



Board of Education

District Athletic Handbook





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1 Introduction

The purpose of this handbook is to give coaches and sponsors of Maize Schools a guide to the operation of the interscholastic athletic programs for USD 266. Specific rules, regulations, policies, and procedures will be explained to students of individual programs by those head coaches. Athletes will be expected to adhere to the policies of the school, as well as to those set by each individual coach. Handbook guidelines may be adjusted pending league, district, and state policy changes throughout the year.

1.1 Philosophy of Athletic Department

Maize USD 266 secondary athletics and activities programs will reflect the philosophy and mission statements provided by the Kansas State High School Activities Association and the National Federation of State High School Associations. This includes: “encouraging academic achievement; promoting respect, integrity, and sportsmanship; preparing students for the future in a global community; and developing leadership and life skills.” USD 266 values the experiential learning acquired through participation in athletics and activities, much of which is attributed to the relationships and life skills taught by coaches.

2 Coaching Staff: General Information

2.1 Eligibility and Hiring

Coaches and sponsors of Maize USD 266 will meet criteria as required by Rule 10 of the KSHSAA Handbook. This includes requirements for CPR certification, teacher licensure, and required NFHS courses. In addition, all coaches must be hired by the building administration, complete a review of this handbook with the athletic director, and be approved as an employee of the district through the onboarding process. Rule 10 of KSHSAA states that all coaches must be employed by written agreement (no volunteers), with the exception provided for individuals who are certified staff employed by the member school. Following Rule 10 guidance, athletic directors will promote the hiring of licensed personnel: “Activities are an extension of the classroom. Insofar as possible, by written agreement, local boards of education should use personnel certified by the Kansas State Board of Education to direct and coach activities.”

2.2 Assignment of Head Coach

The building athletic director and/or building principal will appoint the head coach. When multiple applicants are seeking a head coaching position, the administration may solicit input from a review committee. The athletic director and/or building principal, based upon the needs and concerns for the position available, shall appoint that committee.



2.3 Assignment of Assistant Coach

The head coach shall collaborate with the building athletic director on the appointment of assistant coaches. The number of assistant coaches for a given activity can only be determined by the district office, and that assignment will be based upon district guidelines (i.e. - safety, Title IX, etc.).

2.4 Contract and Pay of Coaches

Coaching contracts may be assigned as either a .5 or 1.0 contract only. Athletic directors will make the determination on how contracts are divided between candidates. The salary for head and assistant coaches is established in the Negotiated Agreement and CANNOT be negotiated by an individual building, nor can it be paid or supplemented by an outside organization (i.e. - booster club).

2.5 Evaluations

Coaches will be evaluated utilizing the district-approved evaluation tools (Forms A in Appendix A and Form B in Appendix B) in Talent Ed. Head coaches will be evaluated by the assigned schools' athletic director. Assistant coaches will be evaluated by their head coach. Within two weeks of the conclusion of the season, the head coach should set up a meeting time with the athletic director. Prior to that meeting the head coach should complete an evaluation (Form B) of each assistant coach, a self-evaluation (Form A) and submit a final team roster ([Form C](#)) and final season record. The final team roster includes all participants who completed the season and did not quit or were dismissed by the coaching staff.

3 Coaching Staff: Expectations

The following are coaching expectations that are necessary and required in all sports. These expectations are a summary of the relational, administrative/management, coaching, performance, and communication elements by which our coaches are evaluated.

3.1 Personal And Professional Relationships

3.1.1 Qualities & Conduct

- Is enthusiastic, interested in coaching responsibility, and self-confident.
- Presents a positive image and role model for the student athlete, appearance, language, sportsmanship, gamesmanship, and practice/game decorum.
- Exhibits and fulfills job description as listed on the USD 266 supplemental contract including duties of a coach, code of conduct, expectations of coaches; maintains required certification by KSHSAA.
- Exhibits ethical behavior.
- Maintains emotional control under stress and proper sideline conduct at games, towards players, officials, and other game personnel.



- Places the welfare of the student athletes above winning and does not sacrifice values or principles to win.

3.2 Program Management

3.2.1 Administrative Functions

- Submits eligibility roster on time.
- Monitors educational progress of athletes; promotes high academic performance.
- Submits schedules, bus requests, rosters as directed by AD.
- Ensures locker room and team supervision at all times, keeping it neat and clean.
- Equipment cared for and meets safety standards, stored neatly, accurate inventory record, issued and collected in orderly manner.
- Submits all year end reports, awards, letter winners to AD.
- Evaluates coaching staff with AD or designee, per district guidelines.
- Oversees and participates in facility sharing, opening/closing facilities, facility light control, and district sports equipment.
- Attends all meetings as called and expected by AD, including regional and state meetings.
- Participates in professional growth and ensures professional learning opportunities for assistant coaches.

3.2.2 Financial Management

- Follows district budget and purchasing procedures.
- Uses sound financial management with budget and activity accounts.
- Follows fundraising guidelines, financial reports, and procedures.

3.2.3 Medical & Athletic Training

- Ensures that all players have a current physical examination and a signed athletic packet prior to tryouts, workouts, and practices.
- Provides safe playing conditions and protective equipment.
- Uses reasonable and prudent conduct in preventing and handling accidents and injuries.
- Follows advice of athletic trainer regarding participation of injured athletes, and their rehabilitation progress.
- Follows proper training methods in strength, weight, cardio, flexibility, and conditioning of athletes.

3.3 Coaching Instruction & Team Performance

3.3.1 Coaching Methods

- Applies knowledge of the skills, techniques, rules of the sport to the student athletes.
- Assists athletes in reaching their fullest potential both in the classroom and in the sport.
- Demonstrates ability to analyze and correct errors, teach fundamentals.
- Develops good team spirit and morale.
- Develops self-confidence and determination in athletes.
- Employs sound methods to teach skills, techniques which are age or team level appropriate.
- Maintains discipline in a firm and friendly manner.
- Provides an enjoyable environment for participation.



- Takes responsibility for the development and in-service of their assistant coaches and coordinators in feeder system. Shares effective coaching methods.

3.3.2 Practice Organization

- Conducts well-planned daily practice sessions, which utilizes practice plans.
- Practice plans are clearly communicated and shared with assistant coaches.
- Utilizes the coaching staff & resources competently.
- Attends team meetings, practices, games, any team functions as called.
- Implements and carries out an effective off-season program.

3.3.3 Game Management/Performance

- Demonstrates ability to evaluate the performance of athletes and team.
- Selects appropriate strategies and tactics; preparation and execution of team on field/floor.
- Utilizes technology for team & individual improvement, scouting opponents.
- Team shows proper levels of conditioning, proper conditioning methods utilized.
- Appearance and attitude of team on field/floor.

3.3.4 Sports Rules & Regulations

- Abides by the rules and regulations of the KSHSAA and complies with the academic policies of USD 266.
- Demonstrates a knowledge of the rules, officiating techniques of the sport; completes rules test on time; attends rules meetings.
- Provides proper supervision of athletes at all times and areas of responsibility.

3.4 Personnel Management

3.4.1 Player Evaluation

- Demonstrates the ability to identify potential ability in athletes.
- Utilizes consistent and fair criteria in judging abilities of athletes.
- Collects and utilizes data (player stats, team stats, etc.) to guide decisions.
- Teaches fundamentals, knowledge, skills, techniques, and rules of sport.

3.4.2 Player-Coach Relationships

- Demonstrates the ability to communicate effectively with all athletes.
- Develops and maintains a positive attitude, relationships among athletes.
- Is able to motivate athletes in an ethical manner.
- Respects the rights and individual differences of athletes as long as it is not a detriment to the rest of the team.
- Shows concern, respect, for the welfare of all athletes including social and emotional levels.
- Develops positive leadership qualities in student-athletes.
- Promotes appreciation for and acceptance of all the differences of others.
- Enforces team and individual rules in an equitable and consistent manner.



3.5 Public Relations Skills

3.5.1 Interpersonal Relationships

- Assumes responsibilities outside of coaching as related to school.
- Promotes all sports in the athletic program to foster school spirit.
- Promotes players for appropriate recognition before, during, and after the season.
- Respects, supports, other coaches, athletes, sports, school programs.
- Plans, prepares, and participates in parent's night, senior night, banquets/year end celebration, award nights, pep assemblies, and letters to colleges regarding players.
- Interest in boundary feeder program and athletes by attending their games.
- Monitors/surveys athlete, parent, stakeholder satisfaction.
- Promotes a positive image of our school district and program.

3.5.2 Communication Skills

- Communicates effectively with parents and student athletes for the entire season. Will hold parent meetings before tryouts, pre-season, provides guidelines and information to parents.
- Communicates effectively with community, civic groups, community outreach, community service projects, booster clubs, parent groups.
- Communicates & cooperates with building and district administrators (principal, AD).
- Communicates effectively with academic staff, faculty, and support staff.
- Communicates effectively with coaches within sport & feeder pattern; develops a well-coordinated program; cohesion within coaching staff.
- Communicates through and maintains an updated and active website for their sport, appropriate social media use to communicate with stakeholders.
- Reports scores following games to athletic director, media.

3.5.3 Communication

Coaches and sponsors may elect to use email, text, or a messaging app system to communicate with participants and parents/guardians. This mode of communication should be provided to all parents/ guardians at the pre-season meeting.

- Changes to scheduled events and practices should be communicated to participants and parents/guardians via the selected method. These calendar updates will also be made on the school's rSchool/AVCTL schedule. These updates should be noticed at the earliest available date and time to participants and parents/guardians.
- The selected mode of communication should be used by coaches/sponsors to deliver messages or information that pertains to the specific activity/sport. All communication should be professional and follow district guidelines.
- In the advent of potential weather issues including thunderstorms, high wind, or high humidity, notification will be sent to participants and parent(s)/guardian(s) as soon as possible, but no later than 2:30pm by way of social media, email, messaging app, and/or text message.

4 Eligibility Requirements for Athletes

In order to be eligible to participate in extracurricular activities, student athletes must meet the following requirements:



4.1 Enrollment

Student athletes must be enrolled in the participating high school in accordance with board of education policies and district enrollment procedures. This includes:

4.1.1 Virtual Students

Virtual Students: Students will be eligible to participate in KSHSAA activities at the public school in whose district and attendance area they reside as long as they meet KSHSAA participation requirements.

4.1.2 Out of District Transfer Students

Transferring Students: Students transferring from other school districts or institutions must comply with transfer requirements per KSHSAA.

4.1.3 Intra-District Transfer Students

Intra-District Transfers: Students transferring between Maize High and Maize South High Schools, that are not based upon bona fide moves as defined in board policy) are not eligible to participate in any interscholastic events, including KSHSAA-sanctioned events for a minimum of one calendar year from the transfer date per KSHSAA policy. Events in this policy include but are not limited to: one full calendar year following the transfer date; Scholar's Bowl; marching band and color guard competitions; vocal and orchestra competitions; Science Olympiad, cheerleading; dance teams; math relays; debate; and forensics. Students may enroll in and participate in programs such as vocal and instrumental music, debate, and forensics, but they cannot participate in any of those programs' competitions for one calendar year from the transfer date per KSHSAA policy. The official KSHSAA calendar will be used to determine the student's eligibility date. Students who transfer from MHS to MSHS or vice versa may be eligible to practice with their teams; however, they will not be allowed to participate in any competitions including varsity and/or sub-varsity events. Additionally, students who transfer will not have their name placed on any roster during the one calendar year waiting period.

4.2 Participation Guidelines

Participation in activities is voluntary and a privilege. Students who participate in activities will be held to a high standard of personal conduct and must abide by Maize USD 266 policies as well as the rules set down by KSHSAA. These rules will apply during the regular school year or from the first day of practice through the last day of competition. The following standards apply to all activities:

- Academic eligibility will be according to KSHSAA rules. The student must be enrolled in five (5) new subjects and must have passed five (5) subjects the previous semester.
- In middle school, students must attend three scheduled classes in order to be eligible for practice or events or have administrative approval.



- In high school, students must attend at least two blocks of the school day in order to be eligible for practice or events or have administrative approval. Exceptions will be school-sponsored activities.
- Students must be in good standing (not in violation of any school policies) to be eligible for practice or participation in activities. Students must be making adequate academic progress to remain eligible.
- A practice session is no excuse for missing an enrichment or detention period.
- A student who drops out of an activity prior to the end of the season must turn in any items checked out to him/her. Failure to comply with this policy will result in the associated fees being added to the student's account until the items are returned.
- Any student involved in a major misconduct, as specified in BOE policy and the student handbook, during the student's competitive season, will be subject to the following sanctions. All offenses will be cumulative during the student's middle school or high school career, but not from middle school through high school. Students could be subject to administrative consequences.
 - First Offense: Upon verification by the school administration, the student will be suspended from his/her activity and not allowed to participate in all competitions/performances for the remainder of the school year. The suspension may be reduced to 25% of remaining eligible competitions/performances if the following are completed.
 - Substance abuse: Complete a substance abuse and/or mental health assessment at an outside, licensed agency at student's/parent's expense.
 - Other major misconduct: Performance of community service specified by the building administrator.
 - Second Offense: Same as listed above. The suspension may be reduced to 50% of remaining eligible competitions/performance using the same guidelines listed under First Offense, except for drug/alcohol use. A second offense for drug/alcohol use will require enrollment in a substance abuse/mental health intervention or care program at the student's and/or parent/guardians' expense.
 - Third Offense: Upon verification by the school administration, the student will be suspended from his/her activity for the remainder of his/her middle school or high school careers.
- Suspension from an activity for a first or second offense means that a student cannot participate, but will be eligible to attend all practices, meetings and competitions/performances upon receiving written verification from a licensed agency of adherence by the student to the recommended care program.
- For students involved in a major misconduct out of season relating to substance abuse or criminal offenses, consequences may be administered per the Extracurricular Code of Conduct. This may include for substance abuse issues a minimum of three hours of participation in a substance abuse or mental health care program, for a criminal offense a minimum of five hours of documented community service will be required.
- The student will follow all rules and regulations established by the coach or sponsor and will respect the authority of the coach or sponsor.

4.3 Physicals

Signed, completed physical forms must be on file/in hand PRIOR to the athlete participating in ANY practice session. Under no circumstances should any athlete participate in any practice without a physical being on file with the school. Coaches are not to forgo this with a promise from a student or parent that the physical is at home or in the office. COACHES should verify



that all students have physicals and athletic packets on file to practice using the Google sheet provided by the Athletic Department.

4.4 Athletic Packet

This packet must be completed prior to the first competition date. The packet is on Skyward and should be completed by the parent/guardian during enrollment.

4.5 Participation Fee

A fee is charged to students participating in athletic programs. The participation fee, as established by the Board of Education, must be paid prior to the first competition. A roster will be provided to coaches indicating those students needing to fulfill this obligation.

4.6 Adherence to Team Rules

In addition to being in good standing with the school, the student athlete must also follow all rules and regulations established by the coach/sponsor. Additional training rules for each specific sport shall be communicated by the coach during preseason parent meetings. Reasonable consequences may be imposed for the violation of training rules. If the violation results in suspension or expulsion from the team, a meeting with the athletic director, coach, parent, and athlete shall occur.

4.7 Failure to Complete Sports Season

An athlete that has quit a sport is not eligible to participate in another sport in the same season until that athlete has been released by the head coach of the initial sport. The Athletic Department is to be notified when such a circumstance arises.

4.8 Return of School Uniform(s) / Equipment

Equipment check-in should be done at the end of the season when designated by the coach. Students who do NOT turn in equipment or have damaged equipment will have the corresponding costs added to their school accounts. Diplomas for senior athletes will be withheld until their respective season is completed and all school equipment is returned or reimbursement of the cost has been received.

5 Sportsmanship

Maize USD 266 secondary athletics and activities programs will promote the sportsmanship statements provided by the Ark Valley Chisholm Trail League, Kansas State High School Activities Association, and the National Federation of State High School Associations. In addition, all student athletes and their parent(s)/guardian(s) will be required to complete and sign the Maize USD 266 Sportsmanship Agreements prior to participation in the activity. Each year, two senior student athletes will be selected to receive a KSHSAA Sportsmanship Award.



5.1 From the AVCTL bylaws – Sportsmanship Code

Preamble: Let it hereby be resolved that we, the schools comprising the Ark Valley Chisholm Trail League, will be united in common effort to promote better sportsmanship. The following points are set forth to provide a better relationship among all students and adult fans, to discard the elements of dissension among all schools, to promote friendly rivalry, and to further a closer relationship among the schools and communities included in this league. So we recommend that the following conception of sportsmanship be accepted and practiced by the schools in the league.

- Cooperation: We will cooperate with each other in making pregame arrangements; exchanging cheerleader courtesies and exhibit a willingness to cooperate with opposing teams and all of their representatives.
- Courtesy: We will strive to maintain courteous association before, during, and after all interschool activities. Through maintaining an open mind we will keep our emotions and sentiments from overcoming our better judgment and common sense.
- Fair Play: We dedicate ourselves to practice fair play in both reality and spirit. We will seek to win by fair and sportsmanlike means, according to the rules of the game and as interpreted by the officials. We can best understand and appreciate the other person's point of view, his/her feelings and situations by practicing the golden rule "Do unto others as you would have them do unto you."
- Friendliness: We will respect the other schools and be courteous and gracious to the fullest extent. We will reserve a student section at all games and treat our opponents as our guests. We will congratulate our opponents, win or lose, to further the friendship throughout the league.
- Respect: We will respect the rights of others and the officials' decisions. We will respect all school songs, and property of others, the school spirit of our opponents, and all people attending the games, by staying in the stands during the game and not blocking the view. We will refrain from uttering abusive or irritating remarks from the sideline.

5.2 Maize USD 266 Parental Sportsmanship Agreement

Athletics provides an opportunity for our children to learn about good sportsmanship in a team sport environment. They learn sportsmanship by example; and you, the parent, are your child's best example. We ask you to root for your child and your child's team, to refrain from complaining about the officials' calls or coaching, and to model good sportsmanship at each game/event.

By signing this Sportsmanship Agreement, you agree to:

- Be a supportive and positive fan - not a disruption to the game/event. Foster a positive and supportive environment by exhibiting behavior that is respectful of all players, coaches, officials and other spectators. Be a positive role model by demonstrating good sportsmanship and self-control at all games and practices.
- Support my child's adherence to the Player Sportsmanship Agreement (reference section 5.3).
- Make every effort to ensure my child is present and on time for each scheduled game and practice.
- Never attempt to coach or give instruction to players (including my own child) during games/events.
- Never openly express criticism for any coach, player, opposing team, table worker, or official; and never use inappropriate, derogatory, or vulgar language during games/events.



- Never confront a coach or team manager with your concerns in front of players. Use the 24-hour rule: wait 24 hours before reaching out to the coach and/or administrator to schedule an appointment to address your concerns.
- Review and abide by the Kansas State High School Activities Association (KSHSAA) Ejection Policy (as found in the KSHSAA Handbook):

The first offense for disrupting a game or event of others enjoyment of the game, will result in a warning to the parent/guardian and possible suspension from attendance for the following game/event. A second offense will result in a suspension from attending their child's games or events for the remainder of the season.

5.3 Maize USD 266 Player Sportsmanship Agreement

I agree to:

- Treat coaches, teammates, opponents, officials and spectators with courtesy and respect.
- Play my part in being present and arriving on time to practices and games.
- Play to win, but always fairly and with good sportsmanship.
- Accept the decisions of officials without gestures or arguments.
- Control my temper and not use inappropriate, derogatory, or vulgar language.
- Never criticize the play of others.
- Follow the instructions of my coach without argument. This includes instructions regarding playing time and position.
- Work hard, concentrate, cooperate, and not be disruptive at practices and games.
- Obey the team rules the coach puts in place.
- Any player ejected from a game will be subject to a suspension for the following game.

6 Sports Medicine and Injuries

The district provides contracted athletic training services in grades 9-12 for each comprehensive high school. The terms of that agreement should be followed. The contract is paid through each school's Athletic Department budget.

Coaches shall inform athletes to report all injuries to them. This includes injuries that occur both on and off the playing field.

Injuries should be referred to the athletic trainer for diagnosis. If no trainer is available, a member of the staff certified in first aid should do the evaluation. If an injury requires professional medical attention, an injury report should be filed with the trainer and building athletic director. The report shall be turned in within 24 hours.

An athlete that received medical attention (whether it be at the school site or visiting a doctor/hospital on their own) is NOT allowed to return to practice or participate in a contest until the trainer and/or Athletic Department and head coach receive written permission from his/her physician. The head coach shall turn all releases into the athletic office.

6.1 Optional Insurance Information

Families may purchase additional athletic insurance by purchasing the optional student insurance policy. This is a supplemental policy that pays after family medical insurance has paid. The school district does not provide insurance for student athletes. There is a



Catastrophic Insurance Plan that covers athletes through KSHSAA with a \$25,000 deductible. This information is communicated during preseason meetings. Information about the optional student insurance will be posted on the district's website.

6.2 Concussion Protocol - Return to Learn/Play (KSHSAA)

Students who are identified as having symptoms that may be concussion-related must work with the school's athletic trainer to ensure the concussion protocol is followed. Parents/guardians must indicate their understanding of these guidelines in the annual Athletic Packet. Athletic department staff must follow the concussion protocol.

6.3 Emergency Action Plan - KSHSAA Form

Each head coach must submit an emergency action plan to the athletic office. The plan should include procedures for inclement weather and emergency medical service. The plan should describe locations for safe housing athletes and the delegation of specific tasks to assistant coaches. The plan should also include the means for receiving inclement weather information. The athletic director shall seek documentation that the procedures are annually reviewed with the coaches of each given activity.

7 Facilities and Equipment

It is the coach's responsibility to see that the equipment for their sport is properly secured and stored both during and at the end of the season. All school-issued equipment is to be returned to the coach following the season. The coach is to maintain an inventory of their equipment and submit that inventory at the conclusion of each season. If equipment/uniform is not returned, any and all awards earned by an athlete will be withheld until such equipment is returned or restitutions have been made.

Coaches are encouraged to assist with improvements to their facilities. However, any and all alterations must be coordinated through the Executive Director of Operations to ensure district procedures and guidelines are followed.

Facilities are not exclusive to a particular sport. Sports that are in season have priority of facility usage. The care of that facility during practice time is the responsibility of the coach. All staff have a responsibility for all facilities at all other times and should leave the facility better than it was found. District and building administration may issue restrictions on facility use. Requests for facility usage will be considered based upon application from interested parties through the Facility Usage Agreement (Reference District Facility Usage Policy, DO-1005). Facilities used outside the direction of assigned staff for school programs are to be supervised by a district employee at all times. A district employee cannot check out their keys/fob to a non-district employee, nor can a district employee open a facility for another party and leave that facility unsupervised. The Executive Director of Operations will provide oversight of facility usage requests.



7.1 Home Contest Administration

The Athletic Department will be responsible for the facilities set up prior to home events. The maintenance department will check the rSchool calendar weekly for home events that require additional set-up and tear-down. The head coach should communicate any assistance or requests for facility set-up. Game agendas, rosters, concessions, and gates will be handled by the Athletic Department. Gate receipts from contests are entered into the athletic fund to pay for future travel expenditures, entry fees, officials, game management, and department operations.

7.2 Athletic Practices

Athletic practices should meet the following guidelines:

- Coaches should have a written practice plan for each practice conducted.
- Each practice plan should have water breaks written into the schedule.
- All elements of practice are to be monitored by a staff member. Senior/captains do not have the authority to begin any phase of practice in the coaches' absence. This includes warm-up/stretching and cool-down sessions.
- Coaches should be the first to arrive and the last to leave the locker room. Locker rooms are not to be unsupervised. Coaches should not knowingly leave the school site until all athletes have left.
- Practices should be limited to three hours in length per day.
- Coaches will adhere to the Environment and Weather Guidelines as provided in this handbook.
- In the advent of potential weather issues including thunderstorms, high wind, or high humidity, notification will be sent to participants and parent(s)/guardian(s) as soon as possible, but no later than 2:30pm by way of social media, email, messaging app, and/or text message.

7.3 Environment and Weather Guidelines

Administrative and coaching staff will utilize the KSHSAA Recommended Activity Modification Policy to monitor environmental and weather-related concerns for practices and events. Wet Bulb Globe Thermometers will be used as required. Additional weather apps may be used to monitor conditions. KSHSAA recommendations for lightning safety will be utilized.

8 Athletic Travel

Board policy regarding trip requests outside of regular and postseason events should be followed. Requested departure times should allow for adequate (not excessive) warm-up time for the team at the destination. However, requested departure times should minimize loss of students' instructional time.

8.1 District Bus/Van Transportation

Coaches are encouraged to submit their team's travel needs as far in advance as possible. Transportation arrangements utilizing district buses or vans shall be arranged by the head coach or assistant coaches using the district's reservation system at least two weeks prior to the event. In the event a contest must be rescheduled or a new contest is scheduled inside



the two-week window, coaches should contact their respective Athletic Department to have transportation arrangements made.

All athletes are required to ride on the district-provided transportation to scheduled contests. In the rare event (school obligation, family emergency, etc.) a student athlete is unable to ride to the contest using school transportation, the Permission to Drive/Ride Form (Form D) must be filled out, signed by the parent/guardian, and returned to the coach prior to the practice/contest. Students are encouraged to utilize school transportation on the return to school after the event. Should a coach allow students to travel home otherwise, athletes may ONLY be released to their parent/guardian. Athletes allowed to ride home with a parent/guardian may only do so at the conclusion of the contest (unless prior special arrangements have been made) and must check out with the appropriate coach prior to leaving the contest venue. Students are not allowed to ride home from contests with siblings, friends, or other participant's parent/guardian without explicit written permission.

8.2 Meals

Per board policy, the district will only provide funds for meals for athletic participants and coaches at state championship series events (regional and substate contests are NOT considered part of the state championship series). Booster clubs and parent organizations are encouraged to assist with meal/food needs of our athletic teams. When a team has qualified for the championship series, the coach must submit a roster of all participants and coaches to the Athletic Department. A check or credit card will be provided by the building's finance secretary based on the district food allowance formula. Coaches will be responsible for returning receipts for money spent and any unspent funds. Under no circumstances is alcohol to be purchased.

8.3 Lodging

When it is necessary for teams to stay overnight for multi-day contests/tournaments, lodging arrangements will be made by the Athletic Department following district and state regulations. A roster of participants and coaches should be submitted, and room numbers will be calculated based upon four athletes per room and two coaches per room.

Vacation rental properties may be considered when there are a limited number of participants and hotel expenses impede participation. The following guidelines are required when considering and using vacation rental properties:

- Lodging must be in homes that are registered with a verified website like Airbnb/VRBO. They have regulations, standards, and guarantees for properties to be listed.
- Selected properties must be regulated through a rental management company that has positive reviews and insurance. This is different than renting from an individual person.
- Properties should be registered with the state government as rental vacation properties.
- Selected properties should have additional safety features. Examples include safes, security cameras, garages, gated access, generators, etc.
- Lodging should be located in a recognized safe area close to competition sites.
- Selected lodging must have separate overnight accommodations in compliance with board policy and state law.



8.4 Conduct

- Athletes and other student participants are to be always monitored on out-of-town trips by school personnel. Student athletes should never be left unattended at restaurants, hotels, or competition venues.
- Athletes, other student participants, and coaches are representatives of the school, and their dress should be appropriate for the designated activity.
- Athletes and other student participants are expected to comply with team rules and district regulations.
- Athletes and other student participants who violate conduct expectations may be suspended from their activity until a conference has occurred with the athletic director and coach.

9 Standards for Athletic Awards and Presentations

Each sport has a minimum standard for awarding a letter. Lettering requirements shall be provided in writing and communicated to participants and parents/guardians prior to the start of the season. When an athlete receives their first athletic letter, they will be given a chenille, sport pin, and certificate. For all letters received thereafter only a certificate and bar will be issued. Letter certificates will be issued to the coach by the athletic office. Season letter awards are to be presented at postseason varsity sports banquets.

Coaches should adhere to lettering standards. Special considerations such as managers, four-year senior participants, and injured athletes should be submitted to the athletic office for review. Any athlete who quits or is dismissed from a team before the season has ended, forfeits all rights to earn a letter in that sport and any right to be nominated for post-season honors.

10 Equipment Expenditures

Athletic budgets are determined by district administration. Once approved, electronic requisitions are created, passed through an approval tree, and purchase orders are generated. It is a strict district policy that purchase orders be created and money encumbered prior to an order being placed. If equipment/supplies are ordered prior to a purchase order being established, district money will not be available to pay for those supplies. Equipment should not be purchased with the expectation of being reimbursed if a purchase order has not been submitted and approved.

Capital outlay requests for facility improvements and large equipment must be submitted to the Executive Director of Operations no later than March 31 for the following school year's projects. Equipment or projects exceeding \$20,000 will require at least three bids/attempts. Purchases for full team football uniforms and helmets should be considered a capital outlay request. The Chief Financial Officer may approve these expenditures are not taken from building athletic budgets.

The district may enter uniform, apparel, and equipment contracts. When an agreement is in place, athletic directors must follow provided guidelines for purchases utilizing district funds. The district's tax-exempt status may not be used for apparel or equipment that will become the possession of individual staff or students. All uniforms and standardized warm-ups or



gear used in representation of the school and/or district at school-sponsored activities must receive final approval from the school's athletic director. Only district-approved logos and fonts may be used. Uniforms will be purchased on a rotational basis in coordination with the Finance Department. Booster, backer, and other parent / community organizations may purchase spirit gear for individual players, but team uniforms will not be approved for use.

Booster Clubs

The Maize High Booster Club and the Maize South High Booster Club are the parent organizations representing the activity/athletic programs at each high school. The booster clubs are the parent organization recognized by the BOE as the parent group responsible for the school-wide promotion and fundraising chapter for the two high schools. Additionally, the mission of the booster clubs is to support the interscholastic programs of the schools and to promote collaboration of all the activity groups. Each head coach shall appoint a parent from their organization to be a member of the executive board of the booster clubs. That person, along with the coach, shall act as liaisons between the booster club and the backer organization of their activity. Promotional and fundraising activities done by backer organizations should be in coordination, not competition, with the Booster Club. The booster club will oversee season passes, concession operations, and generic MHS and MSHS apparel. Individual sports are permitted to have sport-specific "spirit attire" for their individual members, and each varsity team will abide by the terms of the district's uniform/apparel contract. All uniforms will reflect the board approved school colors and mascot. Individual sports and activities are not permitted to sell generic school apparel as a fundraising opportunity, thus in competition with the partnering booster clubs.

11 Fundraising

11.1 Fundraising Conducted by School District Employees and/or Students

Fundraising is not mandatory as the district allocates an athletic budget. If a team engages in fundraising efforts, monies collected from fundraising by way of school district employees/students are to be deposited into the school's activity fund in a specified account for that sport/club. The team shall clearly identify what the fundraising will be used for and communicate that to parents. All checks must be made payable to the school hosting the fundraiser. Monies collected in the form of cash shall be turned into the school's financial secretary with a receipt form and must be verified, signed, and dated by both the fundraising sponsor and the financial secretary. School district employees are prohibited from accepting any donations via online payment platforms. This includes, but is not limited to, PayPal, Venmo, Zelle, CashApp, or any other online payment platform.

All cash and check deposits will be made as quickly as possible to minimize the risk of loss/theft.

The expenditures from that account are to be requisitioned at the building level through the financial secretary. Approval of those requisitions requires approval from the school's athletic director and/or building principal. All monies are to be spent on student services. Money from these fundraisers cannot be spent as cash, cannot be used to purchase gift cards, and cannot



be deposited into outside accounts bearing a name other than USD 266 or the school that hosted the fundraiser. No district employee should have check writing or credit card spending authority for any school fundraising account.

11.2 Fundraising Conducted by a Parent/Outside Organization

Parents and outside organizations can hold fundraisers for specific sports/clubs with the approval of the athletic director and/or building principal. These organizations are not affiliated with USD 266 and CANNOT use the district's federal employee identification number/Tax ID number.

Monies received from a parent/outside organization are to be deposited in the same fashion as if it were collected by district employees. No district employee should have check writing or credit card spending authority for any school fundraising account.

11.3 Additional Fundraising Guidelines

Fundraising may be used for additional accessories for an individual sport. The athletic office lacks the manpower to conduct most fundraising activities but will assist in the administration of the projects. There shall be a limit of two projects per sport per year that involve students. All fundraising projects should be approved by the Athletic Department PRIOR to conducting the fundraiser. Generally, fundraisers should not interfere with the sports and participants in season.

12 Off-Season Conditioning

Conditioning for sports is defined by the KSHSAA as being voluntary and open to all. It cannot be part of the athletic program. The format is defined as weight training, flexibility exercise, calisthenics, and agility drills. It CANNOT include specific equipment for that sport, nor can a specific sport have its own off-season conditioning program. Students participating in a school-sponsored sports activity shall not simultaneously participate in a preseason conditioning program. The best preseason conditioning is to be involved in a sport. There shall be a moratorium on all conditioning activities for the first three weeks of a given season. Athletes should be encouraged to participate in the current season of sport. Preseason conditioning may resume following the first three weeks of the current season but is not encouraged until one month prior to the beginning of a season. Coaches should be concerned about burn out regarding their preseason condition régime.

Conditioning programs shall not interfere with the administration of practice or games of the current season. All areas of the building/facilities are the rights of the current sport and Athletic Department. It is the responsibility of the preseason-conditioning sponsor to seek approval from the athletic director for their activity prior to it being conducted. Preseason conditioning may have to be relocated or canceled given facility restrictions. Sponsors are encouraged to minimize cancellations or relocations by considering home events and space constraints.

From the KSHSAA Manual



During the school year and but not during the season of sport/activity:

- A school coach may not coach their athletes in the same sport.
- A school coach may coach senior athletes in the same sport following the conclusion of the school season.
- A school coach may not check out player equipment to students (helmet, pads, team jersey, pants, etc.).
- A school coach may check out team equipment to students (balls, implements, etc.).
- A school coach may attend camps or clinics.
- A school coach may not attend camps or clinics with their athletes.
- Students may attend camps or clinics but may not attend camps with their coach(es).
- A school coach may transport (but not in school vehicles) students to non-school competitions in their sport.
- A school coach may not be reimbursed for transportation costs by the school or booster club.
- A school coach may not transport students to camps or clinics in their sport.
- Students may play on non-school teams but there are restrictions on the number of same school squad teammates which may be rostered, practice or play together on non-school teams.
- A school coach may supervise an off-season conditioning program for students not currently on a school team.
- School conditioning programs may not be sport specific and shall only include weights, running, conditioning and general skill development (not a sport specific skill).
- Sport specific equipment may not be used in conditioning programs.
- Off season conditioning programs must be open to the entire student body and participants must furnish their own clothing.

During the school year and during the school season of activity:

- A student may not practice with or play on a non-school team in the same sport/activity.
- A student may play on a non-school team in a different sport (subject to the school squad limitations).
- A student may receive private instruction at any time of the school year (NOTE: Private is defined as one student receiving instruction from one person during the period of instruction).
- A student may not attend camps or clinics in the same sport/activity.
- A student may attend camps or clinics in different sports/activities.
- A student may serve as a clinician for a camp conducted by their school coach for their sport/activity.
- A student may not serve as a clinician for a camp conducted by outside agencies.

During the summer:

- All school coaches may attend camps or clinics.
- Students may attend camps or clinics.
- A school coach may transport students to non-school competitions in their sport. (Schools or booster clubs may not reimburse the coach for transporting students.) School vehicles may be used, if approved by the school district.
- A school coach may transport (but not in school vehicles) students to camps/clinics in their sport. (Schools or booster clubs may not reimburse the coach for transporting students.)
- All school coaches may coach teams including students who would play for the coach the following year from the Saturday immediately preceding Memorial Day through Saturday of Standardized Calendar Week (SCW) #2.



- Beginning Sunday of SCW #3 and ending Saturday of SCW #4 football, volleyball and basketball coaches may instruct students in groups limited to a maximum of three for basketball, four for volleyball, five for 8-man football and six for 11-man football when those students initiate a request for individual help/coaching instruction from their coach. (Coaches are not permitted to require players to attend sessions)
- During SCW #3 & 4 a basketball, volleyball or football coach may supervise an open gym but no instruction may be given.
- Beginning Sunday of SCW #5 and concluding Sunday of SCW #7 only voluntary weights and conditioning programs are permitted. Football, volleyball and basketball coaches may not have contact with their athletes for sport specific instruction.
- Coaches other than basketball, football and volleyball coaches may continue coaching summer teams during SCW # 3, 4, 5, 6. They may not conduct a camp or clinic for their potential players during these weeks. Student participation must be voluntary and initiated by the student.
- Coaches MAY NOT REQUIRE students to attend camps/clinics/individual work-out sessions, or weights and conditioning during the summer.
- Coaches in all sports may conduct a one-week sports camp for team members who would be on their team next year. These camps must conclude on Saturday of SCW #2.
- Students are considered part of the high school program immediately upon graduation from junior high or middle school. Students are considered a member of the middle/junior high school program immediately after being promoted to the 7th grade.
- Coaches may supervise conditioning programs which are not sport specific for the students who may play for the coach the next school year.
- During the summer period, students may play on teams which include any number of students from their same school squad. There are no roster limitations on students from the Saturday before Memorial Day until the Tuesday after Labor Day.
- A school coach may check out team equipment to students (balls, implements, etc.)
- To be eligible to attend a coach's one-week camp, students must have been enrolled and in attendance at the coach's school the previous year.
- New students attending a junior high/middle school or high school for the first time must have been enrolled and in attendance at that middle/junior high school's feeder school (s) the previous year.
- New students (summer transfer) must pre-enroll at the new school before attending a coach's camp.
- Students are limited to attending only one coach's camp per sport.
- KSHSAA's Summer Moratorium must be observed. This period is one seven-day week (including July 4) where there may be NO school related athletic activities and all school athletic facilities will be closed to students and staff for grades 7-12. Students may attend camps or competitions but may not do so with school coaches. The Summer Moratorium does not apply to fine arts or spirit activities.

13 Sport Camps

USD 266 coaches may offer camps to students during the summer. While a feeder system is in place for grades 5-12, students in grades PreK-4 do not attend boundary elementary schools. Therefore, students in those grades should be welcome to participate in camps hosted on either secondary campus.

13.1 Camp Guidelines

- All coaches and sponsors seeking to offer a summer camp or clinic must first seek approval from the Athletic Department.



- Camps for youth and secondary students are the responsibility of the high school coaches per KSHSAA rules and regulations. All sign up, communication, administration, liability insurance, fees, etc., are the responsibility of that coach. Camps offered at the middle school and high school levels should be led by the coaches of those specific grade bands.
- High school coaches are allowed to have one youth camp in the summer and one youth camp during the school year. Youth camps are open to all students, and they can be no longer than five consecutive days in length. High school coaches are required to work together for the summer camp date but may offer an individual camp during the school year if they so desire. High school coaches are also encouraged to involve middle school coaches in their youth camps.
- All youth camps may be coordinated through the Maize Recreation department. Those camps may be advertised by Maize Rec. The coach may determine the fee for their camp and whether they want Maize Rec to provide a T-shirt for the camp. Maize Rec will include all participating camps in the program guide, post them on their website, and they will handle collecting all the fees, etc.
- Each spring, the Communications Department will send a combined newsletter with information and links for all summer camps and clinics. It is the responsibility of the coaches to provide correct information and respond to parent/student questions. Failure to submit camp information by the deadline will result in that camp's omission from the district newsletter.
- Paper copies of camp flyers may not be distributed to schools/students.