

Pleasant Ridge High School Athletic Handbook



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PLEASANT RIDGE HIGH SCHOOL ATHLETIC PROGRAM

STATEMENT OF PHILOSOPHY

The Easton-Pleasant Ridge School District believes that a dynamic program of interscholastic athletics is vital to the educational development of the student. The Pleasant Ridge High School Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

Athletics play an important part in the life of Pleasant Ridge High School. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of our athletic program. Athletics play an important part, too, in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and helps all students, spectators as well as participants, develop pride in their school.

Leadership should be of the highest quality so as to exemplify to the participants the desired type of behavior to be developed from the athletic program. Measurement of leadership success should not be in terms of the tangible evidence of the victory and defeat record, but rather in the intangible development factors that are an outgrowth of the major objectives of the athletic program.

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.

STATEMENT OF OBJECTIVES

1. To provide a positive image of school athletics at Pleasant Ridge High School.
2. To strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student athlete.
3. To ensure growth and development that will raise the number of individual participants; that will give impetus to increasing attendance at each contest; that will build gate receipts, and that will enable a program of continuing upkeep and improvement of facilities.
4. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
 - a. Physical, mental and emotional growth and development.

- b. Acquisition and development of special skills in activities of each student's choice.
 - c. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
 - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
 - e. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
 - f. A lifestyle that promote physical development and maintenance of the body**
5. To provide opportunity for a student to experience success in an athletic activity he or she selects.
 6. To create a desire to succeed and excel.
 7. To provide for the students' worthy use of leisure time now and in the future.
 8. To develop high ideals of fairness in all human relationships.
 9. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
 10. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
 11. To develop an understanding of the value of athletics in a balanced educational process.

GENERAL POLICIES

Only those students who are eligible, under the rules of the Kansas State High School Activities Association (KSHSAA) and USD 449, and who are capable of assuming the responsibilities of being an official representative of Pleasant Ridge High School through their manners, conduct, appearance, and sportsmanship shall be permitted to represent the school in an athletic contest.

We will attempt to insure that all athletes receive substantial playing time every time they are in uniform as freshmen. Scheduling extra games can do this, where necessary and possible. The numbers out for a particular activity will determine this. An effort will be made to win the game itself, but not at the expense of athletes not getting a chance to participate. As a result, some players may play only during any extra games that may be scheduled.

At the junior varsity level, an effort will be made to play as many as possible during every game. However, this may not always be possible in closely contested games. An athlete who finishes his/her junior year as a JV reserve may wish to consult with the head coach regarding his/her future in a varsity program.

Varsity sports represent the most advanced competitive level we can make available to our students. Just as not all math students are equipped to take calculus, so some athletes will not have the skills to participate at the varsity level. The coaches will use reserve players to give the starters a rest, to develop talent for upcoming seasons, and to avoid embarrassing opponents who are obviously outclassed. However, there is no guarantee that reserve players will participate in all games.

The total 7-12 program will be coordinated by a designated head coach in each program so that there are commonalities in philosophy, goals, fundamentals and direction within the program. An atmosphere of communication and cooperation will exist between the various coaches at each level in order to create and maintain a successful program.

Expectations for coaches/sponsors are as follows:

- School activities personnel shall adhere to the policies of USD 449 and the KSHSAA.
- In all contests, only game officials and authorized personnel may be on the sidelines and bench.
- Coaches, staff members, and the administrators shall refrain from questioning decisions of officials or otherwise criticize them following the game.
- Any unsportsmanlike conduct requiring special attention will be reported to the activities director and principal.
- All dates must be cleared for any change through the activities director with final approval resting with the principal.
- Coaches will supervise and ride the same transportation as the teams to and from activities unless authorized by the activities director and the principal to do otherwise.
- All coaches will make every effort to see that students understand their responsibilities as representatives of Pleasant Ridge High School and the community.
- Bench decorum is the responsibility of the coaching staff. Coaches should set the example. Coaches should confine talking with officials within the boundaries of the established rules for each sport.
- All coaches will conduct a parent meeting, prior to the first game of the season. The purpose of this meeting is to go over rules/regulations and expectations. Every attempt shall be made by head coaches to see to it that all parents are informed as to rules and expectations of the specific activity.
- Any coach (head or assistant) who is removed from a contest by a game official will be suspended for the next contest at that same level.

- All head coaches are responsible for checking out the appropriate equipment for those student/athletes participating in his/her sport. Care should be taken so that any student/athlete who quits prior to the end of the season turns in his/her equipment immediately. All uniforms/equipment should be checked back in immediately after the season is over. All coaches must check their inventory at the beginning of the season, then turn in an inventory list at the conclusion of the season.
- All head coaches are required to submit an End of Season Report to the athletic director as soon as possible (within one week) of the end of the season. In addition to this, each head coach should schedule a meeting to go over the End of Season Report with the athletic director.
- Head coaches are responsible for contacting the local/area newspapers to report results of the most immediately concluded contest. The Delaware Valley League requires the host school of a DVL contest to notify the *St. Joseph News Press* and the *Topeka Capital-Journal* to report results of contests. In this area, the *Leavenworth Times* and the *Kansas City Star* should be notified. **Newspaper Correspondence**; St. Joe News Press - 800 779-6397, Topeka Capital Journal Sports - 800 777-1662, Lv. Times - 682-0305 Wichita Eagle-Beacon - 800 825 6397, KC Star - 816 234-4355.
- The athletic director must approve any purchase or request to purchase any equipment or uniforms. Each team is on a 5 year rotation for buying new uniforms and the schedule is on file in the athletic director's office.
- Any uniform or clothing purchased for wear by a Pleasant Ridge High School student/athlete that has a picture of a "Ram" on it will be the school approved ram.
- Use of alcohol, tobacco, drugs, and steroids is inappropriate and **will** not be tolerated. If it is established that an athlete has violated these restrictions it will result in the following:
 - First offense: Suspension for a minimum of seven school days of practice and a minimum of one day of competition. An athlete may be required to be in attendance at practice but will not participate. The coach at his/her discretion may increase the severity of the punishment up to and including dismissal from the squad following consultation with the activities director and principal.
 - Second offense: Automatic removal from the team.
 - **Third offense: no further participation in athletics for the remainder of the school**

Any incident, which leads to a student/athlete being arrested, will result in immediate suspension from the team. The suspension will be lifted only after the

student/athlete has had their case heard by a court of law, and they are found to be not guilty. In addition, any incident, which is a violation of law, but may not be reported to law enforcement, will result in a minimum two weeks suspension.

Any student/athlete, who is suspended during the season for any of the above-mentioned infractions, will not receive a letter when the season is complete.

In order for a student to participate in extracurricular activities, which takes place after school hours, he/she must attend his/her regularly scheduled classes the day of the activity. The principal may make exceptions to this policy.

Students, who are too sick to come to school, are too sick to perform that night!

There is no policy that allows a student to be absent during the morning hours, and come to school for the afternoon classes and be allowed to play that night!

Students are to be in school at 8:10 a.m. the day after a school function. Excessive tardies and absences after night activities may result in the removal of the student's participation of that specific activity or **suspension from an activity.**

Students who are under suspension (either in school or out of school) are ineligible to participate in activities until the suspension is completed. All students participating in extracurricular activities must be in good standing.

Any student/athlete who is ejected from a contest will be suspended for the next game at that level.

No athletic practice of any type will be permitted on days school is canceled or dismissed early due to inclement weather.

Practices:

- May not exceed two hours (unless prior approval has been granted by the administration).
- Saturday practices prior to the first game and holiday and vacation practices are mandatory when scheduled by the head coach. The exceptions to that would be if an athlete is going out of town with his/her parents and the parents make contact with the coach ahead of time.
- There may be structured Saturday practices, with the permission of the principal, during the season when there is less than five practices in a week due to: cancellation of school or when there is a game on Friday night and then a tournament on Monday.
- Two-a-day practices will not be permitted while school is in session unless prior approval is obtained.
- Practices will be on school grounds unless prior permission is granted.

At the high school level coaches in each program will conduct try-outs. When necessary, due to excess numbers, coaches have approval to release, or cut,

athletes from their squads. This will be done after a minimum of two weeks of practice and after consultation with the principal.

All student/athletes must have an up-to-date physical, signed by an attending physician, and parents, on file in the school office, before they may practice.

REQUIREMENTS FOR COACHING EMPLOYMENT

The Board of Education believes that each athletic coaching assignment normally should be under the supervision of a qualified and duly appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified and certified non-faculty individual may be employed, and if such an individual is not available, a qualified non-certified individual may be employed.

COACHING ASSIGNMENT PROCEDURES

The following regulations will be in force when coaching vacancies arise:

1. The Athletic Director shall survey the coaching staff in March of each year to determine coaches' intentions for the following year.
2. All non-renewals of coaching positions will be notified by April 15th (track and similar positions, two weeks after the conclusion of the positions duties), and resignations for coaching positions will be turned into the administration by April 15th. The Administration will make recommendations at the May Board of Education meeting for the following school year.
3. When vacancies develop, or new positions are added to the coaching staff, the following actions shall be taken:
 - a. The Superintendent's office shall post the position to determine whether or not any present staff members have interest in the position.
 - b. Once interested candidates are identified, the principal, in consultation with the Athletic Director and the head coach, shall determine whether or not the interested persons possess the minimum qualifications necessary to perform the responsibilities of the position.
 - c. The district will make every attempt to fill said vacancies with certified staff each year before opening the positions to the general public. Supplemental positions taken by non-staff members will be automatically opened at the end of said contract.

COACHING EXPECTATIONS AND RESPONSIBILITIES

1. Coaches' Professional and Personal Relationships and Expectations

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the

Easton-Pleasant Ridge School District objectives for their activity programs. These major performance areas stand out above others:

A. Rapport--A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

B. Cooperation--The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their athletic director, principal and other members of their staff.

C. Leadership--Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition, all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

D. Discipline--Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents-observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season-at home and away, and the conduct of the crowd-especially where the student body is concerned. Desire to do well, to win well, to lose well, should be emphasized. Staff members and spectators should be motivated toward establishing goals.

E. Improvement--A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

2. Coaching Techniques

- A. Use sound and acceptable teaching practices.
- B. Run well-organized practice sessions.
- C. Complete pre-season planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor, and parents.
- E. Construct a well-organized game plan.
- F. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement.
- G. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with the maintenance staff, transportation people and others similarly involved in the overall program.

3. Coaches' Responsibilities

A. To the players on the team--The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of a positive attitude is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach. The safety and welfare of players should always be uppermost in the coaches' minds. The coach's primary responsibility is to the individual boy or girl. The athlete's family must not be ignored, however, since consideration must be given to the family and to their requests.

B. To the school district--As a coach, you are a frequent topic of conversation at various community locations-the home, the work place and at the meetings of many civic organizations. Your profession, as well as our reputation as a coach, is constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for the Easton-Pleasant Ridge School District.

C. To the school--A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown you. Private, firm, fair and constant discipline must be maintained.

The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

D. To fellow coaches--The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills, which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible in an appropriate location away from the athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing

and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.

It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

E. To other coaches in your school--One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic educational program and of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well being of the total program

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

F. To parents/guardians of student participants—It is the responsibility of the head coach (in conjunction with assistant coaches) to be in continual communication with the parents/guardians of individuals on a team or in an activity. Communication means notification as to practice days and times, game times and locations, rules infractions, injuries, etc.

G. Team rosters--All head coaches are required to turn in a preliminary roster of participants after the first day of practice. This roster will be used to check on physicals, eligibility, etc. A final roster (to include name, uniform number, height, weight, year in school, and position) must be turned in **no later than one week** before the first date of competition. **All head coaches should make sure to spell names correctly.** The head coach should communicate with the principal and/or athletic director during the season when a student/athlete has left the squad and should no longer be listed on game programs.

JOB DESCRIPTION FOR HEAD COACHES

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

1. Has full responsibility for the over-all supervision of his/her program, including all levels and in taking care of all equipment for that activity.
2. Is in charge of assignments and duties of assistant coaches working in his/her sport.
3. Is responsible for keeping practice periods for his/her sport within the confines of the time specified by the Activities Director; and is to coordinate practice times during holiday periods with the Director.
4. Works with the activities director during the season to keep all informed concerning activities and team related items including: to keep the activities director

informed on any injuries that occur and to fill out and hand in accident reports within twenty-four hours after each occurrence.

6. Has the main responsibility for striving to build good sportsmanship and public relations with our opponents and the community.
7. Is directly responsible for the following reports to be made out and handed in to the Activities Director, no later than, two weeks after the season is over:
 - a. complete inventory.
 - b. annual report which includes: letter winners & participants, special awards given, team records, items requested for the following year and other records, etc. requested by the A.D.
8. Is responsible to know and abide by the school policy and the Kansas High School Activities Association rules for his/her activity.
9. Is responsible for his/her student/athletes during practice and activities until the individuals are released from the school area or to their parents/guardians.
10. Is responsible for coordinating with the activities director all trips taken by the team.
11. Is responsible for all participants until they leave school grounds after an activity when returning from road trips.
12. Is responsible for explaining all district policies to all members of the team.
13. Is responsible for the actions and conduct of his/her team whenever they are under his/her jurisdiction.
14. Is responsible to attend the Awards Dinner and to hand out awards for the activity.

JOB DESCRIPTION FOR ASSISTANT COACHES / COACHES AIDES

It is the assistant coach's responsibility to do the following:

1. Have an understanding knowledge of rules and regulations regarding the sport as presented in the KSHSAA Handbook and the rules book for that activity.
2. To assist the head coach in carrying out assigned responsibilities.
3. Before the Season:
 - a. assist the head coach in assigned jobs such as handing out equipment.
 - b. meeting with the staff to organize for the season and to receive assignments and responsibilities

5. During the Season:
 - a. Assume supervisory control over athletes and teams assigned and or all athletes when such control is needed.
 - b. Be in regular attendance at all contests and practices.
 - c. Conduct self and teams in an ethical manner at all times.
 - d. Emphasize safety precautions at all times.
 - e. Carry out the head coaches assignments which may include:
 1. scouting opponents
 2. first aid for participants
 3. equipment supervisor
 4. publicity reports

6. End of Season:
 - a. Assist in return, storage and inventory of equipment.
 - b. Make reports as requested by the head coach and Activities Director.
 - c. Attend the PRHS Awards Dinner and assist the head coach as needed.

JOB DESCRIPTION – CHEERLEADING SPONSOR

Major duties and responsibilities of the supervisor of the Spirit Squad.

1. Organize the spirit squad into a well-defined, smooth-working group.
2. Orient and educate parents to understand the responsibilities of the squad along with the degree of cooperation necessary throughout the calendar of activities.
3. Formulate the structure for enforcement of standards of conduct and rules of the school, student body and athletic department as they apply.
4. Facilitate the selection of uniforms and supervise the arrangements for financing them.
5. Conduct meetings during each season for planning and assigning responsibilities and to make sure that all understand what they are to do.
6. Act as coordinator for assembly programs and pep rally activities. Give final approval to material to be used in skits and presentations to ensure appropriate tone.
7. Attend all the events at which the squad is performing and/or practicing or provide a responsible substitute approved by the administration.
8. Explain in detail the responsibilities that squad will be expected to assume and assure that each individual understands the personal commitment that is entailed.
9. Sportsmanship will be encouraged at all times.

10. Work with the Activities Director on scheduling pep rallies, practices, transportation, and activities that the spirit squad will attend.

JOB DESCRIPTION – DANCE TEAM SPONSOR

Major duties and responsibilities of the supervisor of the Dance Team.

1. Organize the Dance Team into a well-defined, smooth-working group.
2. Orient and educate parents to understand the responsibilities of the team along with the degree of cooperation necessary throughout the calendar of activities.
3. Formulate the structure for enforcement of standards of conduct and rules of the school, student body and athletic department as they apply.
4. Facilitate the selection of uniforms and supervise the arrangements for financing them.
5. Conduct meetings during each season for planning and assigning responsibilities and to make sure that all understand what they are to do.
6. Attend all the events at which the team is performing and/or practicing or provide a responsible substitute approved by the administration.
7. Explain in detail the responsibilities that squad will be expected to assume and assure that each individual understands the personal commitment that is entailed.
8. Sportsmanship will be encouraged at all times.
9. Work with the Activities Director on scheduling pep rallies, practices, transportation, and activities that the dance team will attend.

JOB DESCRIPTION FOR ACTIVITIES DIRECTOR

1. The activities director will be directly responsible to the principal.
2. All coaches of competitive sports for grades 9-12 are directly responsible to the A.D. and will follow the chain of command.
3. While the A.D. is responsible for the success of the overall program of activities, each coach is responsible for the success of his/her program.
4. The activities director will assist in evaluating coaches.
5. The A.D. will be liaison person between the coaches and the principal.

6. The A.D. will schedule all activity events including transportation, workers, equipment needed, rosters, programs, and security as needed.
7. Maintain an activities calendar showing all activities.
8. The A.D. will attend activities home and away as the school's representative when so directed by the principal.
9. The A.D. will set up policies for the athletic department, after consulting the head coaches, set up policies in regard to lettering, training rules, and other regulations pertaining to athletics.
10. Maintain a permanent file of yearly records in each activity.
11. Be responsible for maintaining and keeping accurate records for the athletic budget. He/she shall approve expenditures from the athletic account in the activity fund with approval of the principal.
12. Shall keep the public informed of upcoming events and will encourage the coaches to call in the results of the events.
13. All athletic requisitions shall first be approved by the A.D.
14. The A.D. is responsible for seeing that all is in compliance with KSHSAA, the Delaware Valley League, and the Board of Education.
15. The activities director will be responsible for miscellaneous duties, as assigned, including the following:
 - a. See that programs for contests are ready for each event.
 - b. See that officials receive checks for the contracted amounts.
 - c. See to the safety and arrangement of officials.
 - d. See that the American Flag is displayed and the national anthem is played at all varsity events.
 - e. See that rosters and other information have been sent.
16. The A.D. will also be responsible for any other duties deemed necessary by the administration and/or Board of Education.

MEDICAL POLICY AND INSURANCE

A. Insurance

No student will participate in any sport (practice or games) until an insurance application and/or his/her parents consent form are on file in the office. The coach will have the responsibility for enforcing the observance of this policy.

B. Medical Policy

1. 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 athletes. Suggestions might include but not limited to:

- a. Give appropriate first aid
- b. Call for ambulance, if needed, doctor, and hospital.
- c. Notify parents.
- d. Keep the administration informed of serious injuries.
- e. File accident report within twenty-four hours.
- f. Follow up with parents and/or medical staff.

2. Follow doctor's orders and advice.

3. Make injury procedure available to all that could be involved.

4. The doctor must make all decisions as to whether the injured athlete may continue to participate or when the athlete may return for practice and games.

5. A student who has been injured and has had medical treatment may not participate until a release, signed by a Doctor, is handed in.

6. Injury records should be maintained for all athletic injuries requiring medical attention. Coaches will maintain and turn in at the end of the season a daily treatment log.

7. Attendance and Participation: When a student is absent from school, the student will not participate or attend a school activity except with permission of the principal.

8. The coach is required to perform adequate first aid for all injuries and no more. Good common sense in handling the situation is a must. Coaches need to follow procedures listed below:

- a. Provide supervision at all times.
- b. Do not allow anyone to participate without a signed physical.
- c. Always follow the instructions of a doctor.
- d. Never administer any drugs, medicines or local anesthetics.
- e. Use only therapeutic methods that you are qualified to do and only if the doctor 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. Don't panic.

- h. If student trainers are used, be sure that they are well qualified and that they follow orders implicitly.

ACTIVITY AWARDS

The following requirements are to be used for receiving recognition in an activity. A list of any awards will be handed in and approved by the Activities Director prior to the participants being notified of the awards.

1. *The participant must complete the entire season in a positive manner in order to be considered for any type of award. If a student is ineligible at any time during the season regardless of when the ineligibility occurs they will not letter.*
2. It is possible to earn a varsity letter only by competing on a varsity team against other school's varsity teams.
3. A student who letters for the first time will be awarded a chenille "PR" letter with the emblem of the sport. Thereafter the student will receive a service bar for each succeeding year in the same sport and an emblem for any other sports/activities that one can earn a letter in.
4. The coaching staff, subject to approval by the activities director and principal, may letter a dedicated senior who has been out for the same sport for four years and has made a positive contribution to the team.
5. A maximum of two students may letter as managers. These students must attend all practices and games. They need to be a part of the team not just someone who shows up on game day. They cannot letter in two activities during the same season (ex. manager for both girls and boys basketball).

REQUIREMENTS FOR LETTERING

FOOTBALL: Play in at least one-half of the varsity quarters for the season.

CROSS COUNTRY: Any runner earning 15 points during the season will receive a letter. Points will be scored in Varsity competition only. Points will be scored for the first five places (6-5-4-3-1) depending on the runners place on the PRHS team. Any runner who wins a league award or qualifies for the State Meet will also receive a letter.

VOLLEYBALL: Play in at least one-half of the varsity games (not matches).

BASKETBALL: Play in at least one-half of the varsity quarters for the season.

WRESTLING: Compete in ten or more varsity matches

- SCHOLAR BOWL:** 1. Must attend 80% of the scheduled practices
2. Must represent PRHS at 50% of the varsity competitions

TRACK AND FIELD: Each athlete must accumulate one hundred points to earn a letter in track and field. The following is a list of how athletes may earn points.

Finish the season	25 points
Competition in an event	1 point
Competition at Regionals	25 points
Competition at State	25 points
Improvement from one meet to the next	5 points
Establishing a school record	25 points

Points that you earn for the team at a track meet will go towards your point total; for example if you place first in an event at Wellsville you earn 10 points for the team and you also earn 10 points for your letter. The size of the meet determines how they score the events.

If you have earned enough points for a letter and then quit the team you will not receive a letter in track and field.

Coaches reserve the right to evaluate extenuating circumstances.

- BASEBALL:** 1. Play in one quarter of total varsity innings and/or
2. Have twenty varsity plate appearances (20 game season) and/or
3. Start in ten varsity games (20 game season) and/or

- SOFTBALL:** 1. Play in one quarter of total varsity innings and/or
2. Have twenty varsity plate appearances (20 game season) and/or
3. Start in ten varsity games (20 game season) and/or

FOOTBALL CHEERLEADER, BASKETBALL CHEERLEADER AND DANCE SQUAD MEMBERS:

1. Must attend 80% of the scheduled practices.
2. Must represent PRHS at 90% of the varsity competitions.

ACTIVITY/ATHLETIC PROCEDURES

Activity Programs—Pleasant Ridge High School students have the opportunity to participate in all of the following co-curricular (academic) activities: FFA, Future Business Leaders of America (FBLA), Forensics, Scholar’s Bowl, Music, Art. The

school also has a chapter of National Honor Society (NHS) and RADD (Rams Against Destructive Decisions). Students may participate in DVL competition in Scholar's Bowl, Forensics, Music and Art.

Athletic Fee—All Pleasant Ridge High School students participating in athletics pay a \$25 fee. This money goes into the athletic department to be used to help defray costs of running the programs sponsored by the school. The fee is a one-time fee, not charged for each individual sport. Students will not be issued game uniforms until their athletic fee has been paid. It is the responsibility of the head coach of an athletic team to monitor this situation and remind student/athletes who have not paid their fee

Athletic Teams—Pleasant Ridge High School sponsors the following athletic teams: Cross Country (boys and girls teams) football, volleyball, wrestling, basketball (boys and girls teams), track (boys and girls teams), baseball, and softball. We are members of the Delaware Valley League. Including PRHS, there are 11 schools in the DVL (Highland-Doniphan West, Holton-Jackson Heights, Horton, McLouth, Oskaloosa, Prairie Village-Kansas City Christian, Troy, Valley Falls, Wathena, and Winchester-Jefferson County North). As per the DVL Constitution, to be considered a league activity, at least one-half schools must participate in an activity. As of the 2006-07 school year, the DVL sponsors championships in Cross Country, Football, Volleyball, Basketball, Baseball, Softball and Track. PRHS also offers soccer for boys (fall season) and girls (spring season) through a Cooperative Agreement with Immaculata High School.

Eligibility—All PRHS students are expected to meet certain academic standards. The eligibility period for students at the high school is from the end of a nine-week grading period to the progress report grades, and then from the progress report to the end of the quarter. Eligibility for the end of a semester is determined by the semester grades. Students must be passing all classes at the grading period (whether it be a nine-weeks grading period or a progress report grading period) to be considered eligible. If a student has at least one failing grade for a grading period, he/she is ineligible until the next grading period. Students, who are declared ineligible, due to grades, may be allowed to continue to practice with the team, assuming that the student/athlete may regain eligibility before the season is complete. Students who have been declared as ineligible may participate in academic co-curricular activities if a class grade is contingent on the student's participation.

Equipment and Uniforms—All coaches, prior to the start of the season, should check their inventory and make determinations as to whether he/she has everything they will need to start the season. All questions should be directed to the athletic director. It is the responsibility of the head coach of each sport to "check-in" equipment and uniforms when the season is over. If a student/athlete leaves the program before the season is complete, the coach should have that student/athlete immediately turn in all uniforms/equipment he/she has been issued. All equipment and uniforms should be stored in such a manner that they cannot be stolen. An inventory should be updated when the season is over. A copy of the inventory should be given to the athletic director. Requests for new equipment and/or uniforms should be made to the athletic director. The

athletic director will establish a rotation schedule so that all athletic teams have an equal opportunity to purchase new uniforms in a timely manner. Students will not be excused to go home and get their uniforms if they forget them. They will be expected to call a parent and have someone bring it to the school.

Fall Sports Premier—The Premier is scheduled for the Friday before the first football game. The volleyball team and football team scrimmage, in front of the public. It is up to the head coaches to determine how the teams will be divided for the scrimmages. The cheerleaders and dancers will be in uniform and will perform during the evening. Attempts will be made to have officials for the scrimmages. The cross country team will be introduced to the public. It is up to the head coach as to whether or not they will run. The PRHS students participating in soccer will be introduced. All members of the football, volleyball, cross country teams, as well as the cheerleaders and dancers, will be introduced to the public, in the gym, before the volleyball scrimmage begins. There is no formal scrimmage for any of the other seasons.

Homecoming and Royalty—The dates for the Homecoming and Royalty games will be set by the administration. The Homecoming dance will be held on Friday night, after the football game; the Royalty dance will be held on Saturday night. Both dances will be held at the high school (unless there are conflicts and an alternate site has to be established). Homecoming is sponsored by the Student Council and Royalty is sponsored by the Senior Class. Homecoming king and queen candidates are chosen from the senior class, by students participating in football, cross country, soccer, volleyball, dance and cheer. Boys vote for queen candidates and girls vote for queen candidates. All students who participate in these activities are eligible to vote for the candidates. Royalty candidates are chosen by the basketball teams, wrestling team, and members of the cheer and dance squads. Candidates for Homecoming cannot be candidates for Royalty. The entire student body votes for the Homecoming and Royalty King and Queen. The Homecoming King and Queen will be crowned at half-time of the football game and the Royalty King and Queen will be crowned at half-time of the boy's varsity basketball games.

KSHSAA Rules—All coaches should make themselves aware of the KSHSAA rules that specifically relate to their sport. In addition, all coaches should be aware of rules regarding eligibility, residency, etc. A copy of all of these rules may be obtained from the athletic director.

Lettering—While lettering is somewhat subjective, coaches should not arbitrarily just letter everyone. A simple guideline should be that a student/athlete must play in a specific number of quarters or games (one half) to letter. All lettering guidelines should be presented to the athletic director for his approval prior to the beginning of the season. When approved by the athletic director, requirements for lettering should be given to the student/athletes and parents. A handwritten explanation of the lettering policies, given to parents before the season begins, can alleviate potential problems when the season is over.

Media Notification—It is required by the DVL Constitution that the Topeka Capital-Journal and the St. Joseph Morning News be contacted at the conclusion of any league activity. You can get the phone numbers for these two newspapers from the athletic director. Because of our location, coaches should also notify the Kansas City Star and the Leavenworth Times when we have results from competitions. With all of these publications, you will be informed as to what they want/expect when a game/competition is complete. It is the expectation of not only the administration, but the public, that all games/competitions that are played by PRHS are publicized.

Organizational Meetings—It will be necessary for coaches to have organizational meetings prior to the actual first date of practice. Frequently, these meetings will need to be held during an athletic season that is not complete. All coaches who hold organizational meetings while one season is in progress should first make contact with the head coach of the sport currently in season and “clear” anything with that coach. This is not to say that the head coach of the sport in season can “veto” another head coach having a meeting, but it is courteous to first make contact. Organizational meetings may be held during Advisory Period (during the school day). These should be scheduled in advance with the athletic director or the building principal. It is suggested that coaches introduce themselves, their assistant coaches, get a list of prospective participants, go over team rules, and provide some information about practice (when it starts, where it will be, what times, etc.)

Parent-Booster Groups—It is entirely appropriate for a coach to organize a booster group. Parents (and businesses) can be listed as a “booster” if they pay money to help “fund” the program. Money collected from the “boosters” should go to pay for things that may not be deemed a necessity by the athletic director. The names of the boosters will be listed in all home athletic programs. Those individuals wishing to join the booster groups should be given a t-shirt or some other item that recognizes their support of the program.

Parent Meetings—Coaches are strongly required to conduct formal meetings with parents, prior to the first game of the season. An ideal time for this, for fall sports, is the night of the Fall Sports Premier. Coaches of winter and spring sports should find a time that works well for as many people as possible. Items that should be addressed at these meetings are the following: list of rules (including expectations), practice times, contact information, game schedule. In many cases, one parent will step forward and ask about providing meals for the student/athletes. This is fine, but there will not be any school funds used for this purpose. If the organizer of the meals wants to “charge” other parents, that is fine.

Pep Rallies—Pep rallies will be held throughout the year for the fall and winter sports. Head coaches are expected to speak. The band will play. The cheerleaders will plan the pep rallies.

Postseason Banquets—Postseason banquets will be held after the fall, winter, and spring sports seasons. The fall banquet will honor those individuals who participated in cross

country, football, boy's soccer and volleyball. The winter banquet will honor those student/athletes who participated in basketball, wrestling, cheerleading and dance. The spring banquet will be for those student/athletes who competed in girl's soccer, track, baseball, and softball. The banquets are "hosted" by the Booster Club. The Booster Club decorates for the banquets (they are held in the gym) and provide table service and drinks. Parents are asked to bring food for the banquet. Everyone goes through the lines and fills their plates. At the end of the meal, the coaches will speak about their season. It is up to the individual coach to decide how much he/she will talk about individual student/athletes. The coach should give a brief summary of the season (highlighting any achievements of the team or individuals). Student/athletes will receive a letter or certificate of participation. Student/athletes should be called down to receive their award. If a student/athlete is not in attendance, do not speak about that person. While the parents who are in attendance are there to see their son/daughters recognized and honored, it is important that everyone remember that there are others being honored and no one should dominate the time. Everyone should be aware of comments that are made about specific student/athletes. What you think may be a positive comment may come off as negative. All coaches should remind their student/athletes to be in attendance and to dress appropriately.

Postseason Honors/All League/All-State—The DVL will host meetings in the fall and winter for the purpose of choosing all league teams in football, volleyball (fall), and basketball (spring). The DVL Constitution has specific procedures when it comes to nominating individuals for all-league. Make yourself aware of these regulations. It is an expectation that all head coaches will do all they can to get as many individuals mentioned on all league teams as possible. The head coaches of specific athletic teams will also receive ballots to vote for all state teams. Again, it is your responsibility to nominate and "champion" your players for those honors. The head coaches for the six athletic teams that are recognized by the DVL (football, volleyball, basketball, baseball, softball) are required (per the DVL Constitution) to attend the All-League meetings. Failure to be in attendance for these meetings will result in a \$100 fine (as per the Constitution). If a head coach does not attend the meeting, and the school is fined, the head coach will pay the fine.

Practice Schedules—Times and locations of practices should be scheduled through the athletic director and communicated to parents. When it is necessary to move practices to a time or location that is a change from the published schedule, coaches need to communicate this to the student/athletes in a reasonable amount of time so that parents can be notified.

Senior/Parents Night—During each season of activities, one athletic contest will be designated as Senior Parent Night. In the fall, the senior volleyball players will be recognized at the last home game of the season. The senior football players, soccer players and cross country runners will be recognized at the last home football game of the year. The senior wrestlers will be recognized at the last home wrestling match of the year. Senior basketball players, cheerleaders and dancers will be recognized at the last home basketball game of the year. The school will provide "gifts" for the parents of the

seniors. Coaches are not required to do anything “special” for the seniors on the night they will be recognized.

Summer Camps—A one week summer camp is within the guidelines of the Kansas State High School Activities Association (KSHSAA). Dates for summer camps should be approved through the athletic director. The earlier these dates are established, the better it is for individuals wanting to go on vacation. Coaches may charge student/athletes who attend the camps, but coaches should not use this as a primary means of summer employment. **Camp registration fees should be enough to cover a shirt for the campers and pay for insurance.** Coaches may have a camp for student/athletes they will not be coaching during the upcoming season. It is permissible to have a camp for elementary and/or middle school students.