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INTRODUCTION

Activity programs quite often provide the first impression one forms about the character of the school system. With this in mind we, coaches, sponsors and administrators, should strive to insure that our activities present an image that will be favorably received by district patrons and other spectators.

Winning is important, but winning while demonstrating unfavorable qualities (appearance, lack of discipline, poor organization, etc.) will not foster the image we would like to project.

This activity booklet should prove of assistance to you by condensing and standardizing policy and by establishing simple guidelines.

Meals will no longer be provided for the teams and club groups at the end of each season by the Athletic Activity Fund.

No cash is to be given to players for meals; Booster Club meals will be paid for by the coach.

Only one Coaches Clinic/Sponsor Clinic will be allowed per coach; prior administration approval is required. Meal reimbursement will be limited to no more than \$30. per day.

APPEARANCE

All students should dress and maintain their physical appearance in an appropriate manner. Each sponsor should develop guidelines and regulations for the activity under your supervision. Students should, as minimum, follow the school dress code when they are involved in an activity.

Coaches and sponsors are expected to dress and maintain their physical appearance in a manner that would establish standards for their students.

Uniforms, for games, are standard issue. All students wear the uniform specified by their coaches. No leotards, tights, etc. are to be worn under the basic uniform without express permission of the coach. The coach may make an exception, for shirts worn under the pads or jerseys in football. Jerseys, designed to be worn tucked in, are to be worn in that manner at all times.

BOARD POLICY

Coaches and sponsors should review, frequently, for themselves and with their students all policies that impact their activity.

Please try to cover as many possibilities as you can. An ounce of prevention is worth a pound of cure.....

U.S.D. #344 follows a NO-CUT policy. Please implement rules as adopted on page 9 at a minimum.

ELIGIBILITY

Academic All students must have passed **5 units of NEW units** during the previous semester and they must be enrolled in at least **5 NEW units during the current** semester.

Age 7th-not 14 on or before September 1
8th-not 15 on or before September 1
HS-not 19 on or before September 1

Disciplinary By KSHSAA declaration a student must be “in good standing” to maintain eligibility. **Out-of-School Suspensions and In-School Suspensions suspend all practice, participation and activity attendance privileges for that student.**

Attendance A student must be in attendance by **8:05 a.m. on the day of an activity to participate in that activity.** (See page 16 in the Student Handbook.) An unexcused absence will place a student in a position of “**not in good standing**”. Practice or participation in any school activity would be **prohibited until** the student attends a full day of classes and makes up all work missed. Absence due to other school activities or professional appointments does not apply.

Tardy Policy : Students are expected to be in the classroom, in their seats, and ready for class at the sound of the tardy bell. Tardiness will not be an acceptable form of student behavior by Pleasanton students.

1st and 2nd Tardy teacher discretion up to and including 30 minute post school.

3rd and subsequent tardies will be dealt with by the Office and will include the following:

3rd Tardy-30 minute Post School-failure to serve will result in 1 day ALC to be served on Friday.

4th Tardy-45 minute Post School-failure to serve will result in 1 day ALC to be served on Friday.

5th Tardy-60 minute Post School –Failure to serve will result in 2 days of ALC to Friday and Monday.

6th and subsequent Tardy-ALC number of days to be determined by Principal

THE TARDIES WILL ACCUMULATE ACROSS ALL HOURS

Tardies will accumulate for a semester

Tracking of attendance and tardies is the responsibility of the Teacher. Accuracy is a MUST. Inaccuracy can only be corrected within 48 hours.

Beginning Practice All participants are expected to report for practice at the beginning of an activity season. Participants reporting late must have the prior approval of the principal. KSHSAA regulations indicate the number of organized practice days required prior to competition. Students will not be permitted to come out after 5 days of practice. The same number of days will be used as a cut-off date for reporting late to practice. Exceptions may be granted in case of illness, transfer students, parents or guardian requests based upon hardship or administrative and coaches' discretion.

Students must have a physical form and a "Consent to Treat" form on file before their first practice.

Postings All sponsors of an activity regulated by KSHSAA are to see that a copy of the eligibility guidelines are included in their rules and regulations and are also posted in an appropriate location.

Dual Participation

Dual participation in 2 sports during the same season is neither encouraged nor recommended. Coaches may consider dual participation for a student based on the athletic and academic ability of the student as well as with input from the parent.

LETTERING

All coaches and sponsors are to include lettering requirements in the rules and regulations of their activity; they must also complete the season in good standing.

Coaches and sponsors are directed to credit out of school activity participation and performance toward the granting of a letter or other award/recognition systems.

Grades are not to be impacted by extra-curricular participation. Grades are earned in the classroom

NEGLIGENCE

Negligence is "...the failure to exercise that degree of caution and judgement necessary to avoid exposing others to unreasonable danger and/or risk of injury."

INJURY DOES NOT NEED TO OCCUR FOR NEGLIGENCE TO EXIST.....

Precautionary Measures:

1. Instruct and teach proper safety techniques.
2. **Please remind students that energy drinks are not a healthy alternative to water. At school sponsored events we will provide water and/or gatorade only.**
3. Insure proper fitting equipment is worn
4. Guard against heat prostration/exhaustion
5. Avoid excessive practice length
6. Remove all physical hazards
7. **Do NOT conduct hazardous activities (stair laps, bombardment, rope climbing)**
8. Permit school transportation only
9. **Do NOT move injured personnel with out medical advise**
10. **Do NOT practice medicine-administer first-aid only**
11. Know your student's illnesses (epilepsy, asthma, etc.)
12. In the event you recommend medical attention be sure to follow up immediately to see that attention was sought or that parents were made aware of your recommendation.

PARTICIPATION PHILOSOPHY

Priority In the event of conflicts, a student will participate in state events over all others and the first scheduled event if two events are not state level.

Playing Time At the varsity level the playing time of all participants is at the discretion of the coach. In all other contests the coach is responsible to try to maximize the playing time of all participants.

PRACTICE SCHEDULES—Exceptions must be approved by the Superintendent.

There will be NO PRACTICE later than 7:00 p.m. on Wednesdays and NO PRACTICE at all on Sundays. No practice on evenings of Parent/Teacher Conference. Provide a copy of your practice schedule to the AD.

In the event of cancellation of school:

Due to heat: Move practices to later in the evening. This practice should also be followed even if school is not cancelled when the heat index approaches 100 degrees.

Winter: Practices and activities cancelled (**Except Tournaments, which are left to administration discretion**)

PROGRAM EVALUATION

The Athletic Director will evaluate your program with emphasis upon excellence, as determined:

Attitude/Conduct Sponsor and Student
Appearance Sponsor and Student
Effort Sponsor and Student
Evidence of Instruction of Fundamentals
Personnel Use and Systems Adaptation
Personal Rapport with Students and Patrons
Degree of Success within Your Program

PUBLICITY

Publicize your program. Turn all publicity into the principal who will see that it is sent to the proper media.

Phone calls/visits from reporters and newspapers are to be limited to those times when you have no students under your direct supervision.

Always have something, a story, a picture request, etc., for a reporter. USE THEM.....

GAME REPORTS are REQUIRED to be submitted to the Media ASAP

GAME SCORES are REQUIRED to be reported to the Media ASAP

PURCHASING

1. **Do Not** purchase over the telephone.
2. Fill out and submit a complete requisition form, you will be notified of its processing.
3. In an emergency, your principal may approve telephone ordering but you must have prior approval and a purchase order number.

RULES AND REGULATIONS

All rules and regulations that go beyond these guidelines or other policies must be submitted to your principal for approval. Be sure to communicate your rules to your students before implementing them.

A pre-season parent meeting is recommended.

The following is an example of some of the things that you should include as a part of your rules and regulations:

Lettering requirements; dress and appearance; make-up of absences, excused and unexcused distinction; locker room activity and conduct; no-hazing statement; punishments for rule violations; exclusion policy (you can't participate in this game because.....) fees and /or other eligibility requirements; minimal work expectations to qualify; uniform and equipment care and maintenance; transportation conduct; etc.

"Failure to turn in equipment and/or uniforms at the end of the season will result in a suspension from participation in future activities until all equipment is turned in or paid for."

TRANSPORTATION

Departure times are the responsibility of the coach and AD. **Students are required to ride the bus to and from activities. Parental requests for exceptions may be made to the sponsor for the student to ride home with their parent/guardian. Parents must sign for the student. No notes will be accepted, only face-to-face requests from the parent are allowed. Release the student directly to the parent/guardian only, no one else! An exception to this policy may be granted with prior approval of**

Administration. Forms are available in the office.

VALUABLES/LOCKER ROOM SUPERVISION

Encourage your students to leave all valuables with you or under lock and key. All students involved in any physical activity will be issued a school lock.

After your students have dressed out for practices and after practice session is over check the locker rooms. Please pick up all unsecured items....leave nothing out.

DO NOT PERMIT a student to enter a vacant locker room without direct supervision.

AWARDS

Coaches will recommend and track all awards for the athletes in a given season. Awards will be turned into each AD to insure that all awards are annotated for presentation.

ALL-LEAGUE/ALL-STAR NOMINATIONS

We will nominate our players for all-league recognition as per TRL guidelines. You should request a copy of these guidelines from your principal.

We will not nominate for any other type of all-star recognition unless the student is a senior and has received all-league recognition.

All students must meet these guidelines and all that do will be nominated. We will not nominate selectively.

EQUIPMENT CHECK-IN

It is the responsibility of each coach to check in each participant's equipment at the conclusion of the season or activity. Each coach must report any missing or damaged equipment to the principal. All equipment must be properly stored at the conclusion of the season or activity.

"Failure to turn in equipment and/or uniforms at the end of the season will result in a suspension from participation in future activities until all equipment is turned into the Coach or Sponsor."

SUPPORT PERSONNEL

Statisticians at athletic contests serve on a voluntary basis. **They are not considered as a part of the squad. If student statisticians do not use school provided**

transportation the liability for their safety shall be the parent/guardians. Students who do choose to utilize school transportation must return by school provided transportation unless released to ride home with parents or legal guardian.

Managers are considered as a part of the squad. They are required to ride to the activity via school transportation.

RADIOS/STEREOS/ETC.

It will be the responsibility of each sponsor to control the use of radios during their activity. Sponsors please make sure you monitor their use so as to not disturb any other on-going activities. If the sponsor allows radios on bus trips, headphones must be used.

ACTIVITY BUS GUIDELINES-For Supervisors and Drivers

1. **All bus laws will be enforced—this includes movement on the bus while the bus is in motion, feet/legs in the aisles and turning backward in the seat.** See that all students are properly seated and stay that way.

2. **All students are to conduct themselves in an orderly and quiet manner.** Commonly accepted classroom expectations are to be enforced including our public display of affection (“touching”) policy.

3. Drivers are asked to keep all comments about coaches, players, fans, etc., on a positive level.

4. Enforcement of all regulations and driver requests is the responsibility of the supervisor. Drivers are to go through them to bring about adjustment in load or conduct. Please do not go directly to the student unless the supervisor is not present.

1. **ALL SUPERVISORS MUST ASSUME RESPONSIBILITY FOR ALL STUDENTS EVEN IF THEY ARE NOT “YOURS”.** Check your load frequently.

2. Unscheduled stops (eating, etc.) will not be made without advance notification to the principal.

3. Both supervisors and drivers need to be familiar with and enforce the following student regulations from the guideline booklet.

When driver/supervisor ideas of what should be done are in conflict the supervisor is directed to comply with the driver's request and then to work out the problem later, no conflict between driver and supervisor should ever be witnessed by the students. Complaints or problems that can't be resolved should be brought to the principal.

BUS POLICY-ACTIVITY TRIPS

1. Any student involved in an activity is required to ride to the activity on the bus.

2. NO containers are to be brought on the bus and NO food or drink is to be consumed on the bus without the sponsor and driver approving.

3. As a rule, students shall ride school provided transportation to and from the activity site. Students may ride home with their own parents/guardians if approval is given from the sponsor and from the parents/guardians at the site.

4. During an activity-NO STUDENT is to return to the bus. During an activity-they are to remain under the sponsor's supervision at all times.

5. After an activity-ALL STUDENTS are to gather in a designated area under the direct

supervision of a coach/sponsor until every one is ready to board the bus.

6. Activity trips are restricted to the state level and **OUT OF STATE TRIPS WILL NOT BE RECOGNIZED**. The senior trip and activity trips to the KC area are permitted.

ACCIDENT/INJURIES

1. Injury/Accident reports must be filled out within 24 hours of accident. Please be detailed and specific. You will make 2 copies (one for your file and one for main office).

2. Coaches and sponsors are responsible for creating an environment that will provide

safety and proper supervision at all times.

3. All injuries are to be reported to parents/guardians immediately.

4. Proper administration of first aid must be provided.

BLU-JAY ATHLETIC RULES

The following rules govern all boy athletics, girl athletics and cheerleaders. These rules govern all players during the season of sport that they are participating in.

1. **Players will not be permitted to use alcohol, drugs, tobacco, or participate in any activity, or attend a party where any of the above is present.**

2. No show of disrespect to any teacher, coach, administrator, teammate, or school property will be tolerated.

3. No unsportsmanlike conduct during a game or practice. If a player is ejected from a game for unsportsmanlike conduct they will be subject to policy.

4. No upper classmen will be permitted to haze an under classmen.

5. **"Failure to turn in equipment and/or uniforms at the end of the season will result in a suspension from participation in future activities until all equipment is turned in or paid for."**

6. In order to attend or participate in a school activity or a practice, the student must attend school from 8:05 a.m. to 3:30 p.m. A student being tardy 20 minutes or more will be counted absent.

Numbers 1, 2, and 3 of the above will be suspension for one game for a first offense and suspension from the team for the remainder of the season for a second offense.

All players will be granted an opportunity to a hearing with the coach or administration.

No player will be suspended from a team unless:

- a. He/she is seen violating the rule by a coach or administrator.
- b. He/she is convicted of a crime for possession or consumption of an illegal substance (alcohol or drug) connected with an activity or party during the athletic season.
- c. He/she admits to the violation when confronted by the coach or administrator.

7. Team photos must be taken by the official photographer.

SPORTSMANSHIP

REFLECTS, or should reflect, a way of life.....

We will do anything we can to beat you fairly and within the rules of the game.

We will, win or lose, respect your efforts and hold our heads high.

We will, win or lose, respect your efforts and never make fun of, or try to humiliate you.

We will always consider you to be an opponent and never consider you our enemy.

We will, when you come to “our House,” treat you with both respect and courtesy.

We will never hide behind newspapers, or otherwise diminish your importance, when your team and your coaches are introduced.

We will never point fingers or chant at you for your mistakes or errors.

We will try to provide you with the toughest possible competition.

We will raise the roof in support of our efforts.

We will encourage our patrons to follow our example.

BLU-JAY PRIDE