athletics, or cheerleading must have a fully completed KSHSAA physical form on file in the school office. Forms must be signed by both the student and parent/guardian. Per KSHSAA rules all participants must have viewed and signed off on receiving concussion information via a video. Managers are not required to have a physical on file, however, if they are going to be active participants in the practice session, i.e., running, playing, etc., they should have a physical completed.

ATHLETIC/ACTIVITY INJURIES

If an injury to an athlete/student occurs while under your supervision?

- A. Take proper and immediate steps to care for the injury.
- B. If the injury is serious enough that the student must seek professional care and/or miss more than one practice, the athletic/activity director should be informed as soon as possible.
- C. If the athlete/student goes to a doctor or hospital for treatment, the athletic director must be informed immediately so that insurance procedures can be started.
- D. Names of injured athlete/student should be shared with the visiting trainer for their observation and recommendations. Athletes must have on file in the high school office a signed document allowing the visiting trainer to see the athlete/student.
- E. **Document the incident** – those involved, the circumstances and your response. Be sure to provide date and time.

SCHOOL INSURANCE

Student insurance carried by the district is for secondary coverage. The school insurance will not pay for an accident or injury until the parent's private primary insurance has been used. The school insurance has limitations on its coverage.

DO NOT INDICATE TO A STUDENT OR THEIR PARENT THE SCHOOL INSURANCE WILL COVER EVERYTHING!

Any cost that the parent's insurance does not cover MAY be covered by the school's insurance, however, it may not cover 100% of the remaining cost. Parents, coach/sponsor, and the school must jointly fill out forms in order to determine if the school's insurance will provide coverage. Parents who have no private insurance may apply for school coverage and the insurance company will determine the amount of coverage that will be provided.

A CLAIM MUST BE FILED WITHIN 90 DAYS OF THE DATE THE INJURY OCCURRED!

PARENT/LEGAL GUARDIAN MEETING

Coach/sponsor will have a parent/legal guardian meeting before their activity begins to explain their rules/guidelines, expectations, and lettering policies. The parent/legal guardian meeting may be held at the sports information night or held at the beginning of the year and at the beginning of the winter and sports season. Coach/sponsor should make certain parents have an opportunity to have their questions and concerns answered. Parents should be informed at least one week in advance of the meeting so their calendars can be arranged so they may attend.

Informational packets should be handed out at this meeting. Coach/sponsor should include information about safety procedures to be followed. Parents need to be informed that the student can possibly be injured (some very serious) by participating in the sport or activity. Each parent is to receive an acknowledgement sheet (APPENDIX C) provided by the activities director that the parents and student must sign indicating they have read and understand the rules and guidelines and agree that their son/daughter will abide by those rules and guidelines and acknowledge the possibility of injury. Those parents unable to attend the meeting will be sent the informational packet and the athlete/student will not be able to play in the first competition until the acknowledgment sheet has been returned with the signature of both the parent and student. Athlete/students may practice prior to the acknowledgment sheet being signed and returned; however, they may not participate in contests until completed. All information contained in the packets is to be reviewed with the athletic/activity director and/or building principal prior to its distribution.

Grades 6, 7 and 8 will have their sport information presented during the physical education class with details going home to parents. A signature page will need to be signed by the parents that they have received the information and understand its contents and should contact coaches if they have questions.

AWARDS TO ATHLETE/STUDENTS

Grades 9 through 12

K.S.H.S.A.A. Rules dictate that schools may give athlete/students:

A. Traditional letters, Certificates, Photographs, Medals, and Ribbons.

1. **Lettering for an individual sport will be based on a rubric point system. Each sport has a developed rubric the coach will utilize – See Appendix B for lettering pertaining to each athletic activity. At the conclusion of the season, Coaches need to send lettering information to the Athletic Director who will manage the updating of such files.**
2. **Junior and Senior students who participate in at least three (3) Kansas State High School Activities and maintain a 3.70 cumulative grade point average will be eligible for Twin Valley League All-Academic honors. These activities may include all athletic programs, spirit squad, music competitions, speech and drama competitions, scholars bowl competitions, and Student Council.**
3. **Four Year – Three Sport Award (Established Spring 2020)**

This award will be given to athletes their Senior year who have met the following requirements:

- **Been enrolled in Onaga High School for 4 years**
 - **Completed a fall, winter, and spring sport season (3 total) each year of high school**
- The possible recipients of this award will be named at the Athletic Sports Awards Banquet with final acknowledgement to be announced at Senior graduation.**

Athletes meeting the requirements will receive a plaque for recognition of this accomplishment.

The updating of plaques, banners, record boards is the responsibility of the Head Coach who should work through the athletic director in or for this to be done in a timely manner. The athletic department will fund the updating, purchase of banners through the Booster Club or other entities will need to work with the A.D. Additional individual awards in each activity if the cost does not exceed \$25.00 (cash may not be given)

Students and parents should be informed about what individual awards may be received for summer activities by outside agencies. They may receive:

- A. Medals, Ribbons, and Certificates. They cannot accept cash or merchandise at any time. They may be ruled ineligible the following season if they do.
- B. Organizations may honor and recognize students with dinners, programs, paper certificates, a photo or video tapes for their participation in inter-school activities.
- C. To accept items other than listed herein may cause individuals and/or teams to be ruled ineligible the following season.

Grade 7 and 8

The Oregon Trail League gives medals to teams that have placed 1st, 2nd or 3rd at league tournament events.

Believe to Achieve Plaque (established 2005 – 2006)

The following guidelines for acquiring a plate to recognize a squad/team were established by the Onaga Jr. High Staff, athletic director, coaches and past Oregon Trail League recognition.

Football	No League Tournament	Record of 5 – 2 (71%) or better
Volleyball	League Tournament	(Place 1 st , 2 nd , 3 rd)
Basketball	League Tournament	(Place 1 st , 2 nd , 3 rd)
Scholar's Bowl	League Tournament	(Place 1 st , 2 nd by division)
Track	League Meet	(Place 1 st , 2 nd by division)
Wrestling	No League Tournament	Record of 71% matches won by the squad in a season
Chess	Trophies Are Awarded For This Activity	

All other tournaments teams may participate in, plates will be awarded based on the medal presentation for each activity. If plaques are awarded, no plate will be earned. Coaches/sponsors need to notify and work with the athletic director for needed plates at the conclusion of a season.

LETTER JACKET/PATCH(ES)

The school may order a letter jacket or patch(es) for athletes/students provided:

1. No jacket or patch will be ordered unless approved by the athletic/activity director and building principal.
2. The athletic department will purchase patches for State placers.
3. No jacket or patch will be ordered until all money for it has been collected by the school office.

T-SHIRTS/SWEATSHIRTS, ETC.

If a t-shirt/sweatshirt, etc. is desired by a coach/sponsor or team, the following must be observed even if the cost is borne by the student:

1. The design and wording must be approved by the athletic/activity director/principal.
2. Individual student's names or nicknames may not be used on any uniform—either provided by the school or individual player—while the player is participating in any school approved contest.
3. Efforts should be made to keep the costs of the item(s) as low as possible.
4. Commercial sponsors may not supply apparel, nor have company name printed on.

FUNDRAISING PROJECTS

All fundraising projects **must** be approved by the administration (A.D. and Principal) with the Superintendent and USD 322 Board of Education being notified. **Make certain you do not commit to any fundraising activities without prior approval.** Fundraising activities need to be monitored as to number per activity.

OVERNIGHT TRIP

All overnight trips except those involving Regional or State Contests must have prior approval of the Board of Education. Be mindful that the BOE normally only meets monthly, therefore, overnight trips must be planned well in advance.

ONAGA HIGH INDIVIDUAL/TEAM STATE TRIP

The head coach for the individual or team that has earned the opportunity to compete at the State level will need to contact the District Office and athletic director to determine 1) transportation needs, departure time 2) accommodations if needed 3) secure funds the district will give for each participant and team manager 4) secure credit card and get an explanation of its use. To receive funds from the Onaga Booster Club the head coach needs to contact the activities director who will contact the president.

OUT-OF-TOWN TRIPS

Staff and students must understand their responsibilities while traveling to and from out-of-town events as well as while they are a guest in the host school's facilities. Coach/sponsor should make certain students understand what is expected of them prior to the event. .

The activities director, OHS office manager and USD 322 district office staff will complete the needed forms, with information from the coach, for all out-of-town trips.

The following rules and guidelines will apply to all out-of-town trips:

- A. In order for a student to participate in an out-of-town contest or practices, they must ride school provided transportation to the event.
 - 1. Students who miss the team bus and show up at the event by other means of transportation may not suit up or play that day/night. If special situations occur, the principal must approve any exceptions in advance.
 - 2. Ineligible students may not ride the team bus, sit with the team, eat with the team. or otherwise participate due to their ineligible status.
- B. Students must ride school provided transportation home from out-of-town events. An exception may be made to this rule under the following circumstances.
 - 1. If special family situations or an emergency occurs or if considerable driving distance can be saved by the student riding home with their parent or legal guardian rather than being picked up at the school.
 - a. The parent/legal guardian must personally receive permission from the coach/sponsor, sponsor or administrator in charge at the event. Students may only be released to their own parent/legal guardian.

- C. Students shall not be picked up en-route or dropped off prior to arrival back to the school without prior administrative approval.
- D. Coaches/sponsors are responsible for making certain the bus is supervised at all times. This is not the bus driver's responsibility.
- E. Coaches/sponsors are responsible for making certain the bus is unlittered.
- F. All students are to address the bus driver in a positive manner.
- G. A coach or sponsor should be the last person to leave the dressing room or other areas where students have gathered or assembled in the host school's facilities. Any damage to the building or its equipment must be reported to the host administrator immediately.
- H. All trips must be scheduled well in advance through the athletic/activity director. The bus will not stop prior to arrival back to school unless the stop is scheduled and approved by the athletic/activity director in advance of the trip.

PARTICIPATION IN MULTIPLE SPORTS/ACTIVITIES DURING A SEASON

If an athlete/student is to participate in more than one sport/activity during the same season, the following must occur:

- A. Both coaches/sponsors must inform the athlete/student how it may affect his/her status on their team.
- B. Both head coaches/sponsors must agree on items that include practices, game commitments, etc.
- C. **The athlete/student must choose a primary sport or activity so if a conflict arises he/she will honor his/her commitment to the primary sport or activity. This form is to be completed at the start of the season with the athletic director (see Appendix E).**

If both head coaches/sponsors cannot agree on a plan for the student to be in two sports or activities during the same season, the issue will be resolved by the activities director.

CUT POLICY FOR ACTIVITIES

U.S.D. 322 schools believe all students should have the opportunity to participate in extracurricular activities. However, at times, it may be in the best interest of the individual athlete/student and the rest of the team that a student not be allowed to participate. The following guidelines shall apply to all student athlete/students:

- A. There will be no "cuts" made in athletic/activity programs at any level because of ability or skill level.
- B. Players may be dismissed from the program if they consistently do not follow team rules and requirements. Prior to a head coach/sponsor making the decision to dismiss a player from the team because of violation of team rules, the situation is to be discussed with both the athletic/activity director and the building principal.
- C. Coaches/sponsors are authorized to award uniforms at all levels based on player performance only. Decisions on game participation at all levels will be made on a game-by-game basis and will conform to all school rules of eligibility and participation.

PURCHASING

All purchases must be approved by the activity director and principal **prior to purchase**. All items approved for purchase must be done via a signed purchase order issued from the office. **Anything purchased without approval shall become the responsibility of the coach or sponsor making the purchase.**

INVENTORY

Coaches and sponsors should make certain they have a complete inventory of all uniforms, equipment and supplies prior to the first practice. The head coach/sponsor is responsible for updating the inventory as soon as possible following the end of the season and stored neatly and properly. The inventory will be turned in to the athletic director upon completion of the season.

ATHLETES THAT HAVE NOT TURNED IN THEIR UNIFORM AND ANY OTHER EQUIPMENT PRIOR TO THE START OF THE NEXT SEASON WILL NOT BE CHECKED OUT ANY UNIFORM OR EQUIPMENT FOR THE UPCOMING SEASON.

LOCKER ROOM SUPERVISION

Head coaches/sponsors are responsible to ensure that locker rooms are properly supervised before, during and after each practice, competition/ game. Head coach/sponsor may delegate supervision duties to assistant coaches/sponsors; however, they remain responsible for proper conduct of the athlete/students, cleanliness of the locker rooms, security of supplies and equipment etc.

ATTENDANCE/ACTIVITIES PARTICIPATION

Extra-curricular Activities – Students who are absent for any reason will not be allowed to participate in extracurricular activities on the day of the absence unless arrangements have been made through the office in advance. Students must attend school from noon until 3:30 p.m. to participate in that day's activities. The principal reserves the right to rule on extenuating circumstances.

For further information refer to the OJH/OHS Student Handbook for Attendance/Activities Participation.

IN-SCHOOL (ISS) AND OUT-OF-SCHOOL (OSS) SUSPENSION

Students choosing by their actions to defy classroom and/or school behavioral expectations can be assigned to ISS or OSS by the Building Administrator. Students in ISS or OSS are INELIGIBLE to participate in any school-sponsored activity on the day of the ISS or OSS and may miss the next scheduled competition date. Refer to OJH/OHS Student Handbook for board policy.

ELIGIBILITY

Grades 6-12 must be eligible under the terms of Rule 13 of the Kansas State High School Activities Association. Additional requirements dictated by USD 322 concerning eligibility are listed below.

Eligibility will be determined by the office on Tuesday afternoons starting the second week of the season. Staff will electronically receive a current ineligibility list effective for the next day (Wednesday).

Ineligible students will receive one “warning week” of ineligible status per semester. After this time, any student ineligible in a class (or classes) are required to attend daily detentions after school to improve the grade in the class or classes in which they are deficient. After the detention is complete each day at 4:00 PM the student will then go to practice.

Each week, ineligible students will be notified by the office of their requirements for obtaining extra academic assistance. Classroom teachers are responsible for updating their grades weekly so that office eligibility reports run on Tuesday afternoons accurately designate ineligible students.

If ineligible, the student will not be able to play or participate in any school-sponsored activity for grades 6-12 not associated with a grade during their ineligible period.

Ineligible students will not travel with their team/group to events, sit with the team/group at events, or in any other way participate with their team/group on game days.

As soon as the student has raised his or her grades the student will be removed from the electronic ineligibility list immediately, and no longer needs to serve detentions daily after school.

Students will receive ONE warning week per semester of ineligibility. Grades 6-8 eligibility is based on the 9-week, quarterly grade. Grades 9-12 eligibility is based on the semester grading period, since credit is awarded on a semester grade rather than the quarterly grade.

The 6-12 grading scale will have 100-90% represent an “A”, 89-80% represent a “B”, 79-70% represent a “C”, 69-60% represent a “D”, and 59-0% represent an “F”.

<u>INELIBILITY</u>	<u>PROBATION</u>	<u>SPECIAL NOTES</u>
Student has one F or 3 straight D's for two straight weeks.	Student has two D's.	Teachers are responsible for updating grades weekly with at least TWO grades per week.
Required: Student must attend after school detention daily to address the deficient grades.	Required: Student meets with their Advisory teacher and the Activities Director to notify of the probation.	Principal has discretion to add students to the ineligible list for disciplinary or attendance issues.
Students attend practices but cannot compete in extracurricular activities, dances, decorating, etc. Ineligible high school students may attend dances (<i>Homecoming, Winter Royalty, and Prom</i>). Students are not allowed to serve as candidates nor royalty for school sponsored dances.	Students remain eligible to compete in extracurricular activities and school events.	Study Table is offered by several teachers before and after school during the week. Students are encouraged to visit with teachers of classes they are struggling with. Ineligible students may travel with their team/group to events only if leaving after 3:30 pm. They may rejoin their teammates after 3:30 p.m. 7/8 th Grade Seminar is reserved for Junior high students that are ineligible or on probation everyday.

PRACTICE TIMES

Middle school practices will take place during their scheduled physical education and seminar periods. Grades 9 – 12 sports practice will take place after school. Any Wednesday practice lasting longer than 6:30 p.m. or any Sunday practice must be approved by the principal, superintendent or athletic director. Baseball and Softball practice will be from 3:30 to 6:30 p.m. When school is canceled, and no activities are to take place, this will include practice. In unusual circumstances, practice may be held but will need prior approval from administration.

Open Gym – Coaches will organize for the facility to open on Sunday for anyone to attend. This is **not a practice**, coaches are allowing athletes the opportunity to come in and work on their skills. If necessary, due to the format of a tournament, a coach may have a scheduled practice on Sunday.

SUMMER CAMPS

- A. A coach/sponsor may organize and administer up to a one-week (per sport) a camp for his/her players only, provided the following guidelines are met:
1. The school cannot be involved other than to approve the use of facilities, dates and to be assured by the coach/sponsor there will be no violation of KSHSAA rules.
 2. All camps must be conducted following the conclusion of the second semester. KSHSAA establishes the dates – after Memorial Day until mid-July (date set by KSHSAA). Thereafter, coaches/sponsors can only work with 3 players at a time until the first week of August.
 3. School equipment can be used and if school facilities (gyms, fields, balls, etc.) are used, the coach/sponsor must arrange for their use through the High School office.
 4. Summer camps cannot be made mandatory for team membership.
 5. A student shall not receive pay or expenses for working at a camp involving a sport in which he/she participates.
 6. A camp program shall not include any type of competition with teams of another camp.
 7. No student can attend your camp that you will not be coach/sponsoring the following year. Example: If a High School coach/sponsor wants Jr. High athlete/student at his/her camp, then he/she must run separate Jr. High School and High School camps and have them at different times. Jr. High School athlete/students cannot attend. High School camps. High School students cannot work at the Jr. High School camp at a sport that they will participate in the following school year.
 8. Weight Room – Coaches are encouraged to give assistance in the summer weight program.
 9. Outside individuals putting on camps utilizing USD #322 facilities must complete facilities use form and schedule it through the high school office. Fee assessment will be determined by the Superintendent, USD #322 Coach and individual based on focus of the camp.

Onaga Jr. / Sr. High School Activities
ALCOHOL, DRUG AND TOBACCO POLICY

Policy statement: During any season of practice &/or competitive play or during the off-season, regardless of the quantity, a student shall not:

1. Use, or be in the possession of, a beverage containing alcohol.
2. Use, consume, have in possession, buy, sell, or give away any illegal drugs or controlled substance.
3. Use tobacco in any form, including e-cigarettes and vaping devices.

If any student involved in activities violates this policy, and the violation is substantiated **verbally or in writing** by a law enforcement official, faculty member, school administrator, or any school employee, or self-admittance, the following will occur:

If a source other than those listed above reports and signs a written statement about a student's violation of the substance policy, validity of the allegation will be substantiated. If the information proves to be accurately reported, the appropriate action as per policy will be taken.

Violation 1:

The student will lose contest eligibility for the next two (2) interscholastic weeks (14 days) of competition but must continue to practice to remain a participant in the activity. This violation would include all activities from the time the violation is substantiated and *it will start with the next week of competition.*

Violation 2:

If a second violation occurs in the same school year, the student will lose eligibility to participate in all interscholastic activities/performances for one calendar year from the date of occurrence. To regain eligibility for Onaga Jr. / Sr. High activities following the inactivity, the student must complete a legitimate chemical dependency program at student/parent expense. Upon the completion of the above requirements, the student will be allowed to return to all activities.

Out Of Season, During School Year, USE or POSSESSION:

The student, parents, head coach, activity director and principal will have a disciplinary conference. The activities director and principal will record the violation with penalties addressed at the conference.

Needing Help:

Students who feel they may have a problem with alcohol, drugs, or tobacco usage are urged, prior to their first offense without penalty under policy, to contact one of the following school officials: Building Administrators, Counselor, Activities Director or any staff member working in a KSHSAA activity.

Repeated Offenses:

Repeated offenses indicate a student-at-risk. Recordkeeping begins at the time the student signs his/her first activities contract. All records will be kept with the principal – Jr. / Sr. High office.

Medical Reason:

It is not a violation of this policy for a student to be in possession of a controlled substance prescribed for that student's own use by his/her physician.

School Policy:

If the substance violation occurs on school property or at a school sponsored event elsewhere, school rules will be in effect in addition to the activities policy.

Due Process:

A student who has been accused of violating the Drug, Alcohol, and Tobacco Policy has the opportunity for due process. This may be afforded to the student at the conference with said student, parents, principal, activity director, counselor, and head coach/director.

Procedure of Enforcement:

- Observation document filed with the activities director or building administrators
- Notification to parents and student by the school concerning the violation
- Conference with student, parents, head coach/director, counselor & administrator(s)
- Explain consequences of action
- Opportunity for due process by student and/or parents
- Recommend appropriate plan of action
- Explain consequences of subsequent violations
- Record of conference and violation consequence filed in activity director's office

Activities Covered Under this Policy

All athletic and non-athletic activities and clubs sponsored by K.S.H.S.A.A. and/or USD 322.

This contract must be on file in the activity director's office/main office, before a student may participate in a contest/performance.

STUDENT'S NAME (printed): _____

STUDENT'S SIGNATURE: _____ DATE _____

PARENT'S SIGNATURE: _____ DATE _____

Job Description, USD #322

HEAD COACH / ASSISTANT COACH / SPONSOR

Length of Contract: Term of the School as defined in the current *USD#322 Master Agreement*.

Reports to: 7-12 Activities Director and Building Administrator.

Compensation: As defined in the current *USD #322 Master Agreement*.

I. Administrative Duties

- Cooperates with administration and athletic director as needed.
- Cooperates with faculty and staff as needed to meet the educational mission.
- Cooperates with other coaches.
- Cooperates with support staff (maintenance, custodial, etc.)
- Knows and enforces applicable KSHSAA rules.
- Knows and enforces all building handbook rules.
- Knows and enforces activity handbook rules.
- Maintains effective and open relations with student athletes and parents.
- Maintains effective and open relationship with local media.
- Maintains any related websites – USD #322, KSHSAA.
- Coordinates and conducts a pre-season parent meeting.
- Follows required procedure for all program purchase requests.
- Provides effective strategic planning for the program
- Schedules, coordinates and supervises program transportation needs through athletic director.
- Coordinates and supervises equipment storage for the program.
- Provides complete equipment procurement and record keeping as needed.
- Actively and effectively monitors the academic progress of student athletes.

II. Professional Duties

- Is punctual in all matters pertaining to the program.
- Provides thorough and effective program supervision.
- Provides positive and consistent role modeling.
- Provides positive and effective program leadership.
- Follows, supports and expects positive, honest and open communication at all times.
- Exhibits commitment to the expected administrative chain of command.
- Maintains appropriate, professional and positive personal appearance.
- Exhibits consistently positive and effective decision making abilities.
- Supports/cooperates with the educational mission of the district.
- Actively involved in/supports school improvement (academic) efforts.
- Keeps faculty informed in a timely manner of all program needs / schedules.
- Exhibits expected levels of personal patience with all aspects of the program.
- Exhibits positive and productive sideline behavior at all times.
- Exhibits positive sportsmanship at all times.
- Exhibits high levels of honesty and personal integrity at all times.
- Maintains a healthy “balance” between teaching and coaching duties.

III. Coaching Duties

- Has and maintains an effective overall knowledge of the sport.
- Attends and actively participates in coaching clinics as needed.
- Knows the rules of the sport.
- Follows and enforces rules of the sport at all times.
- Demonstrates the ability to lead the program.
- Demonstrates innovative methods and strategies related to the program.
- Provides opportunities for off-season conditioning program.
- Provides a program and experience that is **enjoyed** by the student athlete.
- Demonstrates effective organizational abilities related to the program.
- **Maintains positive, appropriate and effective student-athlete rapport levels.**
- **Demonstrates the ability to effectively motivate the student-athlete.**
- **Treats all student-athlete in a fair and consistent manner.**
- **Ensures positive and effective student-athlete sideline behavior.**
- **Actively promotes and expects effective teamwork skills and behaviors.**
- Develops student-athletes that show improvement over the course of the season.
- Develops a competitive program.
- Maintains a clear, consistent and fair program lettering policy and procedure.
- Provides fair and appropriate opportunities to participated for the student-athletes.
- Maintains positive, appropriate and effective assistant coach rapport levels.
- Effectively delegates authority to the assistant coach(es).
- Provides an opportunity for assistant coach improvement.
- Demonstrates effective organization of assistant coach duties and responsibilities.
- Ensures positive and productive sideline behavior by assistant coaches at all times.
- Maximizes practice opportunities.
- Provides effective assistance coach supervision at all times.
- Coordinates locker room assignments and weight room with the P.E. teacher.
- Provides complete and professional supervision of student-athlete transportation.
- Ensures timely and complete entry fee /roster / departure information.
- Ensures building security.
- Monitors and supervises program uniforms / equipment.
- Provides supervision of all program activities.

The assistant coach should follow the above guidelines as applicable.

Being a successful coach/sponsor requires a person to be many of the following:

- A. Teacher**
- B. A motivator**
- C. One who can discipline in a positive manner.**
- D. One who can demonstrate organizational skills.**
- E. A communicator.**

Appendix A

Uniform Rotation Schedule

Middle School

Activity	Last Updated	Next Update Date	Future Update Dates			
Coaching Shirt - District	21-22	26-27	31-32	36-37	41-42	46-47
OMS - Volleyball	23-24	28-29	33-34	38-39	42-43	47-48
OMS - Football	22-23	27-28	32-33	37-38	42-43	47-48
OMS - Girls Basketball	21-22	26-27	31-21	36-37	41-42	46-47
<i>**Girls & Boys Basketball Moved to Same Schedule 2016 (Gr 6 added)</i>						
OMS - Boys Basketball	21-22	26-27	31-21	36-37	41-42	46-47
OMS - Wrestling	23-24	28-29	33-34	38-39	42-43	47-48
OMS - Track	19-20	25-26	30-31	35-36	40-41	45-46

High School

Activity	Last Updated	Next Update Date	Future Update Dates			
OHS - Cross Country	19-20	25-26	30-31	35-36	40-41	45-46
OHS - Volleyball	23-24	28-29	33-34	38-39	42-43	47-48
OHS - Football	21-22	26-27	31-21	36-37	41-42	46-47
OHS - Girls Basketball	18-19	24-25	29-30	34-35	39-40	44-45
OHS - Boys Basketball	22-23	27-28	32-33	37-38	42-43	47-48
OHS - Wrestling	22-23	27-28	32-33	37-38	42-43	47-48
<i>**Not Purchasing in 22-23 due to donated purchase</i>						
OHS - Track	19-20	25-26	30-31	35-36	40-41	45-46
OHS - Golf	22-23	27-28	32-33	37-38	42-43	47-48
<i>**Spring 22: athlete & student split cost of shirt; student keeps. Design may vary.</i>						
OHS - Baseball/Softball	18-19	24-25	29-30	34-35	39-40	44-45
OHS - Cheer Squad	21-22	26-27	31-32	36-37	41-42	46-47
OHS - Scholars Bowl	18-19	24-25	29-30	34-35	39-40	44-45

Updated: May 2023

APPENDIX B

All coaches will follow the rubric for lettering participants in their specific sport. The guidelines have been determined by a coach – modifications are possible with the athletic director's approval. This process was implemented in SY 18-19 for some activities in hopes that by the end of SY 19-20 all activities will have developed rubrics.

See attached rubrics for the following activities:

Fall Activities: Cross Country – Football – Spirit Squad - Volleyball

Winter Activities: Basketball (Girls & Boys) – Spirit Squad – Wrestling

Spring Activities: Baseball – Golf – Softball – Track

High School: Band - Choir

School Year: _____

Athlete Name: _____

Onaga High Lettering Options Cross Country

Possible

Earned

5 points for every Varsity meet run (<i>7 Regular Season Meets</i>)	35	
5 points for perfect attendance at scheduled practices (<i>includes practice for other sports or approved by Coach</i>)	5	
1 point for making the 1st Quarter Honor Roll	1	
1 point for each week of staying off eligibility list	7	
1 point for participating in another sport at OHS	up to 2	
1 point for 10 hours of approved community service	1	
1 point for each year of Cross Country participation in previous years	Up to 3	
1 point - returning all equipment within 1 week of final meet	1	

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER	35 pts	
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- * Provisional letters are an option, due to certain circumstances
- * Seniors who have met eligibility requirements regardless of playing time.
- * Special cases/Example: injury, bereavement, etc.
- * Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

School Year: _____

Athlete Name: _____

Onaga High Lettering Options Football

Possible

Earned

2 points for every Varsity quarter played in	36	
1 point for perfect attendance at OHS Summer Team Camp	1	
1 point for making the 1st Quarter Honor Roll	1	
1 point for 30+ summer weight workouts	1	
1 additional point for perfect attendance at summer weight workouts (36)	1	
1 point for 10 hours of approved community service	1	
1 point for each year of football participation in previous years	Up to 3	
1 point - returning all equipment within 1 week of final game	1	

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER	40 pts	
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* Provisional letters are an option, due to certain circumstances

* Seniors who have met eligibility requirements regardless of playing time.

* Special cases/Example: injury, bereavement, etc.

* Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

School Year: _____

Athlete Name: _____

Onaga High Lettering Options Volleyball

Possible

Earned

1 point for every Varsity point earned (<i>KSHSAA = no more than 36 points/season</i>)	36	
1 point for making the Quarter Honor Roll	2	
1 point for participating in another sport at OHS	Up to 2	
1 point for 32+ summer weight workouts	1	
2 additional points for perfect attendance at summer weight workouts (32)	2	
1 point for 10 hours of approved community service	1	
1 point for each year of high school volleyball participation in previous years	Up to 3	
1 point for returning all equipment within 1 week of game meet, in acceptable condition (<i>1 point deducted for each day it is late</i>)	1	

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER	40 pts	
--	--------	--

- * Provisional letters are an option, due to certain circumstances
- * Seniors who have met eligibility requirements regardless of playing time.
- * Special cases/Example: injury, bereavement, etc.
- * Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

School Year: _____

Athlete Name: _____

Onaga High Lettering Options	Basketball	<u>Possible</u>	<u>Earned</u>
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1 point for every Varsity quarter played in	40	
1 point for perfect attendance at OHS Summer Team Camp	1	
1 point for making the Semester Honor Roll	2	
1 point for participating in another sport at OHS	Up to 2	
1 point for 30+ summer weight workouts		
1 additional point for perfect attendance at summer weight workouts (36)	1	
1 point for 10 hours of approved community service	1	
1 point for returning all equipment within 1 week of final game, in acceptable condition (1 point deducted for each day it is late)	1	

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER	40 pts	
--	--------	--

- * Provisional letters are an option, due to certain circumstances
- * Seniors who have met eligibility requirements regardless of playing time.
- * Special cases/Example: injury, bereavement, etc.
- * Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

School Year: _____

Athlete Name: _____

Onaga High Lettering Options Wrestling

Possible

Earned

1 point for every Varsity match wrestled in	Up to 40	
1 point for perfect attendance at scheduled practices	1	
1 point for making the Semester Honor Roll	Up to 2	
1 point for participating in another sport at OHS	Up to 2	
1 point for 30+ summer weight workouts	1	
1 additional point for perfect attendance at summer weight workouts (36)	1	
1 point for 10 hours of approved community service	Up to 3	
1 point for each year of wrestling participation in previous years	Up to 4	
1 point for returning all equipment within 1 week of final meet, in acceptable condition (<i>1 point deducted for each day it is late</i>)	1	
	Up to 40	

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER	40 pts	
--	--------	--

- * Provisional letters are an option, due to certain circumstances
- * Seniors who have met eligibility requirements regardless of playing time.
- * Special cases/Example: injury, bereavement, etc.
- * Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

School Year: _____

Athlete Name: _____

Onaga High Lettering Options Cheer Squad

Possible

Earned

1 point for every Varsity game cheered	Up to 40	
1 point for perfect attendance at all scheduled practices	1	
1 point for making Semester Honor Roll	Up to 2	
1 point for participating in another sport at OHS	Up to 2	
1 point for 20+ summer weights workouts	1	
1 point for 10 hours of approved community service	1	
1 point for each year of previous Spirit Squad participation	Up to 3	
1 point for each month of staying off of the eligibility list	Up to 4	
1 point for returning all equipment within 1 week of request, in acceptable condition	1	
	Up to 40	

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER	40 pts	
--	--------	--

- * Provisional letters are an option, due to certain circumstances
- * Seniors who have met eligibility requirements regardless of playing time.
- * Special cases/Example: injury, bereavement, etc.
- * Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

School Year: _____

Athlete Name: _____

Onaga High Lettering Options

Softball

Possible

Earned

1 point for every Varsity game played in	20-26	
1 point for perfect practice attendance	1	
1 point for making the fourth quarter, 9 weeks Honor Roll	1	
1 point for participating in another sport at OHS	Up to 2	
1 point for 10 hours of approved community service	1	
1 point for each year of baseball participation in previous years	Up to 3	
1 point each week of staying off eligibility list during season	Up to 6	
1 point for making Regional team	1	
2 points for making State team	2	
1 point - returning all equipment within 1 week of final game	1	

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER	38-44 pts	
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- * Provisional letters are an option, due to certain circumstances
- * Seniors who have met eligibility requirements regardless of playing time.
- * Special cases/Example: injury, bereavement, etc.
- * Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

School Year:

Athlete Name:

Onaga High Lettering Options	Baseball	<u>Possible</u>	<u>Earned</u>
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1 point for every Varsity game played in	20-26	
1 point for perfect practice attendance	1	
1 point for making the fourth quarter, 9 weeks Honor Roll	1	
1 point for participating in another sport at OHS	Up to 2	
1 point for 10 hours of approved community service	1	
1 point for each year of baseball participation in previous years	Up to 3	
1 point each week of staying off eligibility list during season	Up to 6	
1 point for making Regional team	1	
2 points for making State team	2	
1 point - returning all equipment within 1 week of final game	1	

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER	38-44 pts	
--	-----------	--

- * Provisional letters are an option, due to certain circumstances
- * Seniors who have met eligibility requirements regardless of playing time.
- * Special cases/Example: injury, bereavement, etc.
- * Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

School Year: _____

Athlete Name: _____

Onaga High Lettering Options

Golf

Possible

Earned

5 points for every Varsity tournament played in	30	
3 points for every JV tournament played in	6	
5 points for playing in the TVL tournament	5	
10 points for playing in the State tournament	10	
5 points for not missing a golf practice	5	
1 point for each year of golf participation in previous years	Up to 3	
2 points for making the Honor Roll	4	
1 point for participating in another sport at OHS	Up to 2	
1 point for 10 hours of approved community service	1	
1 point each month of staying off ineligibility list	Up to 4	
1 point for returning all equipment within 1 week of final competition, in acceptable condition. (1 point deducted for each day it is late)	1	

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER	40 pts	
--	--------	--

- * Provisional letters are an option, due to certain circumstances
- * Seniors who have met eligibility requirements regardless of playing time.
- * Special cases/Example: injury, bereavement, etc.
- * Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

School Year: _____

Athlete Name: _____

Onaga High Lettering Options Track Possible Earned

3 points for every Varsity meet event participated in (up to 3 per meet)	45	
2 points for every JV meet participated in (up to 3 per meet)	6	
3 points for every event participated in (up to 3) at the TVL Track	9	
3 points for every event participated in (up to 3) at the Regional Track	9	
5 points for every event participated in (up to 3) at the State Track	15	
5 points for setting a new school record in an event in competition	5 per	
1 point for each year of track participation in previous years	Up to 3	
2 points for making the Honor Roll	4	
1 point for participating in another sport at OHS	Up to 2	
1 point for 10 hours of approved community service	1	
1 point each month of staying off ineligibility list	Up to 4	
1 point for returning all equipment within 1 week of final competition, in acceptable condition. (1 point deducted for each day it is late)	1	

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER	40 pts	
---	---------------	--

- * Provisional letters are an option, due to certain circumstances
- * Seniors who have met eligibility requirements regardless of playing time.
- * Special cases/Example: injury, bereavement, etc.
- * Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

School Year: _____

Athlete Name: _____

Onaga High Lettering Options

Band

Possible

Earned

Band Council	10	
Librarian	10	
Uniform Leader	10	
Concert Manager	10	
OHS Band Camp	2pts per	
OGS Band Camp	2pts per	
Other Band Camps	10pts per	
Community Band	5pts per	
Pep Band Games	2pts per	
Private Lessons	20	
Pep Rallies	5pts per	
League Honor Band	10	
District Honor Band	15	
State Honor Band	50	
Pit Orchestra	10	
Regional Piano Festival	10	
State Piano Festival	20	
League Solo Performance	10	
Regional Solo Performance	15	
State Solo Performance	20	
League Ensemble Performance	5	
Regional Ensemble Performance	10	
State Ensemble Performance	15	
Instrumental Loading/Unloading	2pt per	
Attendance of Area Arts Performance	20pts per	
Church/Other Performance	5pts per	
Other Service to the Band <i>(points given by director)</i>		

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER

200 pts

* Provisional letters are an option, due to certain circumstances

* Seniors who have met eligibility requirements regardless of playing time.

* Special cases/Example: injury, bereavement, etc.

* Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

School Year: _____

Athlete Name: _____

Onaga High Lettering Options

Choir

Possible

Earned

Choir Council	10	
Librarian	10	
Robe Leader	10	
Concert Manager	10	
OHS Choir Camp	10pts per	
Community Choir	5pts per	
Star Spangled Banner	5pts per	
Private Lessons	20	
League Honor Choir	5	
District Honor Choir	10	
State Honor Choir	15	
Musical	10	
Regional Piano Festival	5	
State Piano Festival	10	
League Solo Performance	5	
Regional Solo Performance	10	
State Solo Performance	15	
League Ensemble Performance	5	
Regional Ensemble Performance	10	
State Ensemble Performance	20	
Bus Loading/Unloading	2pt per	
Attendance of Area Arts Performance	20pts per	
Church/Other Performance	10pts per	
Other Service to the Band <i>(points given by director)</i>		

TOTAL POINTS NEEDED TO EARN A VARSITY LETTER

200 pts

- * Provisional letters are an option, due to certain circumstances
- * Seniors who have met eligibility requirements regardless of playing time.
- * Special cases/Example: injury, bereavement, etc.
- * Disqualification can occur for breaking team rules, failure to comply with Handbook, etc.

Tracking Sheet Band & Choir

<u>Event OR Performance</u>	<u>Date</u>	<u>Initial</u>

APPENDIX D
PERMISSION TO TREAT

I give my permission for my son or daughter, _____
Grade _____, to be treated in case of emergency, at a hospital, or by
a doctor or other licensed medical personnel where I as parent/guardian,
am not in attendance or cannot be reached by phone.

Parent/Guardian Signature: _____

Athlete/student Signature: _____

Date: _____

Name of Insurance Company: _____

Policy Number: _____

EMERGENCY CONTACT NUMBERS

In case of emergency contact me at:

Mother _____ home _____ work _____

Father _____ home _____ work _____

Others who may be contacted:

1. _____ phone _____ relationship _____

2. _____ phone _____ relationship _____

3. _____ phone _____ relationship _____

Major efforts will be placed on contacting parent/guardian prior to treatment.

APPENDIX E

Only applies to HS

Dual Sports Form

School Year _____

Athlete Name (Print) _____ **Date** _____

Circle the Grade **Freshman** **Sophomore** **Junior** **Senior**

This form indicates which sport will take precedence if an event falls on the same date. Coaches must be in communication to be sure the athlete is aware of practice and event arrangements.

Fall **Circle the sport for each of the following.**

PRIMARY SPORT Cross Country Football Volleyball

SECONDARY SPORT Cross Country Football Volleyball

Signature _____

Date _____

Winter **Circle the sport for each of the following.**

PRIMARY SPORT Basketball Wrestling

SECONDARY SPORT Basketball Wrestling

Signature _____

Date _____

Spring **Circle the sport for each of the following.**

PRIMARY SPORT Baseball Golf Softball Track

SECONDARY SPORT Baseball Golf Softball Track

Signature _____

Date _____