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RATIONALE

The purpose of this Handbook is to familiarize coaches, students, parents, board members, community and administrators of the policies and procedures of the extra curricular program. It serves as a checklist of responsibilities and a working relationship necessary for successful operation of the extra curricular program. It sets forth the procedures and policies which evolved over a period of years and which are now in effect. Hopefully, it will serve as an excellent orientation for new as well as experienced staff members. It is a communication instrument, not only for staff members, but also with students and the community in general.

PHILOSOPHY OF EXTRA CURRICULAR PROGRAM

Before any program of direction can operate effectively and efficiently, a philosophy should be set down to provide a preview of the ultimate ends to be achieved and the guidelines within which accomplishment is to progress.

The major objective of the program is to provide wholesome opportunities for students to develop from their experiences, favorable habits and attitudes of social and group living in a democratic world.

The leadership should be of the highest quality so as to exemplify to the participants the desired type of individual to be developed from the extra curricular program. Measurement of the success of the leadership should not be in terms of the tangible evidence of the victory or defeat record, but in the intangible personality development factors that are an outgrowth of the major objectives of the extra curricular program.

The extra curricular program should always be in conformity with the general objectives of the school. At no time, should the program place the total education curriculum secondary in emphasis; the program should function as a part of the whole curriculum and should constantly strive for the development of a well-rounded individual, capable of taking his/her place in modern society.

I. MEMBERSHIP AND POLICIES

- A. Elkhart Public Schools belong to the Kansas State High School Activities Association and the Hi Plains League.
- B. Policy, rules and regulations concerning Elkhart Public Schools activities program are regulated by Elkhart Board of Education, Kansas State High School Activities Association (KSHSAA) and the Hi Plains League (HPL).
- C. Elkhart Public Schools participates in the following KSHSAA/HPL activity programs: Spirit and Performing Groups, Music, Student Council, Interscholastic Activities, Baseball, Basketball, Cross Country, Football, Golf, Track and Field, Volleyball, and Softball.
- D. Any school-sponsored activity, including Future Farmers of America, will abide by all rules and regulations listed in the Activity Handbook.

II. ELIGIBILITY

- A. Eligibility standards are set by the KSHSAA and Elkhart Board of Education.
- B. The principal of each KSHSAA member high school is responsible to the Association in all matters pertaining to interschool activities, including the eligibility of students. He or she may delegate authority only to regular members of the faculty. This does not relieve the individual of responsibility, however, in case of an infraction of the Association rules. No interschool activities may be scheduled or performed without the approval of the principal. Coaches/sponsors have the responsibility to bring to the attention of the activity director any question concerning eligibility of individual students.
- C. It is permissible for ineligible students to practice with teams but they may not dress/participate/travel for games or meets/activities.
- D. All students must have a physical form on file in the activity director's office. Coaches/sponsors will check with the activity director in this regard before allowing the student to participate.
- E. Petitions for Waiver of Transfer Rules (hardship cases) will be filed by the activity director.

- F. Students who transfer into our district with their parents during the school year must have a transfer form completed by the activity director.
- G. Coaches/sponsors will familiarize themselves with Elkhart Board Policies, Activities Handbook, Hi Plains League and KSHSAA rules so they are prepared to answer questions from the students and public.

Elkhart High School Eligibility Policy

The eligibility policy of Elkhart High School runs from Monday of Monday of each week. Grades will be posted by 8:00 A.M. each Monday morning and a list of students who are failing will be generated.

Students who are failing one (1) class may remain eligible by attending tutoring. Students who are failing two (2) classes must raise one of the two classes to passing before they are allowed to play the next scheduled competition. Teachers will be available to help students do this before and after school, as well as during Homeroom. As soon as the grade has been raised the student becomes eligible upon the next release of the eligibility report. Courses taken at Point Rock Academy for credit recovery will also count towards weekly eligibility. Students must be making adequate progress in the credit recovery program as required by their individual contracts in order to remain in good standing.

Tutoring will be available to all students from 3:30 to 4:00 PM Monday through Thursday. Athletic practices will begin at 4:00 PM each day with the exception of Track in order for students to attend tutoring. Track practice may begin at 3:45 PM, but athletes must still fulfill their tutoring requirements.

All students are encouraged to participate in the activities offered by EHS. To participate, students must be in good standing according to the rules of the Kansas State High School Activities Association (KSHSAA) and the school. They also need to be full time students.

Students who are under school suspension, or who do not meet the KSHSAA minimum standards of good standing will not be allowed

to participate. Students may be prohibited from participation in any school activity as part of disciplinary action by the principal.

Participation in any activity is a privilege, not necessarily a right. Students under suspension will not attend any school functions within the suspension period.

Some classes, by their nature, may require a special commitment on the part of students who enroll in them. Therefore some teachers may require students to perform some of their class duties outside the school day, ie: band performances, music concerts, finishing shop projects, etc. These may or may not be outlined in the general policies of the building policy (or district policy) handbooks. Teachers should make sure that all students are made aware of possible requirements before committing to final enrollment in the class.

The activities Elkhart High School sponsors as a member of the Kansas State High School Activities Association are: Football, Volleyball, Basketball, Golf, Track and Field, Baseball, Fast Pitch Softball, Music, Spirit and Performing Groups, Student Council, One Act Play and Interscholastic Activities.

Middle School Eligibility Policy

Students participating in interscholastic events (any activity that takes time away from regular classes or occurs outside the regular school day) are subject to the rules of the Middle School, the sponsors/coaches, and the KSHSAA. Eligibility lists will be run each week unless otherwise posted. A student will be provided an opportunity to raise a failing grade through tutoring sessions arranged by the classroom teacher. A student with only 1 failing grade will remain eligible to participate in activities as long as he/she is attending tutoring sessions. Students who are failing two (2) classes will be placed on academic probation and have one week to get one or both classes back to passing. A student who fails any two (2) classes for consecutive weeks will be considered ineligible. Students who are ineligible can practice but cannot wear the uniform or participate in the event. Students who are ineligible cannot travel with the team to out of town events

III. ACTIVITY PARTICIPANTS

A. Students

1. Any eligible male or female student of Elkhart USD #218 may indicate an interest in competing in any of the extra curricular activities offered by the schools of the district.
2. Any eligible male or female student may try out for extra curricular activities if all requirements for that activity are met.
3. Eligibility standards are set by the Elkhart Board of Education and the Kansas State High Activities Association (KSHSAA).

B. Managers

1. Coaches will make it known that managers for a particular activity are needed. Coaches will then select managers from those students desiring to serve as managers.
2. The manager of an activity will be delegated duties by the coach of the team. It is the manager's responsibility to perform assigned duties to the satisfaction of the coach.
3. The manager is expected to follow the same rules as the participant and to meet the requirement for managers as described in this handbook. Managers must also meet KSHSAA eligibility requirements.
4. Managers are expected to be at all practices and to travel with the team.
5. Managers shall never take any sponsor/coach's keys from the school premises and must make sure that keys are returned to the sponsor/coach after each practice session.
6. Each Sport will be allowed 2 managers and 1 Filmer. These students will be held to the same rules and expectations as the participants.

IV. REPRESENTING THE SCHOOL

Members of activity teams are reminded that they represent Elkhart USD #218 and have the responsibility for maintaining acceptable behavior that is a credit not only to themselves but also to Elkhart schools.

Participants are to be well groomed and clothed in presentable attire when representing the school at athletic/activity contests, banquets, dinners, or at any gathering where the entire team is represented.

Participants should be well mannered, courteous, and considerate of others. Appropriate behavior can do much to sell the activity program to

others and could lead to this district having the best activity program in the state.

Students that are arrested, charged, or facing legal charges may be dismissed from any extracurricular activity including, but not limited to: football, volleyball, cross country, basketball, track, golf, baseball, softball, and school sponsored activities such as homecoming participants, dances, PROM, all night parties, and any other activity designated by the principal.

V. THE STUDENT'S RESPONSIBILITIES

- A. All students should report, if possible, for practice the day that the first call is made for the sport.
- B. When two seasons overlap, those involved in the first activity will be allowed to finish that activity before reporting for the next activity.
- C. If a participant has been in school on a scheduled practice day, permission to be excused from practice must be approved by the coach directly in charge of the activity. Students absent from school on a scheduled practice day/game day cannot participate unless the principal grants permission.
- D. Participants who are consistently and habitually tardy to practice may be removed from the team.
- E. Profanity by participants at any time or in any situation will not be tolerated.
- F. Participants who fail to control their actions on buses will be disciplined.
- G. All athletes should make an effort to attend and participate in all pep rallies of the school.
- H. Each participant shall meet the requirements of eligibility as set forth by the Kansas State High School Activities Association.
- I. Participants must treat school property with respect. Participants are not to take equipment or uniforms from this or other schools. If students wear equipment or uniforms from other schools, they will be questioned. If proof of ownership cannot be established, the equipment will be confiscated until the matter can be investigated. If it is established that the property was stolen, the athlete will be disciplined.
- J. Before participation is allowed, a student who wishes to participate in a sport must have written parental consent and evidence of physical examination on file in the activity director's office before reporting for practice.

- K. The coach/sponsor will check all injuries no matter how small. When possible, injured participants are to watch the practice sessions.
- L. All coaches/sponsors will make every effort to see that students understand their responsibilities as representatives of the community and school.
- M. Coaches/sponsors may request any reasonable mode of dress when taking students to game sites as representatives of Elkhart Public School.
- N. Conduct on busses or other means of conveyance will be such that it does not interfere with the safe operation of the vehicle. Busses, etc. will be left in clean and orderly condition after use.

VI. LOCKER ROOM, TRAINING ROOM, AND SHOWER ROOM SAFETY RULES

- The locker room is like a second home as far as the athlete is concerned. It can be a pleasant place if all strive to keep it clean. There are certain rules pertaining to the locker and shower rooms that must be followed for safety and health reasons. Serious injuries can and do result when one becomes careless. Injuries not only bring harm but detract from the effectiveness of the overall athletic program.
- A. Coaches will remain in the locker room after practice/games until all participants have showered and left. Upon leaving, the coach will check all athletic facilities to make sure lights are turned out and doors are secure. Coaches will also remain at the school until all participants have left the building when returning from an out of town activity. The participants should have their transportation arranged and waiting when they return.
 - B. There will be no “HORSEPLAY” of any kind. Such behavior has resulted in some very serious injuries.
 - C. The training area is off limits unless authorized by a coach. In case of injury, the coach must be notified and make proper office clearance for an injury report and insurance record.
 - D. Equipment must be washed regularly. All dirty equipment should be taken home and cleaned before use. Cleanliness is very important to one’s health and continued participation.
 - E. A shower is to be taken every day as soon after practice as possible. Athletes are to dress and leave school immediately after showering.

- F. Cooperation with the managers and custodians is essential. They have a tough and thankless job. All equipment must be picked up and locked in lockers.
- G. Each athlete is responsible for assigned equipment and locker. Any damage to equipment or locker must be reported to the coach immediately.
- H. Any unauthorized person in the locker room is to be reported to the coach.
- I. Students not participating in a sport or weight program during the current season are to stay out of the locker room unless given permission by a coach or administrator.
- J. Keep your locker locked.

VII. ACTIVITY FEES

- A. Loss or Damage of Equipment
A student is responsible for the care of assigned equipment. Loss or damage beyond normal use of equipment that belongs to the school means that the student will pay for the equipment.

VIII. CONDITIONING, TRAINING, PRACTICE ATTENDANCE, AND ATHLETIC and BUS POLICY

- A. Conditioning
Athletes should make every effort to be involved in the programs that will help develop a sound body. Conditioning should include activities that increase strength and endurance, as well as developing skills and mental alertness. A strength and conditioning program is offered in the curriculum and athletes are encouraged to enroll.
- B. Training
For the benefit of the individual athlete and the team and so that health and conditioning practices will be of value, it is necessary that certain training rules be followed. The responsibility of abiding by these rules rests with each athlete. The following “Code of Ethics” will provide the guidelines for training and conduct.
 1. No drinking, smoking, chewing, or use/possession of drugs. If proof Exists that a student has been drinking, smoking, chewing or is in possession of drugs then the following penalty will be observed.

Penalty: 1st Offense: Suspension for 10 % of scheduled games
Basketball: 2 games
Baseball: 2 games
Cheer: (Football 1 game Basketball 2 games)
Cross Country: 1 meet
Football: 1 game
Golf: 1 meet
Softball: 2 games
Track and Field 1 meet
Volleyball: 2 games
Play 1 performance

2nd Offense -Dismissal from the squad with no honors or awards received.

3rd Offense- Suspension from sports for the remainder of the season

***Policy resets at the end of each season.

2. Missing practice - Unexcused by the head coach.
Penalty: 1st Offense - Conference with the head coach. Penalty to be decided by the head coach.
2nd Offense -The athlete will not play in the next contest for which he is eligible.
3rd Offense -Dismissal from the squad with no honors or awards received.
3. Missing contest - Unexcused by the head coach.
Penalty: 1st Offense - One game suspension and a conference with the possibility of dismissal.
2nd Offense -Automatic dismissal from the squad with no honors or awards received.
4. Game / Practice Behavior and Conduct
Penalty: Behaviorally related conduct that results in a participant or team being penalized during a contest by an official may result in the participant being benched for the next contest. If there is another similar incident more severe steps will be taken by the sponsor/coach and administration. Examples are verbal exclamations or argument, throwing a punch or elbow, profanity, etc.

C. Practice

1. Practice times will be kept to a reasonable length of time.
2. Teams shall neither practice nor participate in a contest on Wednesday after 6:30 p.m. (Tournaments, state sponsored activities or rescheduled activities may be exceptions)
3. Teams may practice during school term vacation periods if not in conflict with K.S.H.S.A.A. rules.
4. The closing of schools because of inclement weather will automatically cancel all practice sessions that were scheduled that day. (Unless the Principal provides special permission)
5. Students will not practice on days they have been absent from school unless they have a valid reason and approval is obtained from the principal.
6. Individuals not directly involved with athletic teams should be asked to clear the gym area after school unless they have faculty supervision.
7. Inclement weather may make it necessary to coordinate use of gyms for practice in fall and spring.
8. The assignment of practice areas will be the responsibility of the activity director.
9. Changes in practice times and dates will have prior approval by the activity director and the principal.

D. Attendance

1. All participants are expected to be in attendance at all classes. Athletes that are absent from school for any part of the day an activity is held, regardless if the activity is held at home or away, will not be permitted to take part in the team activity or attend the activity. The principal must approve any exceptions. The athlete will attempt to make arrangements for absence prior to the time missed.
2. No student should be penalized by being withheld from participation if the cause of the school or practice absence was another school activity, a funeral, or for similar reasons.
3. Students who are under suspension or expulsion from school will not be allowed to participate in practice, games, or meets under any circumstances.
4. All KSHSAA regulations pertinent to practice and competition will be followed to the letter in the spirit of the regulations.

5. Participants are required to attend all scheduled practices and meetings. If circumstances arise to prevent the participants' attendance, the coach/sponsor or supervisor prior to all missed practices or meeting will determine the validity of the reason

E. Athletic Policies

1. Any student may drop an activity if reasons are stated to the coach/sponsor personally, all equipment is returned, and all financial responsibilities cleared with the school. Coaches/sponsors will inform principal and parents/guardians when a student quits an activity.
2. A student who quits an activity will not be allowed to take part in another activity until the termination of the former activity. (Unless coaches/sponsors of activities, the activity director & the principal all agree.) Termination of an activity would include any regional/state contests.
3. If a student is suspended or expelled from an activity by action of the head coach/sponsor or activity council because of ineligibility or an infraction of training or conduct rules, the policy pertaining to these violations would be in effect. (During any school sponsored activity, out of season participants guilty of misconduct may face suspension from the next activity they enter.)
4. Bus Transportation - The transportation schedule is made up by the activity director. Any corrections to this schedule will be reported to the activity director by the respective coach as soon as the change is noted. All unscheduled trips will be arranged at least one week in advance, and a transportation request form must be completed. On away activities students will ride to and from the game on the bus provided by the school unless the student has signed permission from the parents asking permission of the coach to let their daughter or son (only) ride home with them after the contest. Parents may only ask permission for their own kids. Students are not allowed to ride home with other High School Aged kids. Telephone calls will not be accepted as a means for asking permission. If parents elect to have their child ride home with any adults, other than themselves, they must speak to administration in regards to this prior to the event. There must be a valid need for this to be approved by administration. If approved a signed note must be submitted.

Emergency procedures - When it is necessary to contact emergency personnel/school administration, the person responsible for this will be the

coaches/sponsors. The bus driver's primary responsibility will be to drive the bus.

5. Activity Council - The activity council shall be composed of the principals (high school & middle school), all coaches/sponsors of that activity, and the activity director. The activity director will be designated as the chairman and will vote only to break a tie. Any coach, administrator, or student may submit an eligibility problem to the activities council. Prior to submitting a problem to the council, it should be discussed by the principal, activity director, and head coach of the student in question. Each case shall be treated individually, and it shall be kept in mind that the school exists to benefit the student.
6. A student not in good standings according to KSHSAA rules or a student on any suspension may not participate in practices or competition

IX. EQUIPMENT: Check out, Inventory, Sale and Disposal

1. All coaches/sponsors in all activities will keep a record of equipment checked out to each participant. All equipment will be marked for easy identification. All equipment checked in at the end of the season will be properly cleaned, boxed and stored. No equipment will be issued to a participant who has not turned in equipment from a previous activity.
2. Each coach/sponsor will be responsible for a complete inventory at the end of the season. The inventory will be turned over to the activity director within two weeks after the end of the activity season. The inventory will include the condition of equipment on hand as well as a listing of new equipment desired for the next season.
3. Each participant will be held financially responsible for damage beyond normal use or loss of equipment. The condition of damaged or lost equipment and the cost of replacement will determine the amount of financial obligation.
4. School equipment that is going to be loaned to a student over the summer or throughout a season must be by permission of the building principal or by the Board of Education.
5. Any equipment or supplies purchased by the school for resale to students must be paid for by the student before he/she can receive it. This money is not to be deposited in the school

activity fund but is to be paid for directly by the student to the vendor.

6. No equipment, supplies, clothing or merchandise of any type will be ordered without prior approval of the activity director and principal.
7. Any equipment that has become obsolete, outdated, worn out, or generally useless for its specific function shall not be given or sold to students without the express consent of the Board of Education. Periodic reduction of obsolete equipment is necessary. A form will be used to indicate type and quantity of equipment and the date of disposition.

X. INCLEMENT WEATHER

- A. No activity practice of any type will be permitted on days when school is canceled or dismissed early because of inclement weather without the approval of the activity director and principal.

XI. QUALIFYING FOR STATE - Who may participate

- A. When a team (athletics) qualifies for state, only those members qualifying or participating will be permitted to travel with the team (cheerleaders, band members, etc.) may attend with approval of superintendent, principal and activity director.

XII. INSURANCE - MEDICAL POLICY

1. Insurance
The school **does not** provide student accident insurance for athletes. We do provide Catastrophic insurance through the Kansas State High School Activities Association for each athlete
2. No student will participate in any activity (practice or contest) until his/her parents consent form is on file in the activity director's office. Coaches/Sponsors will have the responsibility for enforcing the observance of this policy.
3. Coaches will prepare the team members at the beginning of the season for the possibility of injuries during the year. Coaches should point out the types of injuries, which are most likely to occur and establish an

Emergency Procedure so that all assistant coaches and involved personnel may act promptly, efficiently and correctly in the handling of injured students. Suggestions might include but are not limited to the following:

- a. Give appropriate first aid procedures to all personnel.
 - b. Call for ambulance, if needed, and alert the doctor and hospital.
 - c. Notify parents/guardians.
 - d. Keep the administration informed of serious injuries,(require hospital or physician care).
 - e. File accident report within twenty four (24) hours of accident.
 - f. Follow up with doctor on progress of all injured students.
(Do this also in case of serious illness)
3. Establish a chain of command so that all concerned may follow the physician's orders and counsel.
 4. Make injury procedures available to all coaches, participants, administrators and parents.
 5. The physician must make all decisions as to whether the injured student may continue to participate. The physician must also decide when an injured student may return to practice.
 6. Injury records will be maintained for all injuries requiring medical attention. Complete commentary will be recorded, dated and signed. Review all accident reports at the end of the season and before the new season begins. Cumulative reports will be filed in the activity director's office.
 7. Establish a sound routine to cover activity participation after injury or illness.
 - a. A student must be in school the entire day if he/she participates in an activity that day. An exception would be made if the student had an approved appointment that prevented such attendance; in which case, he/she must present to the principal a signed statement from the physician or other responsible individual regarding the absence.
 - b. If a student is absent the last school day of the school week and the competition is on a non-school day, the student must bring to the coach/sponsor a signed statement from the parent or guardian that permission is given for participation. It is recommended that the coach call the parent with regard to the nature of the absence and the reason for it.

- c. A student who has been injured and has had medical treatment may not participate again until written permission from the physician has been received.
- 8. The coach/sponsor is required to perform adequate first aid for all injuries and no more. Good common sense in handling the situation is a must.
 - a. Provide good supervision of the practice sessions, locker rooms, shower rooms, and training areas.
 - b. Make sure that all participants have filed signed, up to date physical examinations forms.
 - c. Always follow the instructions of the doctor.
 - d. Never administer any drugs, medicines or local anesthetics for anyone.
 - e. Use only therapeutic methods for which coach and assistant coaches are qualified and only if the physician approves.
 - f. Check all equipment regularly and maintain all facilities in top condition to assure safety at all times.
 - g. Use good common sense in all situations when handling injuries or sudden illness.
 - h. If student trainers are used, be sure that they are well qualified and that they follow orders.

XIII. PRESS AND RADIO COVERAGE

1. Obtaining press and radio coverage of extra curricular activities is the responsibility of each coach/sponsor and activity director. Every attempt will be made to notify the newspapers, radio, and/or T.V. stations to publicize the results of all extra curricular activities. The information would be called in as soon as possible after the competition is finished to insure that the information will make the next news cast or edition of the newspaper.

XIV. AWARDS

- A. No awards other than medals and cloth, felt or chenille athletic letters shall be made to students participating in interscholastic athletics, unless approved by the KSHSAA.
- B. All awards will be in accordance with the requirements set down by the coach of the activity in which the student participates.

- C. Only letter winners are eligible to buy the official letter jacket, sweater, or sweatshirt.
- D. First year varsity letter winners will receive the official letter “E.” This letter will be awarded at the end of the school year. A certificate of lettering, a metal symbol, and a metal bar will also be received. A metal bar and certificate will be given for each year of lettering after the first year.
- E. Each senior who participates and letters in any sport will receive a senior “E.” The senior “E” will have all symbols and bars the participant has earned in high school sports at EHS.
- F. All awards will be presented at the spring awards assembly.
- G. Managers, trainers and statisticians will receive appropriate awards.
- H. Plaques for Outstanding Senior Athlete and Sportsmanship Awards (Male & Female) will be furnished by the district.
- I. Senior participants that have participated in a particular activity during their sophomore, junior, and seniors years but have not completed the requirements to earn a letter will be awarded a senior letter.
- J. Students that decide to quit or are removed from the squad cannot letter.
- K. In case of injury or serious illness, a letter may be awarded if in all probability the requirements would have been met.
- L. A student may also letter at the coach’s discretion.

XV. LETTER REQUIREMENTS

- A. **Football** - An athlete must make the varsity team and play in 1/2 of the quarters played at the varsity level.
- B. **Volleyball** - An athlete must make the varsity team and play in 1/2 of the varsity matches or an athlete must make the sub-state tournament team.
- C. **Basketball** - (Boys & Girls) - An athlete must make the varsity team and play in 1/2 of the quarters played at the varsity level, or an athlete must make the sub-state tournament team.
- D. **Wrestling - Wrestling** - An athlete must qualify for by having the best win/loss record in the particular weight class at EHS or accumulating 50 points in a particular weight class in one year or make the sub-state tournament team.
- E. **Track** - (Boys & Girls) - An athlete must do one of the following:
 1. Score 15 points during the season.
 2. Score in the league meet.

3. Score in the regional meet.
4. Score in the state meet.
- F. **Cross Country** - An athlete must be an individual medal winner at the varsity level in an invitational, league, regional, or state meet. An athlete may also place in the top five positions on his team.
- G. **Golf** - An athlete must play in at least 1/2 of the varsity matches or win at least one medal at varsity level or make the regional tournament team.
- H. **Baseball & Softball** - An athlete must play in 1/2 of the games at the varsity level or make the regional tournament team.
- I. **Band** In order to letter in Band a student must do all of the following:
 1. Be enrolled in Band for both semesters
 2. Maintain an "A" average in band both semesters
 3. Audition or Participate in an honor band, or take a solo and/or ensemble to contest
 4. Attend and perform at all scheduled and required performances including pep band. Athletes performing in a sport will be exempt with no consequences
 5. A student must show effort in class as exemplified by a positive attitude, being courteous to one another and to the instructor, follow directions and contribute to each rehearsal
- J. **Choir** In order to letter in Choir, a student must do all of the following:
 1. Be enrolled in Choir for the full year
 2. Maintain an "A" average in choir for the full year
 3. Participate in a solo and/or ensemble at music festival or audition/participate in KMEA Honor Choir
 4. Participate in all performances scheduled throughout the year
 5. A student must show effort in class as exemplified by a positive attitude, being courteous to one another and to the instructor, follow directions and contribute to each rehearsal
- K. **Cheerleader** - Complete the season in good standing as outlined in the constitution.
- L. **Student Council** - No Letter Given

M. Scholars' Bowl -

1. Attend and participate in half of the regular varsity meets.
2. Must be a member in good standing at the end of the season.

A letter and emblem will be awarded for first year letter winners. Thereafter, a bar will be awarded. Students may also letter at the coach's and principal's discretion.

INTERNATIONAL THESPIAN SOCIETY

Membership: Students gain membership by earning points while working on school productions. If a student has earned ten (10) points by the time of the yearly ceremony, he/she will be inducted into the troupe. Students can continue to accumulate points to earn stars and honor bars. After a student earns the initial ten (10) points, additional points can be earned for other theater projects such as community theater. The sponsor/coach will distribute a list of how points may be earned by students.

Dues: The student must pay dues to the National Association. The National Society dues amount will be set yearly by the National Association. Local dues are left up to each troupe.

***Activity Council - The council shall hear any grievances submitted in writing by parents or students, within twenty (20) calendar days, concerning lettering.**

Kansas State High School Activities Association

Eligibility Requirements:

Schools may have stricter rules than those listed below. Contact the principal or coach on any matter of eligibility. A student to be eligible to participate in interscholastic activities must be certified by the school principal as meeting all eligibility standards. The complete regulations are published in the official KSHSAA Handbook which is distributed annually and is available at your school principal's office.

YOU ARE ELIGIBLE IF:

1. You are a bona fide undergraduate student in good standing.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or school.
3. You are not nineteen years of age (sixteen, fifteen or fourteen for junior high school student) on or before September 1 of the school year in which you compete.
4. You have met the following semester requirements: A student shall not have more than two semesters of possible eligibility in grade seven or two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high in a senior high school. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.
5. You passed five new subjects (those not previously passed) of unit weight in your last semester of attendance. (If you are a first semester junior or senior high school student, you must have passed five new subjects (those not previously passed) of unit weight in your last semester of attendance.)
6. You are enrolled and attending five new subjects (those not previously passed) of unit weight.
7. You have not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.

8. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
9. You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardian. (The completed form must be in the hands of your principal prior to your first practice.)
10. You are regularly enrolled and in attendance not later than Monday of the Fourth week of the semester in which you participate.
11. You are a transfer student and have not met the requirements of the Transfer Rule as explained on your Physical examination form. Contact the principal concerning this regulation.
12. You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. You have not competed under a false name.
14. You have not competed for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
15. You have complied with the Undue Influence Rule, which states: “The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly (including alumni associations, booster groups and similar organizations) with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conducts shall also jeopardize the school’s standing in the Association and shall result in such other action as the Executive Board deems appropriate.
16. You have not violated the Anti-Tryout and Private Instruction Rule, which states, “Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.”

Activity Handbook Addendum
For Coaches and Sponsors

JOB DESCRIPTION
ATHLETIC DIRECTOR

1. Supervision
 - a. To supervise the activities and intramural programs in consultation with the principal and/or superintendent.
 - b. To recommend coaching and intramural personnel and to evaluate their performances.
 - c. To act as a consultant to the administration and coaching personnel on matters pertaining to the activities program. All coaches of competitive sports for 7 through 12 are directly responsible to the activities director. Regarding activities, the chain of command is : coach/sponsor, activities director, principal, superintendent and Board of Education.
 - d. While the Activities Director is responsible for the success of the overall program of activities, each coach is responsible for the success of his/her own particular activity.
 - e. To hold meetings with coaches whenever necessary; to keep them informed of all matters pertaining to the activities program.
 - f. To supervise all activity facilities; schedule practice use; recommend maintenance and repairs, schedule all officials for activity events, prepare eligibility lists and make meal/hotel/transportation arrangements.
 - g. To supervise and coordinate the budget for all athletics.
 - h. Maintain an activities calendar showing all activities.
 - i. Schedule all school activities which are not listed as regularly scheduled classes, meetings, parties, etc.
 - j. Set up policies for the athletic department in regard to training rules and other regulations pertaining to athletics.
 - k. Maintain a permanent file of yearly records in each sport.
 - l. All athletic requisitions shall first be approved by the Activities Director.
 - m. Check on the eligibility of all students participating in all interscholastic events.

- n. In all matters pertaining to activities he shall see that procedures followed comply with the policies of KSHSAA, HP League and the Elkhart Board of Education.
 - o. Administers the insurance program covering school athletes and assumes responsibility for all processing of reports and claims.
 - p. Works with the Booster Club in planning and supervising an annual recognition program for school athletes.
2. District Representative
- a. To schedule all athletic events.
 - b. To represent the High School in all activity business at League meetings in the absence of the principal.
 - c. To enforce and interpret all athletic regulations as specified by KSHSAA and HPL in which membership is maintained.
 - d. To prepare a bus transportation schedule for all activity trips and work with the supervisor of transportation in the implementation of the schedule.
 - e. To assist the administration in preparation of the pass list and to administer the issuance of complimentary passes for the High School.
 - f. To act as Tournament Manager for all League and District activities that are assigned to the Elkhart Schools.
 - g. To make all necessary arrangements for all non school facilities needed in the activity programs.
3. Duties Pertaining to Athletic Events
- a. Release of publicity: To release to the press and radio publicity on coming events in athletics and on all special activities.
 - b. Home activities: He will be designated the school's official representative at all school functions and shall be expected to attend or see that an administrative representative attends all home athletic events. He will be responsible for over all supervision and obtaining adequate personnel to ensure smooth operation of the athletic program.
 - c. Away activities: He will be expected to attend athletic events away from home as the school's official representative when so directed by the principal.

- d. Pre game and half time programs: To coordinate with appropriate personnel the starting and stopping time schedules for bands, pre game ceremonies and half time programs.
- d. Notifying principal: To make recommendations to the principal regarding the conduct of each activity.
- f. Faculty Help: To work with the principal to determine the need and to establish a schedule of specific assignments and reporting times for all personnel involved with duties pertaining to the event.
- g. Game Program: To assist the school in obtaining from visiting teams the information to be included in the individual game programs and be responsible for the printing and distribution of game programs.
- h. Liaison: To inform visiting teams and officials of the pertinent details of their participation -- time schedule, dressing facilities, etc.
- i. Supervision of Press Box: To supervise arrangements in the press box for the official personnel having duties there during all activities.
- j. Printed schedules: To develop schedule posters and pocket schedules as needed for use in publicizing all programs.

RECORD KEEPING

A certain number of records should be kept by the Activities Director with a majority of the needed information being supplied regularly by the coaches. The following records are to be maintained by the Activities Director:

1. Season report from each head coach at the end of the individual season. List:
 - scores of every contest held
 - records (school, league, district, state) established by team or individual participant
 - honor and award winners
 - individual participation summaries
 - honor awards (selection and award procedures)
 - recommendations for seasons to come

2. Annual inventory - at the end of the season and prior to ordering for the next season.
3. Budget requests - kept up to date for all individual and team participants.
4. Eligibility lists - kept up to date for all individual participants.
5. Letter awards - kept up to date for all individual participants.
6. Financial reports - income and expenditures
- gate receipts by sports
7. Minutes of all meetings concerned with athletics, at all levels.
8. Schedules of all sports - compiled in a continuing file.
9. Injury records.
10. KSHSAA loss of school time report and any other reports required by the League, KSHSAA and school district.

GENERAL POLICY

1. Bands will play at home football and basketball games and may play at away activities with prior approval from the Activities Director and Principal.
2. The school activities program shall adhere to the regulations of the League, KSHSAA and Elkhart Board of Education policies.
3. Admission prices for League games shall be set by the League Principals once a year.
4. Playing squads and managers shall be admitted to contests on authorization by the coach.
5. The voting delegate on all League and District activities shall be the principal or his delegated representative unless otherwise stipulated by the superintendent.

6. In all contests, only game officials and authorized personnel may be on the sidelines.
7. Adult registered officials must be used in all varsity athletic contests.
8. Administrators, staff members and coaches shall refrain from questioning decisions of officials or otherwise criticizing them following the game. Any criticism or protest shall be addressed in writing to the proper officer of the Officials Association or the State Activities Association.
9. Any unsportsmanlike conduct requiring special attention will be reported to the activity director and principal.
10. All dates must be cleared for any change through the Activities Director. Weather conditions should be the only reason for changing a scheduled game. Any other condition for cancellation or changing of a scheduled athletic date must be approved by the activity director and principal.