ACTIVITIES, CLUBS ORGANIZATIONS

HANDBOOK

2025 - 2026

Unified School District 428

Great Bend, Kansas

GREAT BEND USD 428 ACTIVITIES, CLUBS & ORGANIZATIONS HANDBOOK
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INTRODUCTION TO DISTRICT ACTIVITIES

This handbook has been prepared to present clear guidelines to cover specific aspects of the activity programs at Great Bend High School - USD 428. The school board and the administration believe that it will be helpful to those involved with activity, club and organization programs in the district.

It is important to understand that this handbook is merely a supplement to the policies and procedures adopted by the board of education of Great Bend USD 428. Staff members and students must conform to all rules and regulations established by the Kansas State High School Activities Association (www.kshsaa.org) and by the board of education of Great Bend USD 428.

All staff members are responsible for seeing that programs under their supervision are in compliance with the Great Bend USD 428, the State Board of Education, and the Kansas State High School Activities Association policies. This-handbook outlines the procedures and guidelines with which all district staff must comply.

Anything not covered in handbooks, information books, board policies and will be addressed by the building administration.

ACTIVITIES DIRECTOR RESPONSIBILITIES

The building Activity Director is responsible for the administration of the activities programs at their building.

The Activity Director shall establish an activities program that ensures a cooperative, supportive and participative environment for all students, coaches, faculty, and community. They shall ensure that activities are coordinated with the regular school curriculum which allows for a well-rounded, educationally based, activities experience.

Their responsibilities include (but are not limited to):

1. Coordinates athletics, activities, clubs and organizations at Great Bend High School - USD 428
2. Implementing all policies that govern interscholastic activities.
3. Complying with all rules and regulations pertaining to the Kansas State High School Activities Association (KSHSAA) and Great Bend USD 428.
4. Preparation of the building activities budget.
5. Administering the district approved budget.
6. Furnishing appropriate budget reports.
7. Maintaining an accurate inventory of athletic equipment and supplies.
8. Scheduling and/or approving all schedules of interscholastic athletics.
9. Preparing all game and official's/referee's contracts.
10. Evaluating Coaches.
11. Assuring that all students meet registration requirements for participation for their respective activity.
12. Supervising and assigning supervision of activity events.
13. Supervising of ticket sales, gate receipts, and activity ticket sales.
14. Fosters good school-community relations
15. Assumes responsibility of necessary fundraising
16. Promotes the importance and benefits of an effective activities program.

CLASSIFICATION

Great Bend High School is a member of the Kansas State High School Activities Association (KSHSAA). School Classification is determined annually by enrollment count grades 9-12 (exception football). School classifications can be found on the KSHSAA website at: https://www.kshsaa.org/Public/General/Classifications.cfm

GREAT BEND HIGH SCHOOL - USD #428 GUIDELINES FOR ELIGIBILITY

In order for a student to be eligible to participate in KSHSAA activities, the student must be a bona fide undergraduate member of that school and in good standing and meet the following requirements, prior to the start of the season of activity.

- All applicable KSHSAA regulations regarding eligibility;
- A student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or last semester of attendance.
- A student must be enrolled in and attending a minimum of five new subjects (those not previously passed).
- A student must not be under penalty of suspension or be a student whose character or conduct brings discredit to the school as determined by building administration.
- Students enrolled in five classes must pass every class each week to be eligible. Students enrolled in more than five classes can have one F each week to stay eligible. Failing two or more classes will result in probation for one week. If the student is failing two or more classes for two weeks, the student will be ineligible from all KSHSAA sponsored activities for a minimum of one week and until the grades improve.

NECESSARY FORMS FOR STUDENT PARTICIPATION

Students attending Great Bend Schools USD #428 will **not** be eligible to participate (games, practice, tryouts) in any sport, KSHSAA activity without clearance from the Activities Department. **Parents/Students must complete all required paperwork (See appendix) for registration for sports in advance of the 1st day of tryouts/practice.** Failure to have completed paperwork submitted will prevent the student from having the opportunity to tryout/practice/participate in that sport until registration is complete.

Forms required by USD 428 are now part of the online enrollment process.

See USD 428 Emergency Information and Consent Form (Appendix)
See USD 428 Activities Dept. Drug-Alcohol-Steroid-Vape Policy (Appendix)
See USD 428 Concussion/Head Injury release form (Appendix)
See USD 428 Athletic Trainer Consent Form (Appendix)

Physical Forms must still be completed and turned into the activities office prior to the first day of practice/tryouts.

PHYSICAL EXAMINATIONS - Pre-Participation Physical Evaluation Form **(MUST BE DATED AFTER MAY 1, of the preceding year)**

Students are not eligible to represent their school in interscholastic athletics, spirit groups until a signed physical evaluation form by a practicing physician is on file with the Activities Department. This form will certify that the student has passed an adequate physical examination and is physically fit to participate in interscholastic activities, spirit or performing groups. This form shall also be signed by the parent or legal guardian, stating the student has permission to participate.

The physical examination must be reported on forms provided by the KSHSAA and shall not be completed earlier than May 1 preceding the school year for which it is applicable. The completed form must be filed with the Activities Department prior to the first practice session in which the student participates.

- Physical examination forms may be obtained at the Great Bend High School Athletic website: https://sites.google.com/usd428.net/gbhs-athletics/home

- You may also obtain a copy of the physical examination form by accessing the KSHSAA web site: https://www.kshsaa.org/Public/PDF/FORM-PPE.pdf https://www.kshsaa.org/Public/PDF/FORM-PPE(Spanish).pdf

GENERAL KSHSAA ELIGIBILITY GUIDELINES

The guidelines listed below are written in general terms and are a summary of some of the KSHSAA eligibility rules. More detailed explanations of these rules and guidelines can be found in the KSHSAA manual or can be accessed through the KSHSAA website at www.kshsaa.org. Coaches and administrators are expected to be familiar with the rules of eligibility. If there are questions about eligibility, inquiries should be directed to the Activities Director.

SCHOLARSHIP:

A student must have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance. At the middle school level, a student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous trimester or last trimester of attendance.

ENROLLMENT:

A student must be enrolled in and be attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the current semester.

TRANSFERS:

A student who makes a bona fide move with his/her parents to a new permanent residence within the boundary of the school to which the student transfers is immediately eligible as it relates to the transfer rule. A student changing school without an accompanying move on the part of his/her parents will be ineligible for interscholastic extracurricular activities for 18 weeks beginning with the first day of attendance.

OUTSIDE COMPETITION:

A student who is a member of a school activities squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport during the same season. Participation with an outside group may make the student Ineligible for the remainder of that sport season.

CLINICS:

A student cannot participate in group training/practice sessions, clinics, or tryouts held by outside agencies in a sport while he/she is a member of a school activities team in that identical sport. A group is defined as two or more students receiving instruction from an instructor during the same period of instruction. A student may receive private instruction at any time during the year. Private instruction is defined as one student receiving instruction from one person during the period of instruction.

KSHSAA HANDBOOK

https://www.kshsaa.org/Publications/Handbook.pdf

KSHSAA REGULATIONS ON SEASONS OF ACTIVITY

What Coaches/Athletes MAY or MAY NOT do – Please refer to www.kshsaa.org or click on link below
https://www.kshsaa.org/Public/General/FAQ.cfm

ACTIVITIES, CLUBS AND ORGANIZATIONS OFFERED

USD 428 offers the following activities (KSHSAA), clubs and organizations.

KSHSAA ACTIVITIES

DEBATE/SPEECH

Forensics is one of the most exciting challenges a student can undertake in high school. The student learns to take pride in themselves, their work, and others as a team because they compete at both the individual and team level at the same time. Speech events include dramatic, humorous, duo, prose and poetry interpretations. These events are also called acting events.

Speaking events include policy and Lincoln-Douglas debate, informative speaking, original oration, foreign and domestic extemporaneous speaking and student congress. These events have numerous positive effects. The ability to analyze thoughts and ideas using reasoning to see implications of arguments and information and developing thoughts and opinions using information and evidence to support ideas are the skills highly developed in debate and extemporaneous speaking. The ability to present material clearly with self-confidence in front of others and to think clearly in pressure situations is a quality that everyone should possess and be developed by all speaking events.

Students can compete at advanced levels after qualifying. Great Bend High School students have been successful at all levels. Almost all (approximately 80% in the last twenty years) forensic students at GBHS have obtained some success. The local invitational, regional and state tournaments offer students the chance to compete. If students choose to join the NSDA (National Speech & Debate Association) at a cost of $20 the students can also compete in the District NSDA Tournaments (National Qualifying) and possibly the National NSDA Tournament itself.

DUES: NA SPONSOR: Mrs. Heath ROOM# 205 EMAIL kim.heath@usd428.net

KAY CLUB

KAY Club is a state-wide service club emphasizing four areas of service – school, community, nation and world. The GBHS KAY Club is open to all male students in good standing, grades 9-12. Students should join only if they are committed to helping with the blood drive, Santa's Workshop, and any other KAY service projects. Participation in this club also builds character and leadership skills in our young men at Great Bend High School.

DUES: $5 SPONSOR: Ms. Clark ROOM# 203 EMAIL karen.clark@usd428.net

KAYETTES

Kayettes is a community service based club active group devoted to serving others. Members are asked to participate in multiple activities throughout the year that include Trick or Treat for UNICEF, All-Star Basketball Classic, Hollyball, and Mr. Perfect Panther. To attend Hollyball, members are asked to participate in the annual holly sales at Christmas time and meet service requirements. KAYETTES is open to female students at GBHS. Three to five freshmen will be chosen for the board in the fall of the new school year.

DUES: $5 SPONSOR: Ms. Johnson ROOM# 104 EMAIL holly.johnson@usd428.net
T-SHIRT: $10 (optional)

SCHOLARS' BOWL

Scholars' Bowl represents GBHS in academic competition and is open to students in good standing. Freshmen can compete right away and can earn a spot on the varsity team. A Scholars' Bowl competition is an academic contest in which subject matter of a variety of academic disciplines are used. This activity features head-to-head academic team competition, quick response answers, and use of buzzer systems by participants. This is a fun way to show off your intelligence with a team of interesting and entertaining students. If you like Jeopardy, you will love Scholars' Bowl.

DUES: NA SPONSOR: Mr. Bartel ROOM# 110 EMAIL zachary.bartel@usd428.net
T-SHIRT:

STUCO – STUDENT COUNCIL

The mission of Student Council is to share students' ideas, interests, and concerns with teachers and administration. Stuco hosts school-wide activities, including social events, community projects, and school reform. Members are expected to attend regular meetings and participate in planning activities. Activities include required community service, Iron-Man Volleyball, PowderPuff football, a dodgeball tournament etc . Freshmen must fill out an application for selection.

DUES: NA SPONSORS: Ms. Thexton ROOM# Counselors Office EMAIL rachel.thexton@usd428.net

MUSIC - INSTRUMENTAL/STRINGS

(Ms. White and Mr. Ahlman)

Varsity Band – Panther Pride Band

Varsity Band is a non-audition ensemble for sophomores, juniors and seniors. Prior instrumental training is required to participate in this ensemble. This ensemble performs throughout the community, state, and nation, and performs for all home football games, local parades, community activities and state-wide music and marching festivals. The first nine weeks is dedicated to marching band, followed by contest band. Enrollment is not limited to size, only in quality and is intended for the entire school year, not a single semester.

Panther Jazz Ensemble

Panther Jazz Ensemble is an audition only or invitation only ensemble for Freshmen, Sophomores, Juniors, and Seniors. **This ensemble performs for all home basketball games**, as well as numerous concerts and civic events. It also competes in state and local Jazz festivals. Enrollment is limited by instrumentation and available vacancies.

Orchestra

Any student who has played the violin, viola, cello, or string bass for a minimum of two years may join orchestra. Each class period includes rehearsing orchestra literature from various musical styles, as well as technique and scale exercises aimed at developing tone quality, intonation skills, finger and bowing dexterity and musicality. Evening performances are scheduled several times throughout the school year and are a required part of the class. Students also have the opportunity to participate in small ensembles for contest and various community performances.

MUSIC - VOCAL

(Mrs. Stambaugh)

Concert Choir

is a non-auditioned ensemble. It is predominantly a Freshmen class but all ages may enroll. It is a entry level choir that prepares students for membership in the A Cappella Choir and Madrigal Pops Singers. This class meets daily for one unit of credit and is a yearlong class. This choir performs in the Fall concert, Christmas Concert, 6-12 Spring Concert in March, Variety Show and a Spring Concert along with Festivals in the Spring. Students must meet KSHSAA requirements to be a participant in many of the activities . Concerts are considered assessments and students are expected to participate.

A Cappella Choir

is an audition-only ensemble for Sophomores, Juniors and Seniors. The Try-outs are held in the Spring. The Choir meets every day for one unit of credit and is a yearlong class. Activities of the choir include a Fall, Winter (Vespers) and Spring Concert along with Festivals, a 6-12 Spring Concert in March, Variety show , and an out of state trip opportunity on designated years. Students must meet KSHSAA requirements to be a participant in many of the activities. Concerts are considered assessments and students are expected to participate.

Madrigal-Pops Singers

Members are selected from the A Cappella Choir. Membership is contingent upon concurrent enrollment in both classes. A detailed account of other requirements is handed out prior to tryouts in the Spring. Students must meet KSHSAA requirements to be a member of this group. This group performs in all concerts listed in the A Cappella Course description and also performs separately for many other events. Concerts and performances are considered assessments and students are expected to participate.

CLUBS AND ORGANIZATIONS

ART CLUB

This club is focused on participating in the creation of art, whether it is community based or personal work. The club will plan at least one trip that focuses on viewing professional art at shows, galleries, studios and/or businesses to increase exposure to Fine Art and work related opportunities. Members will need to meet eligibility requirements for trips. T-Shirts are to be determined and separate from dues.

DUES: $0 SPONSOR: Ms. Popp ROOM# 146 EMAIL anna.popp@usd428.net
T-SHIRT

CLASS COMMITTEES

Class Sponsors will facilitate the election of class officers. Class officers are selected by their peers to serve a term lasting throughout the school year. Their duties are to act as "the voice" of their classmates, listening to and sharing their interests and concerns with the Student Council, teachers and administration. The officers are responsible for designing a class T-shirt available to all students, grades 9 through 12. The time frame for sales will be announced

FEES: None SPONSORS: (see below)

Senior Class – Ms. Buzard	ROOM# 209	EMAIL julie.buzard@usd428.net
Sophomore Class - Mrs. Clark	ROOM# 203	EMAIL karen.clark@usd428.net
Junior Class – Ms. Young	ROOM# Nurses Office	EMAIL emily.young@usd428.net
Freshman Class – Mrs. Bentley	ROOM# 202	EMAIL erin.bentley@usd428.net

DRAMA CLUB

Drama Club provides a fun and creative outlet for students interested in drama and performance. Members are encouraged to audition for plays, work backstage, attend meetings and have fun. Activities include KC Renaissance Festival, Homecoming Float, Public Service, State Thespian Conference, One Act Plays, Fall and Spring Plays, Theatre trips, Movie Nights and our Awesome Awards Banquet. Participation in Theatre Club qualifies a student for membership in the International Thespian Society after the required points are earned. Membership is open to everyone.

DUES: $5 SPONSOR: Ms. Johnson ROOM# 104 EMAIL: holly.johnson@usd428.net
T-SHIRT: $15 (optional)

EDUCATORS RISING

Educators Rising is a club for students interested in becoming a teacher or exploring what it is like to work with children. Students can earn points by attending meetings, working with children, showing appreciation for the faculty and staff and volunteering their time to the club. These points earn them the right to participate in a Teacher Shadow Day and an educational field trip at the end of the year.

DUES: $5 SPONSOR: Ms. Negaard ROOM# 129 EMAIL cara.negaard@usd428.net
T-SHIRT: $16 (optional)

El SOL LATINO FOLK DANCE CLUB

The purpose of El Sol is to give members an opportunity to share Hispanic culture with the school and community. The club performs cultural dances for Elementary Schools and Cinco de Mayo. Activities include the BCCC day, a holiday party, and other performances to be determined. Anyone interested in our activities is invited to join.

DUES: $3 SPONSORS: Mrs.Montes ROOM# 205 EMAIL cristina.montes@usd428.net
T-SHIRT: $12 (OPTIONAL)

E-SPORTS CLUB

E- Sports Club includes competitive video games and Robotics. Video game tournaments include Super Smash Brothers, Rocket League, and Madden. Club members can also design, build, and program robots using the Vex V5 platform with Robot C coding software. This Club allows students an opportunity to test their technology skills against fellow GBHS students and students from other schools. Students in this club participate in the SAFE (Seat belts Are For Everyone) program for fundraising.
https://www.ktsro.org/safe

DUES: $0 SPONSOR: Mr. Hofflinger ROOM# 143 EMAIL jake.hofflinger@usd428.net
T-SHIRT:

FBLA – DECA FUTURE BUSINESS LEADERS OF AMERICA

FBLA is one of the largest organizations in the school, averaging 70-80 members. Our mission is to bring business and education together in a **FUN** and **POSITIVE** working relationship through innovative leadership opportunities. Members are expected to be **ENTHUSIASTIC** and attend meetings and club events. Activities include*: Various Community Service Activities, Craft Festival, Job Fest, Concession Stands, Homecoming Parade, District, State, National Competitions, and much more!* In the past ten years, members have traveled to Anaheim, CA, Nashville, TN, Chicago, IL, and Atlanta, GA to compete. This club is open to anyone who wants to be actively involved in a school organization and willing to participate in school and community events. Active members of the organization will benefit most, and like any school organization, it's a great resume booster! FBLA benefits everyone, not just those interested in business as a career.

DUES: $10 SPONSOR: Ms. Moeder ROOM# 132 EMAIL karen.moeder@usd428.net
(Includes state & national dues and district competition)

FCA – FELLOWSHIP OF CHRISTIAN ATHLETES

We seek to make disciples through our strategy of engaging, equipping and empowering coaches and athletes to know and grow in Christ and lead others to do the same. We engage coaches and athletes through genuine relationships sharing our lives and the Gospel. We equip coaches and athletes to grow in Christ through God's Word. We empower coaches and athletes to engage and equip others to know and grow in Christ.

DUES: $5 SPONSOR: Ms. Moeder ROOM# 132 EMAIL karen.moeder@usd428.net
T-SHIRT: $12 (optional)

FFA – FUTURE FARMERS OF AMERICA

This club makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. Besides having fun, activities include Kids Ag Day, FFA Convention, Labor Day Parade, State Fair, tailgating, and community service.

DUES: $20 SPONSOR: Mrs. Linsner ROOM# 135 EMAIL robin.linsner@usd428.net
T-SHIRT $0 (optional)

HOSA

HOSA is a global group run by students and recognized by the U.S. Department of Education. Its goal is to help students become leaders in the world of health. They do this by offering education, chances to work together, and hands-on experience. HOSA encourages students to explore careers in health and improve how health care is given to everyone. Students involved in the club will develop effective leadership qualities and skills, improve communication skills and develop character strengths that will help them become responsible citizens. This club will work in conjunction with the biomedical program to maintain rigor and help students build self-confidence and pride in their own work. Students will be able to explore career possibilities and make clear choices and develop the skills necessary to seek after successful employment in the healthcare field. Students will continue to develop an understanding of current healthcare issues, environmental concerns, and survival needs of the community, the nation and the world. Finally, through student generated programs, or activities the group will get involved in local, state and national health causes and education projects.

DUES: $5/$20 SPONSOR: Mr. Bliven ROOM# 113 EMAIL joseph.bliven@usd428.net

MATH CLUB

DUES: NA SPONSOR: Mr. Bartel ROOM# 110 EMAIL zachary.bartel@usd428.net
T-SHIRT:

NHS – NATIONAL HONOR SOCIETY

Membership in the National Honor Society is an honor bestowed by a faculty council upon those students who demonstrate outstanding character, leadership, scholarship, and service. Students are expected to continue to demonstrate these qualities as long as they are members. To be eligible for membership application, students must be either a junior or senior and have a minimum cumulative grade point average of 3.8.

DUES: 0: SPONSOR: Mr. Maneth ROOM# 109 EMAIL luke.maneth@usd428.net

PEP CLUB

Pep Club is a spirit group dedicated to supporting the Great Bend High School athletic teams. The club is open to all students, grades 9-12, both male and female. This club helps organize fall and winter homecoming events, as well as pep assemblies and spirit week. By paying your dues you will be eligible to participate in our pep assembly games, we only select Pep Club members to participate in those games.

DUES: $5 SPONSORS: Mrs.Duvall ROOM# PAC/128 EMAIL shelly.duvall@usd428.net
Mrs. Davis jennifer.davis@usd428.net

PROM COMMITTEE

The Prom Committee will plan, fundraise, and decorate for the Jr.-Sr. Prom. We meet monthly during connect to plan and prepare for the big day! Any GBHS student interested in helping is welcome to join.

DUES: $0 SPONSOR: Ms. Young ROOM# 104 EMAIL: emily.young@usd428.net

RAK – RANDOM ACTS OF KINDNESS

The RAK club's mission is to unite students and create a positive environment that the entire school can benefit from by spreading random acts of kindness and creating a kindness movement. Each month, participants in the RAK Club work together to carry out different activities with the goal of making kindness cool.

DUES: FREE SPONSOR: Mrs. Duvall ROOM# PAC EMAIL shelly.duvall@usd428.net

STUDENT AMBASSADOR CLUB

The Student Ambassador Program is open to students in 10th-12th grade who are committed to building a positive and inclusive school culture. Ambassadors serve as leaders and role models by welcoming new students, supporting school events, promoting campus initiatives, and representing the student voice. Members are selected based on their leadership potential, strong character, and dedication to service within the school community.

DUES: NA SPONSOR: Ms. DAVIS ROOM# Counselors Office EMAIL kathy.davis@usd428.net
T-SHIRT: $10 (optional)

VTC – VOCATIONAL TECHNOLOGY CLUB

VTC provides students the opportunity to work with community members, industry professionals. It will help transition between high school and post-secondary institutions or the work force in technology related areas. Activities include designing, building and racing electric cars, Fort Hays Technology Challenge, tours of tech schools and local industry. Anyone interested in working on projects is welcome to join.

DUES: $2 SPONSOR: Mr. Straub ROOM# 148/149 EMAIL travis.straub@usd428.net
T-SHIRT: $12 (optional)

WORLD LANGUAGE CLUB

The purpose of the World Language Club is to give students a better understanding of cultures around the world. The club will focus on holidays and celebrations, as well as family and daily life. Activities include Student of the Month, Santa's Workshop, Cinco de Mayo, and others to be determined. This club is open to everyone. Meeting dates will be announced.

DUES: $0 SPONSORS: Ms. Clark ROOM# 203 EMAIL karen.clark@usd428.net
T-SHIRT:

YOGA & MINDFULNESS

Combining breathing practices, movement and relaxation practices, this club helps increase flexibility, balance, and strength. Club meets after school 1-2 afternoons a week.

DUES: $0 SPONSORS: Ms. Davis ROOM#: Counselors Office EMAIL: kathy.davis@usd428.net
T-SHIRT:

ZERO REASONS WHY

Zero Reasons Why is a mental health initiative that focuses on "It's okay to not be okay" and encourages students to reach out to a teacher, counselor, family member or friend when they are feeling overwhelmed and need someone to talk to. Our mission is to normalize talking about our feelings and encouraging others to do the same. We meet monthly during connect to brainstorm activities and projects that promote positivity in our school and to encourage students to reach out when they are not okay.

DUES: $0 SPONSORS: Ms. Clark ROOM# 111 EMAIL: shailey.clark@usd428.net

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OFFICER ELECTIONS

A student can serve as president for one club at Great Bend High School. This will give more students an opportunity to be in a leadership role in the school. According to Board of Education policy, each club needs to have a copy of their bylaws on file in the Activities Office. The bylaws should include how officers are selected and what the duties of each officer shall be. Elections will take place during the spring of each year, using the following timeline:

- Student Council – End of second week of April
- KAYS, Kayettes, FBLA, FFA – Last week of April
- All other clubs – Second week of May

SHIRTS - CLASS/CLUB

1. Class sponsors are responsible for class t-shirt orders.
2. Students (including class officers) are never to initiate activities without prior approval from the sponsor – clubs/activities are not to meet without the sponsor or assigned staff member present.
3. Printing on t-shirts for any club, activity or sport must be pre-approved through the Activities Director.
4. The club sponsor will collect the money and will complete the purchase order. Students should never be in charge of collecting the money and never left unattended with a cash box.
5. Students should pay for the shirt when they sign up to purchase the shirt. Sponsors should set up times they will be available to take money for the shirts (i.e. before and after school). If the sponsor is not available and the student brings the money into the office, the money must be given to the financial secretary.
6. Selling class shirts may take place as follows
    a. Upcoming seniors may have shirt sales the last 2 weeks of school in the spring. The sponsor will then place the order in time for the shirts to arrive prior to the first day of school.
    b. All other classes may have shirt sales at enrollment with a sponsor present, and also through the first full week of school. At the end of the first week of school, all sales will be finalized and orders can be placed. No more shirt orders will be taken after this time
7. Under no circumstances are the students and/or parents allowed to collect money throughout the summer and order the shirts on their own.
8. We highly recommend the 9th grade class sponsor go to GBMS every spring to let the upcoming freshmen know about the procedures for class shirts.

BY-LAWS
GREAT BEND HIGH SCHOOL CLUBS/ORGANIZATIONS

Article 1: Name

The name of this organization is the Great Bend High School Club

Article II: Articles of Organization

The articles of organization of a constituent organization include the bylaws of each organization.

Article III: Purpose

Participation in activities encompasses all races and creeds and teaches a student that it is a privilege and an honor to represent his or her school. Students learn that activities are important because they show a person how to win, and how to lose. Activities teach self-confidence, poise, respect for the rules and good sportsmanship. Through participation in activities, students learn tolerance and understanding for people and how to control their emotions. They also learn the self-satisfaction of accomplishing a goal.

Article IV: Basic Policies

The following are basic policies of the Great Bend High School Clubs:

A. The organization shall be noncommercial, non-sectarian, and non-partisan
B. The name of the organization or the names of any members in their official capacities shall not be to endorse or promote a commercial concern or in connection with any artisan interest or any purpose not appropriately related to promotion of the objectives of the organization.
C. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an unsubstantial part of its activities to influence legislation by propaganda or otherwise.
D. The organization shall work with the Great Bend Activities Department to support, encourage, and promote GBHS Activities.
E. All fundraising shall follow district policy.
F. All transportation requests need to follow the USD 428 Travel Policy.

Article V: Members and Dues

Section 1. Every individual who is a member of a GBHS club or activity is entitled to all the benefits of such membership.
Section 2. Membership of the GBHS club or activity shall be made available without regard to race, color, creed or national origin.
Section 3. The GBHS club or activity shall conduct an annual enrollment of members but may admit persons to membership at any time.
Section 4. Each member of the GBHS club or activity shall pay such annual dues to said organization as may be prescribed by the organization.

Article VI: Officers and their election

Section 1. Each officer shall be a member of the GBHS club or activity.
Section 2: The officers of this organization shall consist of a president, vice-president, secretary, and treasurer
Section 3. Nominating Committee

A. There shall be a nominating committee composed of members of the club or activity who shall be appointed by the sponsor at least one month prior to the election of officers.
B. The nominating committee shall nominate at least one eligible person for each office to be filled and report its nominees at the regular meeting at which time additional nominations may be made from the floor.
C. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
D. Terms of officers and committee chairman will be from September to May.

Section 4. Vacancies

A. A vacancy occurring in any office except that of president shall be filled for the unexpired term by a person elected by a majority vote of the members.
B. A vacancy occurring in the office of the president shall be filled for the remainder of the unexpired term by the vice-president of the GBHS club or activity who shall cease to be vice-president. A vacancy occurring in the office of the vice-president shall be filled by the executive board at the next meeting following the vacancy. In the interim, duties of the vice-president shall be delegated by the president.

Article VII: Duties of the officers

Section 1. The president shall

A. Preside at all meetings
B. Perform such other duties as may be prescribed in these bylaws
C. Be a member ex-officio of all committees except the nominating committee
D. Coordinate the work of the officers and committees of the organization

Section 2: The vice-president shall

A. Act as aide to the president
B. Perform the duties of the president in the absence or inability of that officer to serve

Section 3. The secretary shall

A. Record the minutes of the meetings of the organization
B. Perform other delegated duties as needed

EXPECTATIONS FOR STUDENT PARTICIPANTS

The community, administration, and sponsors feel strongly that high standards of conduct and citizenship are essential elements in maintaining a sound activities program. Discipline, responsibility, good sportsmanship and respect are essential ingredients of a well-rounded student. Also, students are recognized as official representatives of the school and community. Their conduct and sportsmanship on and off the school premises should display the highest possible standards.

Student misconduct will be dealt with by the sponsor. The sponsor may want to confer with the Activities Director and Principal in some cases, but the ultimate decision should belong to the sponsor of the activity. Students are entitled to a hearing by the sponsor, Activities Director, and Principal if requested. All students are expected to abide by the district's drug/alcohol policy and attendance policies.

Students are expected to be at all practices and functions. Unexcused absences will be handled by the sponsor.

Students/families should reference program guide books/expectations provided by coaches for each program.

ACTIVITY PARTICIPATION AND ATTENDANCE AT SCHOOL

Any student participating in any activity program sponsored by KSHSAA and/or USD 428 must be in attendance at school for the entire day's schedule of classes in order to be eligible and in good standing to practice, perform, or compete later on that day or night. Students are expected to remain in class until the designated time of departure from school.

Students not in attendance for the full day of classes on a Friday are not eligible to practice, perform, or compete on Saturday. Upon their return to classes on Monday, they would be eligible to participate. This policy may be waived and the student allowed to participate if the following actions are taken:

- A call is made in advance of the absence by the student's parent/guardian explaining the reason and the necessity for the student missing all or part of that day to School, Coach, Activity Dept.
- In emergency situations a call is made as soon as possible explaining the nature of the student's absence.

The decision to waive this policy will then be made by the activity director and/or school administration. Calls should be directed to the building activity director.

Students who miss all or part of a school day will comply with the above policy. Students are expected to be at school and in class the following morning when classes begin following an activity the previous night.

Coaches and the Activities Department will monitor student grades, attendance and tardies on a regular basis.

INSURANCE

USD #428 carries a **limited** accidental medical insurance program for its students. USD 428 is not responsible for any unpaid fees or services. Parents or Guardians are responsible for all medical expenses incurred which are not covered by school insurance. Families are to be made aware of the insurance program.

PROCEDURE FOR INSURANCE REPORT

1. An accident claim form should be filed on all reported accidents
2. It is the responsibility of the parent or guardian to see that an insurance form is filled out following an injury.
3. There are time limits to filing and processing accident claim forms.
    a. Medical expenses must begin within sixty (60) days of the accident with a licensed medical professional and be incurred within 52 weeks of the accident date.
    b. The claim must be filed with the insurance company within 1 year+90 days of the accident.
    c. Bills must be submitted to the insurance company within 1 year+90 days of the accident.
    d. Treatment within the 52 week benefit period will be covered; any expenses incurred after 52 weeks will be denied.
4. Coaches should use discretion when discussing insurance claims with parents. Please be aware that the policies USD 428 carries have benefit maximums and we do not guarantee that 100% of the benefits denied by the parent's insurance provider will be payable under the provisions of the USD 428 excess policy.
5. Please contact the Activities Department Secretary for questions regarding insurance claims.

SPORTSMANSHIP

Activities are an important aspect of the total education process in schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement, which ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society.

In keeping with the Kansas State High School Activities Association requirement to encourage and enforce good sportsmanship, we ask that all students/fans assist us in honoring **RULE 52**.

Rule 52 of the Kansas State High School Activities Association requires the following:

- Be courteous to all. (participants, coaches, officials, staff, and fans).
- Know the rules, abide by and respect the officials' decisions.
- Win with character and lose with dignity
- Display appreciation for good performance regardless of the team and school.
- Exercise self-control and reflect positively upon yourself, team and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- All actions are to be for, not against; positive, not negative or disrespectful!
- Students/fans who violate rule 52, or who display any type of poor sportsmanship or misconduct, may be ejected from the activity; may be subject to loss of privilege of attending school activities, as well as further disciplinary actions.

COACH/SPONSOR RESPONSIBILITIES

All coaches/sponsors are regarded as special teachers and receive payment for their services in accordance with a schedule that takes into account the duties and responsibilities of different coaching assignments. As a "special teacher", coaches recognize the difference between coaching a team and managing a team. Coaching includes management, but emphasis is placed on teaching and developing players, rather than discovering and managing them.

Athletic coaches enjoy a very favorable position in the eyes of students and patrons. They must exemplify that which is best at all times in conduct and emotional control.

It is the responsibility of the coaches and activities director to see that high standards are maintained throughout the entire athletic program. The foremost duty of the coach of each sport is to the student athletes who come out for the team. Regardless if students are on the first or last team of a squad, they are as important in the program as the "star" member. The educational development of the student athletes must be the first and foremost consideration of the entire athletic program.

Great Bend USD 428 coaches will adhere to these guidelines:

- Promote positive relationships with students, staff, community, officials, spectators, news media, parents, and fellow coaches through all modes of communication.
- Understand that the educational development of the student athletes must be the first and foremost considerations of the entire athletic program.
- Develop respect by example in manner, behavior, and language.
- Promote positive relationships with all opponent schools.
- Be an exemplary model of sportsmanship.
- Be the teachers of skills, knowledge, and attitudes appropriate for the activity.
- Operate with the health and welfare of their students as a primary concern.
- Promote a drug/alcohol/tobacco free lifestyle with their students.
- Operate their program in a fiscally sound manner, maintaining accurate inventory and financial records, and report to the appropriate personnel any safety needs.
- Involve themselves in opportunities for professional growth.
- Appearance and dress will be in a professional manner.
- Encourage student participation in a wide variety of school and community activities and/or services.
- Operate within the rules and guidelines of KSHSAA and the policies of the Great Bend USD 428.
- Follow KSHSAA and NFHS code of ethics.

COACHES - The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body, and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

- Teach the value of conforming to the rules
- Instill team discipline and sportsmanship with appropriate consequences for team members who display inappropriate behavior
- Instruct their players in the fundamentals of sportsmanship
- Respect the officials' judgment and interpretation of the rules
- Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials before contests and with opposing coaches before and after contests

Coaches are to refrain from the following inappropriate behaviors:

1) Use of profanity
2) Ejection from contest
3) Berating officials or players
4) Inciting spectators/players to inappropriate behavior

Ejection of Coaches from Activities Contests

Any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in contests for the remainder of that day. Coaches will also be required to follow any KSHSAA and /or Great Bend USD 428 guidelines/consequences. Upon the severity of the actions and a review of the suspension by the Activities Director and/or Principal, a coach may be suspended for one or more contests in that sport (suspensions may carry over to the next year). Coaches will not attend contests for which they have been suspended. A coach who has been ejected for unsportsmanlike conduct for the second time may be suspended indefinitely.

KSHSAA CODE OF ETHICS

For coaches, athletic/activity directors, aides, adjudicators, judges and officials.

Believing that mine is an important part in the nationwide school activities program, I pledge to act in accordance with these principles:

- I will honor contracts regardless of possible inconvenience of financial loss.
- I will study the rules of the game, observe the work of other coaches and will, at all times, attempt to improve myself and the game.
- I will conduct myself in such a way that attention is drawn not to me, but to the young people playing the game.
- I will maintain my appearance in a manner befitting the dignity and importance of the game.
- I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship but I will not make statements concerning "calls" after the game.
- I will uphold and abide by all rules of the KSHSAA and the National Federation.
- I will shape my character and conduct so as to be a worthy example to the young people who play under my jurisdiction.
- I will give my complete cooperation to the school which I serve and to the KSHSAA which I represent.
- I will cooperate and be professional in my association with other coaches or officials and will do nothing to cause them public embarrassment.
- I will keep in mind that the game is more important than the wishes of any individual.

NFHS COACHES CODE OF ETHICS

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, activities directors, school administrators, the state high school activities association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give student special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school activities association.

PROGRAM DUTIES/RESPONSIBILITIES OF COACHES/SPONSORS

Head coaches/sponsors have full responsibility for their program. They are responsible for the administration and operation of their activity and must comply with the rules, regulations and policies of Great Bend USD 428, KSHSAA, and the Activities Department. Head coaches/sponsors are responsible for assigning duties and responsibilities to assistant coaches under their direction. Assistant coaches should have a clear understanding of their responsibilities, and should give the head coach loyalty and support for their program. They are expected to be familiar with assigned duties and actively instruct those athletes whom they are assigned.

Program Duties/Responsibilities

1. Be responsible for the team's equipment and use a proper and organized system for checking equipment "out" and "in". All equipment must be marked. Coaches must be able to account for all equipment.
2. See that equipment is not misused. repairs or cleaning.
3. Provide adequate supervision at all times.
4. Make sure that facilities to be used are clean and safe. A work order should be filed with the Activities Office for needed
5. Never leave the building until the last athlete has departed.
    a. In case of emergencies, the head coach should see that the assistant coach is assigned to assume the responsibility of the building and players.
6. Check the following before leaving the building:
    a. Locker room in proper order, lights out, all doors locked.
7. See that the host locker room is left clean when on road trips.
8. Be responsible for the athlete's conduct at home games, in school vehicles, and as guests of opponents.
9. Handle injuries properly, notifying parents immediately and seeking medical assistance as necessary.
    a. Injuries requiring subsequent medical attention should be reported to the activities office
    b. and an accident report filed with the Activities Director.
10. File necessary information for insurance claims.
11. Notify parents that USD 428 carries only a limited accident medical insurance program.
12. Ensure that each participant has a current physical on file before practicing.
13. Not unduly jeopardize the health, safety, and welfare of the participants they coach and teach.
14. Be trained in First Aid/CPR/AED procedures.
15. Be responsible for the team's publicity. Provide accurate and immediate information to the media on all competitions.
16. Return all equipment at the end of the season regardless of condition.
17. Communicate with parents on policies, procedures and guidelines.
18. Head coaches are responsible for submitting all information for their sport to the Activities Director in a timely manner. That information includes, but is not limited to:
    a. transportation requests
    b. team roster(s) for all levels of competition
    c. substitute requests for coach and assistants
19. Have a written guidebook for each participant.
20. Provide input to the Activities Director for hiring assistant coaches and scheduling competition.
21. Evaluate all assistant coaches.

BUDGET/PURCHASE OF EQUIPMENT

A budget has been established for each department. Each activity has been budgeted an amount of money for meals, entry fees, officials, supplies, and equipment.

1. Purchase of all equipment must be cleared through the Activities Director for approval. Special consideration should be given to local vendors. A purchase requisition must be completed and approved before orders can be placed.
2. Articles purchased without the proper requisition will be the responsibility of the purchaser.
3. Requisitions must give full detail or description of articles; source, sizes, color, cost, etc.
4. Equipment when received, should be examined and approved as to the quantity and quality ordered.
5. Return to the Activities Director all invoices and delivery tickets to insure proper payment without the loss of discount.

CLINICS

USD 428 will make every effort to provide clinics and work sessions to improve coaching and teaching techniques if required. When possible, outside coaches may be a part of the clinic. Coaches will be expected to attend these clinics unless there is an unavoidable conflict.

Coaches are encouraged to attend the **KSHSAA** clinic. Other clinics during the school year will require special permission from the Activities Director. Coaches should use school transportation and travel together if possible.

COMMUNICATION

Ways coaches can communicate with each other:

- written notes, email, text, phone
- monthly meetings, social networking
- face to face, staff meetings

Ways the Athletic Department can communicate to coaches:

- bulletins / newsletters
- interoffice mail
- written notes, email, text, phone
- face to face, staff meetings

Ways head coaches can communicate with assistant coaches:

- meetings (breakfast, daily, weekly, monthly, off-season)
- written notes, email, text, phone
- playbooks
- written goals & objectives
- social network

COMMUNICATION WITH PARENTS AND STUDENTS

Communication is a cornerstone to relationships. This is especially true in the coach- student relationship. Within this relationship difficult issues must be dealt with at times, including discipline, player performance, and player dissatisfaction. Proper communication results in the positive resolution of such issues, stronger coach-player relations, and other benefits such as the student learning how to solve problems.

Parents also have a relationship with their child's coach, and communication is equally important to this relationship. Parents may feel the need to step in on their child's behalf. Whatever the motive, proper communication will enhance coach-parent and coach-student relations.

The following is a guide for coaches, parents and students. This guide provides a chain of communication that will maintain and build positive relationships.

Step One: Coach-Student Session
If a player or his/her parent has any issue or problem with the activity experience, the student is expected to address the coach. Students are also encouraged to talk with a coach about any issue in their personal or academic life. The district's expectations of coaches include open communication and positive relations.

Step Two: Coach-Parent-Student Session
If an issue has not been resolved in step one, the next step in the communication process is a meeting with parents. The guideline here is to set an appointment at the coach's discretion. If the issue is emotional, the appointment should be scheduled at a later time so parties are calm and problem solving can occur. Also, the parent or player should define the purpose of the session when the appointment is set.

Step Three: Activities Director (AD)-Coach-Parent-Student Session
If an issue is not resolved in Step Two, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

Step Four: Building Principal-AD-Coach-Parent-Student Session
If an issue is not resolved in Step Three, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

24 HOUR RULE - Any questions for coaches not related to the immediate concern for student safety should be held for 24 hours after completion of any competition.

ABSENCES

Coaches must check with the Activities Director before missing a practice session or calling off practice. Each coach is expected to be at every practice and every game.

ANTI-HAZING

Hazing is defined as any activity expected of a member of a group that humiliates, degrades, abuses, endangers, or risks physical or emotional harm regardless of the person's willingness to participate. Often, a high-status member of a group orders other members to engage in or suggests that they engage in activity that in some way humbles a newcomer who lacks the power to resist because he/she wants to gain admission or acceptance to a group.

Examples of hazing include, but are not limited to: embarrassing appearance or acts; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts, and/or attention-drawing behaviors; morally degrading or humiliating games or activities; and any other activities which are not consistent with the educational environment.

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. Any student or group of students involved in these activities will be subject to disciplinary action including, but not limited to, suspension or expulsion from school.

No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities.

No students or student leaders of organizations shall plan, organize, or engage in any hazing activities.

BULLYING/HARASSMENT - (GBHS student handbook - PG. 18)

EQUIPMENT

Coaches assume the responsibility of equipment when equipment has been issued to them by the Activities Director. They are responsible for the care, storage and purchase of equipment. All equipment must be in inventory.

All equipment, regardless of size, cost, etc., should have some type of identification.

Equipment misused for obvious reasons should not be issued to the individuals responsible for the misuse. A student will not be allowed to check out for another activity until all previous equipment has been turned in or replacement costs for items not returned have been paid.

The head coach must record all equipment issued to the student and in return, the student is responsible for the equipment to be returned. The equipment records should be kept in a safe place so that they are not misplaced. If lost, misplaced, or stolen, the student must pay for the equipment assigned to them. Keep records accurately and avoid embarrassments because of negligence of either party. Equipment is not to be given to the students at the close of the season, regardless of its condition.

FUNDRAISING

All activities in USD #428 will be limited to one major community fundraiser (defined as direct sales – one-to-one request – to persons or businesses) from July 1 through June 30 for the expressed purpose of accruing revenue for an activity trip outside the State of Kansas.

All fundraisers must have prior approval of the Activities Director and the Superintendent of Schools or designee. Expectations are that the majority of fundraising, in addition to the one major community fundraiser per defined year, will be through service activities such as car washes, yard work, bake sales, chili suppers, etc.

A USD #428 Activities Fund-Raising Request Form needs to be completed and approved by the administration before a fundraising activity can occur.

*****FUNDRAISING ACCOUNTING**

- All dollars raised through fundraisers (major community fundraisers and service project fundraisers) will be accounted for by the GBHS financial office.
- Major Community Fundraiser. Funds from major community fundraisers will be submitted to the GBHS financial office in the form of checks or money orders immediately upon collection. No change or bills will be accepted. The GBHS financial office is responsible for depositing the received fund raiser dollars. Business and personal checks received from fundraising can be held a maximum of thirty (30) days before being deposited.
- Service Fundraising Projects. Funds from service fund raising projects will be handled by the GBHS financial office.
- A list of all fundraisers needs to be approved by the school board at the January meeting for the next school year.

HANDLING OF FUNDS

1. Any and all money collected at school by staff needs to be deposited in a district/school account.
2. All funds collected by coaches must be approved in advance by the Activities Director.
3. A receipt needs to be issued for funds that are collected by staff.
4. All funds collected by staff must be turned over to the Activities Department treasurer for receipt and deposited.

    - The treasurer will issue a receipt for all funds that are turned over to her/him.
    - The receipt must be in balance with the amount of money given to the treasurer.
    - It is expressly forbidden to deposit funds collected from pupils in staff's private bank account.
5. All money must be receipted and deposited in the bank by the treasurer.
6. No money is to be left in a classroom at night, weekends, or holidays.
7. Money that cannot be banked will be placed in the school safe until processed and banked.
8. Money collected must be processed before going to the treasurer. That is, it must be:
    - Counted
    - Paper money separated by denomination, bills face up.
    - Excess coins in envelope with amount recorded on outside of envelope.

*****SALES TAX GUIDELINES**

The Kansas sales tax law that exempts schools from paying sales tax is found at 79-3606(c)

EXEMPTIONS

No tax is paid on the following:

1. Direct purchases: the invoice must be made out to the school and payment must be made with school funds (Parent donated money for student shirts, swim suits, baseball hats, etc.)
2. Must be used for activities sponsored by the school
3. Athlete meals when paid with school funds for school sponsored activities

NON-EXEMPT

Sales tax must be paid on the following:

1. Gate Receipts
2. Activity Cards
3. Panther Cards
4. Concession Stands
5. Fund-raised money including, but not exclusive to
    Candy sales
    T-shirt sales
    Car washes

HOTEL ARRANGEMENTS

All Hotel arrangements will be made by the Activities Office. Requests to spend a night in a motel in regular season competition or clinics must be cleared in advance with the Activities Director. All reservations will be made by the Activities office using district credit cards and under Activities Department personnel names. Coaches should never have to use personal credit cards to reserve a room or for incidental expenses.

1. Notify Activity Department personnel of needs of proposed trip. (names, numbers, locations, hotel preferences, etc…) - Include itinerary for trip as applicable.
2. Once approved, Activities Dept. personnel will book accommodations based on information provided by coaching staff.
3. Accommodations will be booked under USD 428 Great Bend High School - Activities Dept. (Courtney Kelly/Matt Westerhaus) and all names of those who will have rooms will be provided to the hotel.
4. Once hotel booking is made, communication will be sent to Coach from the activities department with all information related to booking.
5. Any changes made prior to the trip, need to be communicated to the activities office and then the activities office will make changes with the hotel as needed.

INJURIES

The coaching staff should have the emergency contact information for student participants.
All coaches assigned to KSHSAA activities will be trained in First Aid/CPR/AED. Medical attention should be secured as quickly as possible for injuries. Proper transportation for an injured player should be provided. The coach should always expect the worst of any injury and this will avoid many problems. The coach must consider all injuries as serious ones unless the medical doctor says they are "minor". The doctor must be the first to diagnose the player's condition and assess the proper time for the athlete to return to practice. A coach must be of assistance to a physician and not one to treat an injury. The coach or high school trainer must follow the recommendations of the physician.

Parent(s) or guardian(s) must be notified as soon as possible if an injury requires treatment by a doctor. Parents should always be contacted concerning any injury that might need medical attention. An injury form must be filed in the Activities Office on any injury that could require treatment. An assistant coach should be assigned to accompany an injured player to receive treatment if possible, otherwise, a parent or other responsible person may be assigned.

See USD 428 Emergency Action Plans for athletics (Appendix)
See USD 428 Emergency Information and Consent Form (Appendix) (completed during enrollment)
See USD 428 Concussion/Head Injury release form - (Appendix) (completed during enrollment)
See USD 428 Athletic Trainer Consent Form - (Appendix) (completed during enrollment)

INVENTORY

1. Head coaches are responsible for preparing an inventory of equipment used in their activity.
2. Equipment should be laundered before putting away for the season.
3. Check all equipment for needed repairs:
   a. Equipment needing repair must be laundered before repaired.
   b. Equipment to be repaired should be separated and marked "to be repaired
4. All equipment should be marked with the name of the school _____ and numbered in permanent ink.
5. Jerseys should be placed on the shelves in numerical order
   a. Helmets and pants should be placed on the hangers or shelves according to sizes.
6. All equipment should be recorded, regardless of size, etc.
7. All equipment should be recorded when issued, regardless to whom.
8. All lost equipment must be paid for at the close of the season.
9. Make two copies of your inventory: one for you and one for the Activities Director
10. Your inventory will disclose:
    a. How much equipment is on hand for the next season.
    b. Equipment to be repaired or replaced.
    c. Amount of new equipment (practice or game) to be purchased for the next season.
    d. How much equipment has been worn out, lost or "taken".
11. Each coach is asked to write out a requisition for the equipment needed for next season. A list of first aid supplies should be included with your list of equipment.
12. Individuals receiving equipment will be held responsible for its return.
13. Keep the equipment room clean and locked. Equipment will be ordered after the inventory has been taken.

Lost or misplaced equipment not returned must be paid for by the person responsible. A receipt must be given to the student for payment and recorded as "lost equipment". A list of lost and paid equipment is to be furnished to the Activities Director at the close of the season. This information should be recorded on the inventory report.

Head coaches should make an inventory of all their equipment prior to the beginning of their sport season. This inventory should include all of his equipment, both used and new. It is a good idea to keep a running inventory during the regular season. The coach who takes inventory (assisted by staff members and student managers) will have a much better idea of the amount and condition of equipment on hand. This will help in making an estimate of needs for next season.

LETTERING

Head coaches will develop their own criteria for awarding letters to members of their program. The criteria must be approved by the Activities Director. A copy needs to be on file with the Activities Director. Indicate any athletes receiving provisional letters. Lettering criteria must be included in your student guidebook. Letters, certificates and awards must be given as per criteria. (see appendix for updated guidelines for lettering)

MEAL PROCEDURES FOR GREAT BEND USD 428

With the number of events as well as students, special attention needs to be given to the amount of money spent on meals. It is the intention of the Activities Department to feed students within reason and continue to find ways to save money.

Meal money will be provided for days of competitions when any two of the following are met:

- Travel in excess of 60 miles.
- Be out of town for more than 6 hours
- Arrive back at school after 7 p.m.

Each student will be provided an amount no more than $5.00 during the regular season and $7 for post-season games. This amount is determined yearly by district budget.

Breakfast money is not provided when leaving from Great Bend early in the morning.

Lunch money is not provided when leaving from Great Bend and students are able to eat lunch in the cafeteria.

The activity department will issue credit cards to coaches to purchase meals for the competition.

PRACTICE TIME

1. No mandatory Sunday practice unless cleared through the Activities Office.
2. Seasons start according to the KSHSAA.
3. special permission is needed to hold practices or contests on days school is not in session due to weather
4. Practice sessions shall end in time to have all participants on their way home three hours after the beginning of the practice session. Two-hour practice sessions are recommended

SCHEDULING OF EVENTS

The Activities Director at the high school will develop schedules with the help of the head coach and in accordance with the KSHSAA rules and guidelines. The Athletic Director at the Middle School will develop the Middle School schedule with the help of the head coaches. All schedules must be approved by the District Activities

Director.

STUDENTS IN SIMULTANEOUS ACTIVITIES

When a student chooses to participate in more than one activity in a season, conflicts in schedule will occur. While these situations are rare, they create difficulties for the students and their coaches. It is important that these conflicts be resolved with open communication between the student, the two coaches or sponsors, and the building AD. The affected parties should work together to resolve the conflict with the students best interest as the primary focus. The purpose of these guidelines is to aid the students, sponsors, coaches, and building administrators in resolving these conflicts.

- Sponsors, coaches, and building administrators should communicate to the students their responsibilities regarding practices, performances, and competitions prior to an activities season or co-curricular activity.
- Sponsors, coaches, students, and building administrators are strongly encouraged to investigate prior to the start of each season any potential conflicts that might occur. Careful attention should be given to the members involved in each activity to determine whether a student is involved in concurrent activities.
- Consideration should be given as to the impact a student has on a particular group or activity.
- A student should not be adversely affected or receive negative repercussions from the coach as a result of a decision.
- If the events in conflict are of the same priority level in these guidelines, the two coaches involved with the student in conflict should meet with the building activities director to discuss the conflicting events and reach a decision that is best for the student.
- The student will notify the coach of the conflict immediately.
- The importance or priority of an event will be determined as follows:
    - A game/performance takes precedence over a practice/tryout
    - A league or state event will take precedence over a regular season game or performance
    - Varsity activities will take precedence over sub-varsity activities
    - The administration will determine precedence when there is a conflict as to the importance or significance of the event
- When it has been determined that the two events in conflict are equal in priority, every effort will be made to resolve this conflict so the student will not be put into a position to choose or be penalized in any way.

STUDENTS - MULTIPLE ACTIVITY GUIDELINES

- A student may participate in no more than two activities per season.
- The student must meet with the Activity Director prior to talking to coaches of respective activities.
- A student must receive approval from the head coach of both sports. Without the approval of both coaches, a student must choose one of the activities.
- At least one activity should be an individual (quasi-team) sport/activity. (exception kicker-football/soccer)
- Designate a primary activity. When the two schedules conflict, competition in the primary activity will take precedence over competition in the secondary activity. When practice schedules conflict, practice for team sport will take precedence. Competition of either activity will take precedence over practice of the other. Exceptions must be agreed upon by the two coaches.
- The student must have a GPA of 3.0
- Any exceptions to the above policy will be made by the administration.

SUBSTANCE USE

The **KSHSAA** Executive Board has established the following policy: Coaches/ directors/ sponsors / coaching aids and contest officials are prohibited from using tobacco products, alcoholic beverages or illegal drugs while directly involved in interscholastic activities.

TRANSPORTATION

1. Students of Unified School District #428 who participate in any activities outlined in the district travel policy are to travel to and from the activity sites by district vehicles. A student will be released to a parent/guardian only after making prior arrangements with the coaching staff and then also signing the "Activities Release Form" in the presence of the coach/sponsor. Under no circumstances shall a sponsor release a student to someone other than a parent/guardian unless approved by school administration.
2. Transportation for approved student travel will be furnished by the district. Only qualified drivers will be permitted to operate school owned vehicles.
3. Privately-owned vehicles will not be approved for student conveyance.
4. Approved sponsors and drivers will be the only persons, in addition to students, who will be allowed to travel on student trips.
5. Head Coaches of each sport are responsible for requesting transportation to out of town and local athletic events:
    a. Transportation requests should be filled out at the beginning of the season, or a minimum of one week prior to the event.
    b. Coaches are responsible for key pick up and return at the Support Services building when vehicles are used.
    c. School vehicles should be picked up on the day needed and returned when the trip is completed. Clean out the inside and return to the Support Services building when you return.
    d. Keys and gas receipts are to be returned to the Support Services building when you return.
    e. All equipment should be removed from the vehicles upon arrival at the home site. Clean and return ice chests to the MS Office or the Activities Office or concession stand at the HS.
6. Bus Conduct:
    a. The sponsor shall have the authority to assign a seating arrangement.
    b. The sponsor shall be in charge of all students' conduct while they are riding, loading or unloading from the bus.
    c. The sponsor is responsible for adequate supervision on the bus.
    d. The sponsor shall sit in the front, middle and back of the bus that will enable them to monitor all students.
    e. Sponsors shall separate boys and girls on co-ed trips with space between the groups. A sponsor shall sit in the space between the boys and girls groups.
    f. Students shall remain seated while the bus is in motion.
    g. Students shall not extend any part of their body out of the bus window.
    h. The drug and alcohol policy will be followed on trips.
    i. Animals shall not be transported on a bus.
    j. Nothing may be thrown out the window of a bus.
    k. No sunflower seeds will be permitted on the bus.
    l. The center aisle of the bus must be kept clear at all times.
    m. The driver has the right to stop the bus until proper conduct can be resumed.
    n. Students are responsible for personal belongings.
    o. No weapons of any kind shall be transported on a bus.
    p. At the conclusion of the trip, items left on the bus are the sponsor's responsibility.
    q. Sponsors are responsible for the cleanliness of the bus

TRANSPORTATION - BUS SPONSOR DUTIES

1. The sponsor shall be in charge of all students' conduct while they are riding, loading or unloading from the bus.
2. The sponsor is responsible for adequate supervision on the bus.
3. Sponsors shall sit in the front, middle and back of the bus to enable them to monitor all students.
4. Sponsors shall separate boys and girls on co-ed trips with space between the groups. A sponsor shall sit in the space between the boys and girls groups.
5. Sponsors are responsible for the cleanliness of the bus.
6. At the conclusion of the trip, items left on the bus are the sponsor's responsibility.

TRANSPORTATION SCHEDULE FOR SEASON - BUS TRAVEL TIME

A transportation schedule must be compiled for each activity and be submitted to the activity secretary at the beginning of each season (fall, winter, and spring). This schedule will list the date, event, destination, time to be released from class, departure time, time of activity, address of the site, and approximate arrival time back to campus. **This information must be shared with the parents/guardians in advance of the activity.** The activities secretary will then make arrangements for travel through the district transportation office. The transportation office will make the arrangements in compliance with the rules/regulations that apply.

TRANSPORTATION - EMERGENCY PHONE GUIDE

Education Center	620-793-1500
Khris Thexton	620-282-7076
Transportation	620-793-1514
Cody Schmidt	620-793-1514 or 620-617-3833
Colleen Newman	620-793-9394
Activities Office	620-793-1560
Matt Westerhaus	785-375-3806
Courtney Kelly	620-282-0608
Great Bend Middle School	620-793-1510
Myron Ellegood	620-200-5991
Jason Duvall	620-639-5079
Emergency	911
Highway Patrol	411
KS Cellular HELP	611

APPENDIX

USD 428 EMERGENCY ACTION PROTOCOL (EAP)

USD 428 EMERGENCY INFORMATION AND CONSENT CARD

USD 428 ALCOHOL DRUG TOBACCO VAPE POLICY

USD 428 CONCUSSION AND HEAD INJURY RELEASE FORM

USD 428 ATHLETIC TRAINER CONSENT FORM

USD 428 ACTIVITIES RELEASE FORM

USD 428 - BOE POLICY JKA - STUDENT FUNDRAISING ACTIVITIES POLICY

GREAT BEND SPORTS MEDICINE EMERGENCY ACTION PROTOCOL

Kevyn Soupiset (Physical Therapist/Sports Medicine Director) - 620-791-7082
Madelyn Schartz (Physical Therapist) - 620-282-3324
Matt Westerhaus (Activities Director) - 785-375-3806

Athletic events, competitions, and practices occur at USD 428 almost daily during the school year. A variety of emergency situations may arise at any time during these events. Because of this and the large number of fields, courts, or other settings we use on or off campus, the development and implementation of an emergency action plan for each setting is vital to provide immediate and appropriate care of emergency and life threatening situations. Athletic organizations have a responsibility to develop an emergency action plan to provide appropriate standards of emergency care for all athletic participants. Those involved with any athletic program also have a responsibility to be educated and comfortable carrying out the emergency action plan if necessary.

Components of the emergency action protocol:

- Emergency personnel
- Emergency communication
- Emergency equipment
- Roles of first responder
- Facility directions w/map

Emergency Action Protocol Personnel

The first responder to an emergency situation during an athletic event is typically going to be a Sports Medicine Provider or coach of that sport. It may also be a school administrator or other school personnel. Because of this, all school personnel involved in an athletic program should be certified in CPR, first aid, and AED use. These individuals should also be familiar with the emergency action protocol for their sport. Other personnel who may be involved in an emergency consists of, but is not limited to, the team physician, EMTs, athletic training students, or other qualified emergency personnel.

Chain of Command - (sports medicine, head coach, assistant coach, admin, other)

Emergency Communication

Good communication is vital to quick emergency response. Access to working telephones or other communication devices, fixed or mobile, should be established. The communication system should be checked to ensure proper working order, and there should be a method of backup if the main form of communication happens to go down. The most common means of communication is the cell phone, but a land line is also available at many locations. Radios are another form of communication that could be helpful to have available.

Emergency Equipment

Each site should have all necessary emergency equipment available and accessible. Personnel should be familiar with the function and use of all pieces of equipment. The equipment should be in good operating condition and checked on a regular basis. **AEDs are available at multiple locations in each building (The Sports Medicine Provider has mobile AED, Commons area at GBHS, In hallway between weight room and gym area in PAC, Main gym entrance and front office at GBMS, on every activity bus, or available to check out if you participate in a location without access to an AED)**. **Each team should also have a first aid kit filled with emergency supplies and AED.**

GREAT BEND SPORTS MEDICINE **E**MERGENCY **A**CTION **P**ROTOCOL

Kevyn Soupiset (Physical Therapist/Sports Medicine Director) - 620-791-7082

Madelyn Schartz (Physical Therapist) - 620-282-3324

Matt Westerhaus (Activities Director) - 785-375-3806

1. Identify the person responsible to Call 911- (sports medicine, head coach, assistant coach, admin, other)
    - Name, address, telephone number of caller
    - Explain type of injury, exact location of emergency, Number of victims; condition of victims
    - First-aid treatment initiated
    - Specific directions as needed to locate scene and access facility
    - Other information as requested by the dispatcher - do not hang up until instructed.

2. Instruct emergency medical services (EMS) personnel to "report to (See recommended areas to report to below) as we have an injured student athlete in need of emergency medical treatment". The locations below are recommended and may be altered by on site personnel depending on location of emergency and other factors. Designate a person to meet/escort EMS to the scene.

    GHBS Memorial Stadium - 2027 Morton - Off 21st street enter NW gate west of football field.
    GBHS Main Gym - 2027 Morton - Off 19th street turn into fire lane east of football field:south doors into hallway to gym.
    GBHS PAC - 2424 19th - Off 19th street enter south main doors to hallway.
    GBMS Gym - 1919 Harrison - Off 19th street enter north parking lot to SE door to hallway to gym.
    GBMS Football Field - 1919 Harrison - Off 19th Street enter north parking lot to SE gate to football field
    Cavanaugh Soccer Complex - 3126 Washington - Off Washington street to 29th street to soccer complex
    Veterans Memorial Park - 4717 17th Street Terrace - Off 17th street to tennis complex.
    Baseball/Softball Complex - 41 McKinley Street - Off McKinley Street enter complex to gate to field.
    Walnut Bowling Alley - 3101 North Washington - enter parking lot to south doors
    Lake Barton CC Course - Five miles north on Hwy-281 to NW 60 road and ¼ mile west, enter gate, follow road to course
    Lake Barton Golf Club - Six miles north on Hwy 281 turn west into the golf club and follow the road to the club house.
    Barton (BCCC) Natatorium - 245 NE 30th Road -Off 30th road enter SW parking lot to south doors to hallway to pool.

3. Identify the person responsible to retrieve any emergency medical equipment: (First Aid equipment, AED, Cold Tub, etc.)

    AED Locations - Know where AEDs are located in buildings, facilities, etc.. (Athletic Trainer has mobile AED, Commons area at GBHS; In hallway between weight room and gym area in PAC, Main gym entrance and front office at GBMS, 4 main district activity buses have AEDs, If there is not an AED on site at an off campus practice facility, please make sure you check out a mobile AED from the Sports Medicine Provider.

4. Begin appropriate emergency care as necessary (AED, cold tub, first aid, etc.

5. Identify the person responsible to meet/escort EMS to the Scene

6. Continue to provide appropriate emergency care until the arrival of EMS personnel. Control the scene until EMS arrives.
    On arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed.

**Notify Sports Medicine, Admin, School personnel after activating EMS and stabilizing athlete if they are not on site.

EAP updated on 8-11-25

KSHSAA RECOMMENDED ACTIVITY MODIFICATION POLICY for HEAT

Based on Wet Bulb Globe Temperature (WBGT)

♦ Each school should have a policy in place for appropriate activity modification during periods of excessive heat and humidity. The KSHSAA recommended policy is provided below.

♦ Activity modification decisions should be based on the wet bulb globe temperature (WBGT) which is the most reliable indicator in determining the overall risk of heat illness during athletic participation in periods of elevated heat and humidity. WBGT is a measure of air temperature, relative humidity, wind speed, sun angle, and cloud cover.

♦ Each school should have access to a WBGT monitor. Click HERE for information on selecting a device. ♦ In the absence of a WBGT monitor, a chart is provided with estimated WBGT levels based on air temperature and humidity.

♦ WBGT levels should be obtained anytime the ambient air temperature is 80 degrees or greater. Readings should be taken at the site of activity, 30-60 minutes before the activity begins. **Schools are recommended to obtain the average WBGT over a 15-20 minute span, and use this value for the day unless there is an obvious change in weather that warrants another measurement.**

♦ These recommended modifications should be applied to any activity taking place outdoors OR in un-airconditioned facilities.

♦ Regardless of your zone, all participants should have unrestricted access to water during activity participation. ♦ At-risk athletes should be monitored more closely when in any elevated zone.

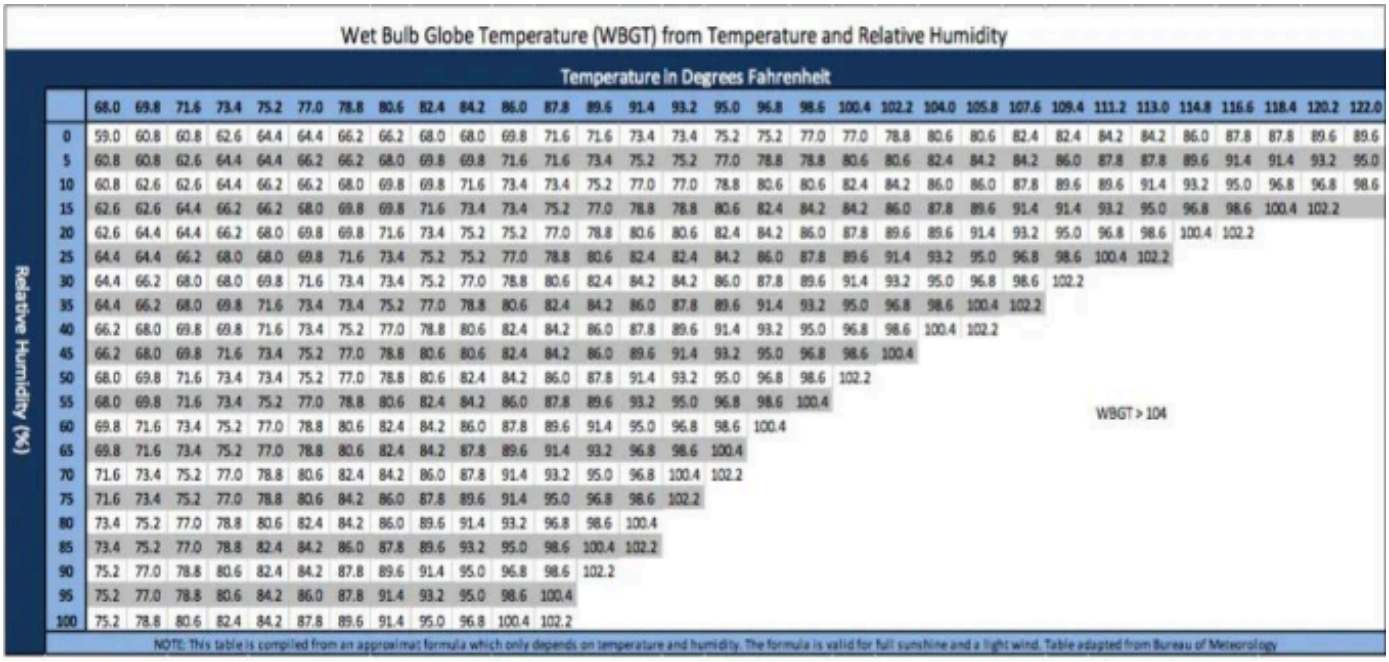
WBGT LEVEL/ZONES	ACTIVITY MODIFICATION
≤ 79.9° F	• Normal activities • Provide at least 3 separate rest breaks each hour with a minimum duration of 3 minutes each.
80° - 84.6° F	• MINIMUM 3 separate rest breaks each hour with a minimum duration of 4 minutes each. • Cold water immersion tub or other rapid cooling method should be prepared and ready.
84.7° - 87.7° F	• MINIMUM 4 separate rest breaks each hour with a minimum duration of 4 minutes each. • 2 HOUR MAXIMUM length of practice (not including rest breaks) • Cold water immersion tub or other rapid cooling method prepared and ready • Consider competition alterations – Coordinate with contest officials to allow for additional breaks – Shorten length of sub-varsity competitions – Shorten length of course (Cross Country) • Football specific: – Protective equipment should be limited to helmets and shoulder pads, and these should be removed for conditioning. – If practice begins in a cooler range (green or yellow), but increases to orange during practice, players may continue practice in full protective gear.
87.8° - 89.7° F	• 1 HOUR MAXIMUM length of practice (not including rest breaks) • MINIMUM 20 minutes of rest breaks distributed throughout the 1 hour of practice • Cold water immersion tub or other rapid cooling method prepared and ready • Consider competition alterations – Coordinate with contest officials to allow for additional breaks – Shorten length of sub-varsity competitions – Shorten length of course (Cross Country) • Consider delaying practice/competitions until a cooler WBGT is reached • Football specific: – No protective equipment should be worn. – No conditioning activities
≥ 89.8° F	• No outdoor workouts. Delay practice/competitions until a cooler WBGT is reached.

Approved KSHSAA SMAC & Executive Board, April 2022
Updated KSHSAA SMAC, April 2023

ESTIMATED WET BULB GLOBE TEMPERATURE CHART

♦ Use this chart in the absence of a WBGT monitor.

♦ Chart values are based on full sunlight and light wind.



Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity

Temperature in Degrees Fahrenheit

Relative Humidity (%)	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2	104.0	105.8	107.6	109.4	111.2	113.0	114.8	116.6	118.4	120.2	122.0
0	59.0	60.8	60.8	62.6	64.4	64.4	66.2	66.2	68.0	68.0	69.8	71.6	71.6	73.4	73.4	75.2	75.2	77.0	77.0	78.8	80.6	80.6	82.4	82.4	84.2	84.2	86.0	87.8	87.8	89.6	89.6
5	60.8	60.8	62.6	64.4	64.4	66.2	66.2	68.0	69.8	69.8	71.6	71.6	73.4	75.2	75.2	77.0	78.8	78.8	80.6	80.6	82.4	84.2	84.2	86.0	87.8	87.8	89.6	91.4	91.4	93.2	95.0
10	60.8	62.6	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	73.4	73.4	75.2	77.0	77.0	78.8	80.6	80.6	82.4	84.2	86.0	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	96.8	98.6
15	62.6	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	73.4	73.4	75.2	77.0	78.8	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	91.4	93.2	95.0	96.8	98.6	100.4	102.2	
20	62.6	64.4	64.4	66.2	68.0	69.8	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	80.6	82.4	84.2	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2			
25	64.4	64.4	66.2	68.0	68.0	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	82.4	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2					
30	64.4	66.2	68.0	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	102.2							
35	64.4	66.2	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2								
40	66.2	68.0	69.8	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2									
45	66.2	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	80.6	82.4	84.2	86.0	89.6	91.4	93.2	95.0	96.8	98.6	100.4											
50	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	98.6	102.2												
55	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	93.2	95.0	96.8	98.6	100.4							WBGT > 104						
60	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	100.4														
65	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	87.8	89.6	91.4	93.2	96.8	98.6	100.4															
70	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	100.4	102.2															
75	71.6	73.4	75.2	77.0	78.8	80.6	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	102.2																
80	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	89.6	91.4	93.2	96.8	98.6	100.4																	
85	73.4	75.2	77.0	78.8	82.4	84.2	86.0	87.8	89.6	93.2	95.0	98.6	100.4	102.2																	
90	75.2	77.0	78.8	80.6	82.4	84.2	87.8	89.6	91.4	95.0	96.8	98.6	102.2																		
95	75.2	77.0	78.8	80.6	84.2	86.0	87.8	91.4	93.2	95.0	98.6	100.4																			
100	75.2	78.8	80.6	82.4	84.2	87.8	89.6	91.4	95.0	96.8	100.4	102.2																			

NOTE: This table is compiled from an approximat formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from Bureau of Meteorology

REFERENCES

1. American College of Sports Medicine Position Stand: Exertional Heat Illness During Training and Competition. Med: Sci Sport Exerc. 2007;39(3):556-72. 2. Grundstein A, et.al. Regional heat safety thresholds for athletics in the contiguous United States. Applied Geography. 2015; 56: 55-60.
3. The Inter-Association Task Force for Preventing Sudden Death in Secondary School Athletics Programs: Best-Practices Recommendations. Journal of Athletic Training. 2013;48(4):546–553
4. National Athletic Trainers' Association Position Statement: Exertional Heat Illness. Journal of Athletic Training. 2015; 50(9): 986-1000.
5. Wet Bulb Globe Temperature Monitoring. Accessed April 2022 at https://ksi.uconn.edu/prevention/wet-bulb-globe-temperature-monitoring/.

Approved KSHSAA SMAC & Executive Board, April 2022

KSHSAA GUIDELINES FOR LIGHTNING SAFETY

1. WHEN THUNDER IS HEARD OR CLOUD-TO-GROUND LIGHTNING IS SEEN, THE LEADING EDGE OF THE THUNDERSTORM IS CLOSE ENOUGH TO POSE A LIGHTNING RISK. SUSPEND PLAY AND TAKE SHELTER IMMEDIATELY.

2. ONCE PLAY HAS BEEN SUSPENDED, WAIT AT LEAST 30 MINUTES FROM THE LAST SOUND OF THUNDER OR LIGHTNING STRIKE WITNESSED BEFORE RESUMING THE ACTIVITY.

3. ANY SUBSEQUENT THUNDER OR LIGHTNING STRIKE DURING THE 30 MINUTE WAITING PERIOD RESETS THE CLOCK, AND A NEW 30 MINUTE WAITING PERIOD BEGINS.

4. WHEN INDEPENDENTLY VALIDATED LIGHTNING DETECTION DEVICES OR MOBILE PHONE APPS ARE AVAILABLE, THIS TECHNOLOGY COULD BE USED TO ASSIST IN MAKING A DECISION TO SUSPEND PLAY IF A LIGHTNING STRIKE IS NOTED TO BE WITHIN 10 MILES OF THE EVENT LOCATION. HOWEVER, YOU SHOULD NEVER DEPEND ON THE RELIABILITY OF THESE DEVICES AND, THUS, HEARING THUNDER OR SEEING LIGHTING SHOULD ALWAYS TAKE PRECEDENCE OVER INFORMATION FROM A MOBILE APP OR LIGHTNING DETECTION DEVICE.

ANYTIME LIGHTNING CAN BE SEEN OR THUNDER HEARD, RISK IS PRESENT!

At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

SCHOOL CONSIDERATIONS:

1. A documented plan for handling severe weather situations such as lightning should be in place.
2. The persons responsible for monitoring weather activity and determining when to suspend practice or competition should be identified. Ideally this person will **NOT** be a coach or an official involved in the game or practice, as they may to too involved with their other duties to monitor the weather.
3. Each school will need to determine their most effective means of monitoring the weather. **No matter how weather is monitored, hearing thunder or seeing lightning should always take precedence in decision making over information obtained from other sources.**
4. All personnel, athletes, and spectators should be clearly informed in advance of available safe structures or shelters in the event of severe weather.
5. The most ideal safe structure is a fully enclosed building with plumbing, electrical wiring, and telephone service which all aid in grounding the structure.
6. Fully enclosed automobiles with metal roofs, including school buses, provide adequate shelter as well.
7. Avoid using bathrooms or showers as shelter areas as the plumbing pipelines provide a path for the lightning to enter the structure. Also avoid using corded telephones or headsets during a thunderstorm, and avoid standing near utilities.
8. If communication is necessary during the storm, cellular and cordless phones are considered reasonably safe.

National Federation of State High School Associations. NFHS Guidelines on Handling Practices and Contests During Lightning and Thunder Disturbances. www.nfhs.org/resources/sports-medicine.

KSHSAA GUIDELINES FOR LIGHTNING SAFETY

NATIONAL WEATHER SERVICE FORECAST/ALERTS BY COUNTY:
https://alerts.weather.gov/cap/ks.php?x=3

NATIONAL WEATHER SERVICE WEATHER RADIO FREQUENCIES:
https://www.weather.gov/nwr/station_listing

PLEASE NOTE:

USD 428 ACTIVITIES DEPARTMENT WILL USE "PERRY WEATHER" TO DETERMINE LIGHTNING AND HEAT MODIFICATIONS AS NEEDED BASED ON WEATHER. PLEASE MAKE SURE YOU HAVE DOWNLOADED THE PERRY WEATHER APP ON YOUR MOBILE DEVICE.

PERRY WEATHER WILL NOTIFY OF INCOMING WEATHER, IDENTIFY LIGHTNING STRIKES AND DETERMINE WHEN AREA IS CLEAR TO RESUME ACTIVITY AND WILL ALSO DETERMINE WBGT READINGS TO BE USED IN MODIFYING ACTIVITIES DUE TO HEAT.

USD 428 EMERGENCY INFORMATION AND CONSENT CARD

USD 428 - Emergency Information and Consent Card.pdf

USD 428 GREAT BEND

PUPIL EMERGENCY INFORMATION AND CONSENT CARD

NAME _____ M / F (circle) GRADE _____ DATE OF BIRTH _____ AGE _____

SOCIAL SECURITY # NOT NEEDED ADDRESS _____

ALLERGIES OR CHRONIC ILLNESSES _____

In case of accident, illness or emergency, it is necessary for the school to have your preference for the care of your child. Please list 3 choices.

PARENT _____ PHONE (Home)_____ (Work)_____ (Cell)_____

PARENT _____ PHONE (Home)_____ (Work)_____ (Cell)_____

RELATIVE / FRIEND _____ PHONE (Home) _____ (Work) _____ (Cell) _____

If parent or guardian cannot be contacted, we, the undersigned parents of the child identified above, hereby authorize officials of the above School District to contact directly the following physicians of our selection, and we hereby certify that we are the parents of the said minor child, and do authorize the physicians named below to render such treatment as said physicians, or either of them, may deem reasonably necessary, in an emergency, for the health of the said child, without further authorization than here expressed. In the event neither of the physicians here named can be contacted, or either of us is unavailable to give our express consent at such time with reference to any other physician, we hereby consent and authorize said physician to render such treatment as he may deem reasonable necessary, in what he may consider to be an emergency, for the health of our aforesaid minor child. ***Expenses incurred as a result of emergency ambulance use or treatment by physician will not be borne by the school or school personnel.***

INSURANCE POLICY NAME _____ POLICY NO. _____

PHYSICIAN (1st choice) _____ Phone _____

PHYSICIAN (2nd choice) _____ Phone _____

_____ /

Signature of Parent or Guardian / Date

USD 428 CONCUSSION & HEAD INJURY INFORMATION RELEASE FORM

This form must be signed/reviewed by all student athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
● Headaches ● "Pressure in head" ● Nausea or vomiting ● Neck pain ● Balance problems or dizziness ● Blurred, double, or fuzzy vision ● Sensitivity to light or noise ● Feeling sluggish or slowed down ● Feeling foggy or groggy ● Drowsiness ● Change in sleep patterns	● Amnesia ● "Don't feel right" ● Fatigue or low energy ● Sadness ● Nervousness or anxiety ● Irritability ● More emotional ● Confusion ● Concentration or memory problems (forgetting game plays) ● Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:	
● Appears dazed ● Vacant facial expression ● Confused about assignment ● Forgets plays ● Is unsure of game, score, or opponent ● Moves clumsily or displays incoordination ● Answers questions slowly ● Slurred speech	● Shows behavior or personality changes ● Can't recall events prior to hit ● Can't recall events after hit ● Seizures or convulsions ● Any change in typical behavior or personality ● Loses consciousness

Adapted from the CDC and the 3rd International Conference in Sport

<u>What can happen if my child keeps on playing with a concussion or returns too soon?</u>

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after sustaining a concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO). Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. **When in doubt, the athlete sits out!**

Cognitive Rest & Return to Learn

The first step to concussion recovery is cognitive rest. This is essential for the brain to heal. Activities that require concentration and attention such as trying to meet academic requirements, the use of electronic devices (computers, tablets, video games, texting, etc.), and exposure to loud noises may worsen symptoms and delay recovery. Students may need their academic workload modified while they are initially recovering from a concussion. Decreasing stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. This may involve staying home from school for a few days, followed by a lightened school schedule, gradually increasing to normal. Any academic modifications should be coordinated jointly between the student's medical providers and school personnel. No consideration should be given to returning to physical activity until the student is fully integrated back into the classroom setting and is symptom free. Rarely, a student will be diagnosed with post-concussive syndrome and have symptoms that last weeks to months. In these cases, a student may be recommended to start a non-contact physical activity regimen, but this will only be done under the direct supervision of a healthcare provider.

Return to Practice and Competition

The Kansas School Sports Head Injury Prevention Act provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition. The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete's return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO).

For current and up-to-date information on concussions you can go to:
http://www.cdc.gov/concussion/HeadsUp/youth.html
http://www.kansasconcussion.org/

For concussion information and educational resources collected by the KSHSAA, go to:
http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm

_____ _____ _____ Student-athlete
Name Printed Student-athlete Signature Date

_____ _____ _____ Parent or Legal
Guardian Printed Parent or Legal Guardian Signature Date

The parties to this document agree that an electronic signature is intended to make this writing effective and binding and to have the same force and effect as the use of a manual signature.

Revised 06/12/24

ALCOHOL, DRUGS, TOBACCO, STEROIDS & VAPE POLICY - ACTIVITIES

ALCOHOL, DRUGS, TOBACCO

Rule 1:

It is a violation of the district activities policy for any student participating or having been a participant in any school-sponsored activity to: (1) use or possess a beverage containing alcohol; (2) use or consume, have in possession, buy, sell or give away any controlled substance; (3) use or possess tobacco in any form or vape pipe; or (4) use, consume or possess an anabolic steroid. An exception will be made if the controlled substance is prescribed for their use by a physician.

If a student violates this policy from the first day of the fall athletic season, until the last day of the spring athletic season, whether actively participating in a school sponsored activity or not at the time of the violation, and the violation is substantiated verbally and in writing by a law enforcement official, faculty member, or school administrator, the following will occur:

First Violation: A first-time violator shall be subject to the following sanction:

a. Suspension from all student activities involving performance, contest, and competition for a period of not less than one week. This suspension shall include any and all competitive events, performances, and contests first occurring after the infraction and any subsequent activities during the suspension period. Should it be necessary, the suspension may be administered in the school year following the infraction. Any suspension will not preclude the student from participating in practice. The student shall also remain subject to additional disciplinary action, if any, by the coach of the sport or school activity sponsor.

Second Violation: A second-time violator shall be subject to the following sanctions:

a. Suspension from all student activities for a period of not less than one semester or four months.
b. A student placed on long-term suspension from activities under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Names of acceptable programs are on file with the board clerk.

Third Violation: A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanction:

a. Suspension from participation in and attendance at all school activities for the year

STEROIDS

Rule 2:

It will be a violation of district policy for any student involved in a school-sponsored activity to use anabolic steroids.

Penalties are the same as outlined in Rule 1 of the Alcohol, Drugs, Tobacco Policy with the additional requirements on steps one and two that students would remain ineligible for competition until such time as medical evidence can be presented that his/her system is free of that drug. This is in accordance with Kansas State High School Activities Association Handbook, Rule 14, Article 4. The USD 428 Board of Education reserves the right to request testing for controlled substances.

_____ _____ _____ Student-athlete Name Printed

Student-athlete Signature Date

_____ _____ _____ Parent or Legal Guardian Printed

Parent or Legal Guardian Signature Date

The parties to this document agree that an electronic signature is intended to make this writing effective and binding and to have the same force and effect as the use of a manual signature.

Revised 06/12/24

USD 428 - Athletic Trainer
Parent/Guardian Consent Form

Student's Name:_____

Student'S Date of Birth:_____

Student's Address: _____

I, as parent or guardian of the student identified above, hereby grant permission to any Sports Medicine Provider on site at any school-sanctioned sports practice or competition to provide such treatment within the scope of professional services authorized for such a provider as deemed necessary for a physical condition arising during or affecting participation in such event. I also grant permission to release medical information to the school, to the sports medicine provider, and to any subsequent physician or other provider as necessary for treatment of the student identified herein. This authorization to release medical information does not encompass release of any information to the media or to any university or school except that in which the above named student is enrolled. I acknowledge and agree that any such trainer may use his or her own judgment in securing medical aid, including ambulance and other emergency services, as a result of any injury during participation in a school-sanctioned event. I specifically consent and agree that the above referenced provider may provide preventative care and treatment of athletic injuries, evaluation of athletic injuries, first aid and emergency management of athletic injuries and rehabilitation and reconditioning of athletic injuries.

By signing below, I Agree to the terms and conditions outlined in this form. I acknowledge that no Sports Medicine Provider (nor the provider's employer, Advanced Therapy & Sports Medicine) assumes responsibility and is not liable for any accident or injury that may occur during the student's participation in an athletic event. I understand that the Sports Medicine Provider (and his or her employer, Advanced Therapy & Sports Medicine) is not involved in the school athletic program other than providing the services noted herein.

Parent/Guardian Name:_____

Parent/Guardian Signature:_____

Date:_____

Contact Number:_____

USD 428 DISTRICT ACTIVITIES RELEASE FORM

As the parent and/or legal guardian of my child, I am requesting to have my child released from the travel policy set forth by the USD 428 Board of Education by riding home with me after today's competition. I agree to assume all responsibilities for the health and well-being of my child. I also understand by doing this, I am releasing Great Bend High School and USD 428 of any liability in the event of an accident.

DATE	EVENT	PARENT SIGNATURE	COACH/SPONSOR

The USD 428 Board of Education prefers that district funds pay for activities and school equipment, but it may be desirable or necessary for students to raise funds to support some special activities or equipment. If necessary, these activities should be limited and must be approved by the principal and/or the Board of Education. This approval will be given only after the school group or organization successfully completes the fundraising application outlined in this policy.

The administration will review all applications and those approved fundraisers will be placed on a master fundraiser calendar by May 15 of each year for the subsequent year. Each fundraising activity will be placed on the calendar in such a way as to avoid too many fundraisers taking place at one time and to avoid selling the same or similar product at the same time. In an emergency, a group may be allowed to raise funds after the calendar is built, but the group must have board approval.

School groups and organizations are encouraged to participate in fundraising activities such as chili suppers, concession stands, car washes, and other activities in which the group sells goods created by or services provided by that group. These types of fundraisers do not need to go through the application process. They need only the approval of the principal.

All fundraising requests will be reviewed to ensure that:

1. The club or organization has a specific purpose for use of the intended funds, and that purpose is approved by the principal.
2. The activity or its purpose is not contrary to the school's goals and objectives.
3. No student in grades K-8 will sell items or pledges door-to-door without being accompanied by their parent or guardian.
4. Fundraisers may not sponsor any form of gambling as a means of fundraising except for the raffling of goods and services.
5. An activity in which revenue is shared with another entity or company must retain a reasonable percentage of the profit to the sponsoring group. The purpose of the fundraising is not to make money for fundraising companies

Soliciting During School Hours

Students are not permitted to solicit funds during regular school hours, except for high school students with permission of the principal. Some examples of this would be: selling journalism ads, selling yearbook ads, and musical groups performing for an honorarium.

Sales Prizes for Students

Awarding prizes to students or individual classes for top sales is permitted. An organization may not exclude any student from a school-wide reward (such as a dance) for not selling a certain quota of merchandise unless the fundraiser is limited to a specific student organization.

For example, the Holly Ball fundraiser is an exception because it is not a school-wide fundraiser. The dance and the fundraising are limited to Kayette members and their guests.

Being excused from school must not be a prize or reward for any fundraiser.

Accounting of Funds

The responsibility for accounting for all funds collected in any fundraiser lies with the sponsor of the organization. All district employees will adhere to the following guidelines:

1. Any and all money collected at school by staff needs to be deposited in a district/school account.
2. All funds collected by teachers must be approved in advance by the principal.
3. A receipt needs to be issued for funds that are collected by staff.
4. All funds collected by staff must be turned over to the building treasurer for receipt and deposited. The building treasurer will issue a receipt for all funds that are turned over to him/her. The receipt must be in balance with the amount of money given to the treasurer. It is expressly forbidden to deposit funds collected from pupils in a staff member's private bank account.
5. All money must be receipted and deposited in the bank by the school's treasurer.
6. No money is to be left in a classroom at night or on weekends or holidays.
7. Money that cannot be banked will be placed in the school safe until processed and banked.
8. Money collected must be processed before going to the treasurer. The money must be counted and organized, with paper money separated by denomination and with bills face up. Coins must be placed in an envelope with the amount recorded on the outside of the envelope.

Updated 8-11-25 - approved by BOE April 2025