ATHLETICS HANDBOOK

2025 - 2026

Unified School District 428

Great Bend, Kansas

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INTRODUCTION TO DISTRICT ATHLETICS

This handbook has been prepared to present clear guidelines to cover specific aspects of the athletic programs in Great Bend USD 428. The school board and the administration believe that it will be helpful to those involved with athletic 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

SPORTS OFFERED

USD 428 offers the following activities that are sport related:

MIDDLE SCHOOL

BOYS		GIRLS	
Cross Country	Fall	Cross Country	Fall
Football	Fall	Volleyball	Fall
Basketball	Winter	Basketball	Winter
Wrestling	Winter	Wrestling	Winter
Track	Spring	Track	Spring
Tennis	Spring	Tennis	Spring
Cheer	Fall/Winter	Cheer	Fall/Winter

HIGH SCHOOL

BOYS		GIRLS	
Cross Country	Fall	Cross Country	Fall
Football	Fall	Volleyball	Fall
Soccer	Fall	Tennis	Fall
Unified Bowling	Fall	Unified Bowling	Fall
Basketball	Winter	Golf	Fall
Bowling	Winter	Basketball	Winter
Swimming	Winter	Bowling	Winter
Wrestling	Winter	Wrestling	Winter
Track	Spring	Softball	Spring
Baseball	Spring	Soccer	Spring
Golf	Spring	Swimming	Spring
Tennis	Spring	Track	Spring
Cheer/Dance	Yearly	Cheer/Dance	Yearly

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

DISTRICT STANDARDS FOR TEAMS AND COACHES

These guidelines are for the purpose of establishing a system whereby adequate and reasonable coaching service may be furnished for the students who participate in interscholastic activities. The intent is to promote equity throughout the district and to allow the schools flexibility that is required to meet the varying conditions of student interests and school facilities.

The following bullet points provide the district standard for the number of teams allowed for each sport. Any request for an additional team above the district standard must be made in writing by the school's AD to the supplemental salary committee. If requirements are met, an additional team above the district standard may be approved. If requirements [2] are met, an additional coach(s) may be added to the staff.

Great Bend High School

- **Baseball:** 3 teams, 5 coaches – Varsity, JV, C
- **Basketball, Boys:** 3 teams, 4 coaches – Varsity, JV, C
- **Basketball, Girls:** 3 teams, 4 coaches – Varsity, JV, C
- **Bowling, B/G:** 2 teams, 2 coaches – Varsity, JV
- **Cheer, B/G:** 3 teams, 3 coaches - Varsity, JV, C
- **Cross Country, B/G:** 3 teams, 2 coaches – Varsity, JV, C
- **Dance, B/G:** 1 team, 1 coach - Varsity
- **Football:** 3 teams, 10 coaches – Varsity, JV, 9th/C
- **Golf, Boys:** 2 teams, 2 coaches – Varsity, JV
- **Golf, Girls:** 2 teams, 2 coaches – Varsity, JV
- **Soccer, Boys:** 2 teams, 3 coaches – Varsity, JV
- **Soccer, Girls:** 2 teams, 3 coaches – Varsity, JV
- **Softball:** 3 teams, 5 coaches – Varsity, JV, C
- **Swim/Dive, B/G:** 1 team, 2 coaches – V/JV
- **Tennis, Boys:** 2 teams, 2 coaches – Varsity, JV
- **Tennis, Girls:** 2 teams, 2 coaches – Varsity, JV
- **Track B/G:** 2 teams, 8 coaches – Varsity, JV
- **Volleyball:** 3 teams, 4 coaches – Varsity, JV, C
- **Wrestling: B/G:** 2 teams, 7 coaches – Varsity, JV

Great Bend Middle School

- **Basketball, Boys:** 2 teams, 4 coaches – 8th (A-B), 7th (A-B)
- **Basketball, Girls:** 2 teams, 4 coaches – 8th (A-B), 7th (A-B)
- **Cheer, B/G:** 1 team, 2 coaches, 8th/7th
- **Cross Country, B/G:** 2 teams, 2 coaches – 8th, 7th
- **Football:** 2 teams, 6 coaches – 8th (A-B), 7th (A-B)
- **Tennis – B/G (Spring):** 2 teams, 3 coaches 8th, 7th
- **Track B/G:** 6 coaches 2 teams, 8th, 7th
- **Volleyball:** 2 teams, 4 coaches – 8th (A-B), 7th (A-B)
- **Wrestling: B/G:** 2 teams 6 coaches- 8th, 7th

[1]The requirements are: 1) a sufficient number of participants warrants an additional team; 2) an additional coach or sponsor is available; 3) existing uniforms, if necessary, are available; 4) facility space is available; 5) adequate transportation budget is available; 6) an adequate schedule can be developed (number of games = 2/3 of varsity number of games).

[2]Due to safety concerns, supervision needs, and/or increased participation numbers in non-cut sports, a request may be made by the building AD to HR for an additional coach(s).

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.

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

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

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.

EXPECTATIONS FOR STUDENT PARTICIPANTS

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

Athletic misconduct will be dealt with by the head coach. The head coach may want to confer with the Activities Director and Principal in some cases, but the ultimate decision should belong to the head coach of that sport. Athletes are entitled to a hearing by the head coach, Activities Director and Principal if requested. All athletes are expected to abide by the district's drug/alcohol/vape policy and attendance policy. Athletes are expected to be in attendance all day at school in order to practice/compete that day. Students assigned ASD, ISS or OSS on competition dates are ineligible to compete. This includes traveling with the team to an out-of-town event.

Athletes are expected to be at all practices. Unexcused practices will be handled by the head coach.

Athletes/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.

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.

COACHES RESPONSIBILITIES

All coaches 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-athlete 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-player 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 sport experience, the student-athlete 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)

CUTTING POLICY - TEAM SELECTION
At Great Bend High School, team sizes may be limited. The head coaches are responsible for selecting their teams. Coaches shall provide this information to student-athletes and families prior to the start of the season.
Information that should be included:

- extent of tryout period
- criteria used to select the team
- approximate number of players to be selected
- practice and game commitments

DRESS CODE ON GAME DAY
Each individual coach will decide their team's dress code on game day. Game day is a special day for everyone connected with the school and team. Our participants must project a positive image to their classmates and the public. The coaches must assume responsibility for their team's appearance and actions.

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.

EVALUATIONS-COACHES

The Activities Director will visit with each head coach at the completion of the season to evaluate their particular sport. Important considerations:

1. Coaches will evaluate their season and give input for improvement.
2. Coaches will bring their completed inventory sheet to the evaluation.
3. Assistant coach's evaluations must be completed and brought to the evaluation.

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.
    a. The treasurer will issue a receipt for all funds that are turned over to her/him.
    b. The receipt must be in balance with the amount of money given to the treasurer.
    c. 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, separated by denomination and face up and excess coins in envelope with amount recorded on outside of envelope

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. 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.

LAUNDRY/TOWELS

Head coaches are responsible for the daily use of towels. All towels must be accounted for each day. Towels are to be returned to the laundry room or locked in an office for pick up. Coaches must communicate with the laundry personnel for special washing instructions, especially on new uniforms. Also, coaches need to provide a list of all practice and competition dates to the laundry room with the number of towels needed each time.

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)

LOCKER ROOM

The locker room is the place to develop pride and is next to "home" for the young athletes. Any undesirable conditions in the locker room should be eliminated as quickly as possible.

The head coach is responsible for the cleanliness of the locker room. The coach should be the last to leave. It is his/her responsibility to see that lights are off and doors closed. Never assign a student this responsibility. This should be a constant check for the managers and coaches. Cleanliness in the shower room is a must.

Toilet facilities, shower room and trash cans should be checked while checking the locker and shower area. Coaches should see that they are always maintained in a sanitary manner. Any unusual circumstances should be reported to the custodian in charge.

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.

OFFICIALS

Great Bend will use a commissioner for hiring varsity officials. The Activities Director and Middle School Athletic Director will contract for officials for all other athletic events. Input from coaches for official selection is necessary and important. Relationships with officials before, during, and after the game should be warm and friendly, but business like. The official is employed to perform a task for a fee. Head varsity coaches should be aware that engaging with the official in lengthy conversation before, during, or after the contest is a questionable practice. The official(s) should be shown every courtesy as a guest employee.

OFF SEASON PROGRAMS

Any off season program set by the high school or middle school must follow the guidelines of the **KSHSAA:** running, weight training, calisthenics and agility drills may be used as a part of the off season program as long as the following guidelines are met:

1. Participants will furnish their own clothing.
2. Specific equipment pertaining to a particular sport may not be used.
3. All programs must be open to anyone enrolled in school.

Coordination between coaches and the strength and conditioning coaches is a must. By working together as a team, our athletes will benefit immensely.

PUBLIC RELATIONS FOR ATHLETIC PROGRAM(WAYS TO SELL YOUR ATHLETIC PROGRAM)

Positive communication with the Panther Booster Club.

Speak with various civic groups.

Encourage Panther Booster Club and various civic clubs to come to practices and games.

Find various ways to recognize individuals, groups, businesses at games and activities.

Work with the media -- newspaper, radio, television, web page.

Develop media guides to be shared with the public.

Encourage support from the Board of Education, Central Office Administration as well as GBHS Administration.

Regular coaches meetings with all district coaches including the Middle School to discuss philosophy, skill development.

Promote programs through the athletes -- best public relations tool is through our athletes.

Coaches and players attend feeder program games, middle school games as well as attend GBHS activities.

Promote the athletes.

Coaches can meet with students at the elementary, middle and high schools discussing program and philosophy, as well as demonstrate skills needed to play.

Give recognition to players and teams during halftime activities of home meets. Organize clinics to teach skills to younger players.

GBHS athletes go to elementary and middle schools to work with students

Partner up with businesses in town to work

Send athletic department newsletters, schedules to businesses.

Communicate with all teachers on a regular basis to discuss athlete's grades and behavior.

Communication of practice schedules, program goals, and expectations to parents through multiple sources. Parent Nights to explain program philosophy, teach basic fundamentals, show game films.

Mothers' Night Out -- meet with parents to view game film.

Phone calls on a regular basis to parents to discuss the positives of athlete performance.

PROMOTE THROUGH YOUR ATHLETES BY BEING A GOOD EXAMPLE IN ALL YOU SAY AND DO
REMEMBER ACTIONS SPEAK LOUDER THAN WORDS

PRACTICE TIME

Middle School Guidelines:

1. Maximum practice of two hours.
2. Practice on weekends or holidays requires administrative permission.
3. There will be no practice or games if school is not in session due to weather.

High School Guidelines

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

UNDUE INFLUENCE BY COACH

As a matter of courtesy, coaches of the "next sport in season" will not unduly promote their sport until the "sport in season" has been completed, nor will any coach discourage students from participating in other sports or other extra-curricular activities of the school. All students should be encouraged to participate each season. Lack of compliance by the coach may result in immediate dismissal from his/her position.

UNIFORM ROTATION SCHEDULE

A uniform rotation schedule has been established for uniforms, warm-ups, and certain equipment. This has been done to help with long term planning and to maximize the dollars that are available. All changes from the rotation schedule must be approved by the Activities Director. A copy of the rotation schedule can be viewed in the appendix. (see appendix)

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

EVALUATION FORMS

VARSITY LETTERING SYSTEM - (coach input - updating spring 2025)

UNIFORM ROTATION

CERTIFICATES AND AWARDS

USD 428 ACTIVITIES RELEASE FORM

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.

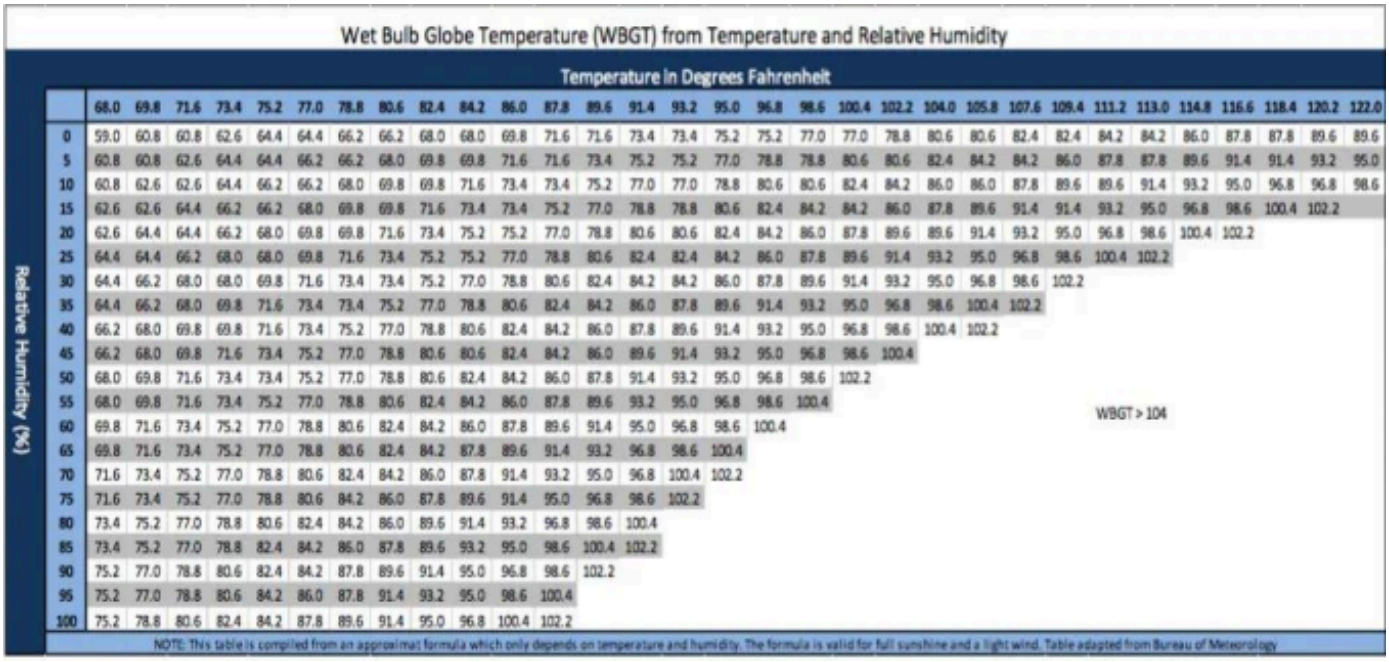
WBGT LEVEL/ZONES	ACTIVITY MODIFICATION
≤ 79.9° F	• Normal activities • Provide at least 3 separate rest breaks each hour with a minimum duration of 3 minutes each.
80° - 84.6° F	• MINIMUM 3 separate rest breaks each hour with a minimum duration of 4 minutes each. • Cold water immersion tub or other rapid 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, <u>hearing thunder or seeing lightning should always take precedence in decision making</u> 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

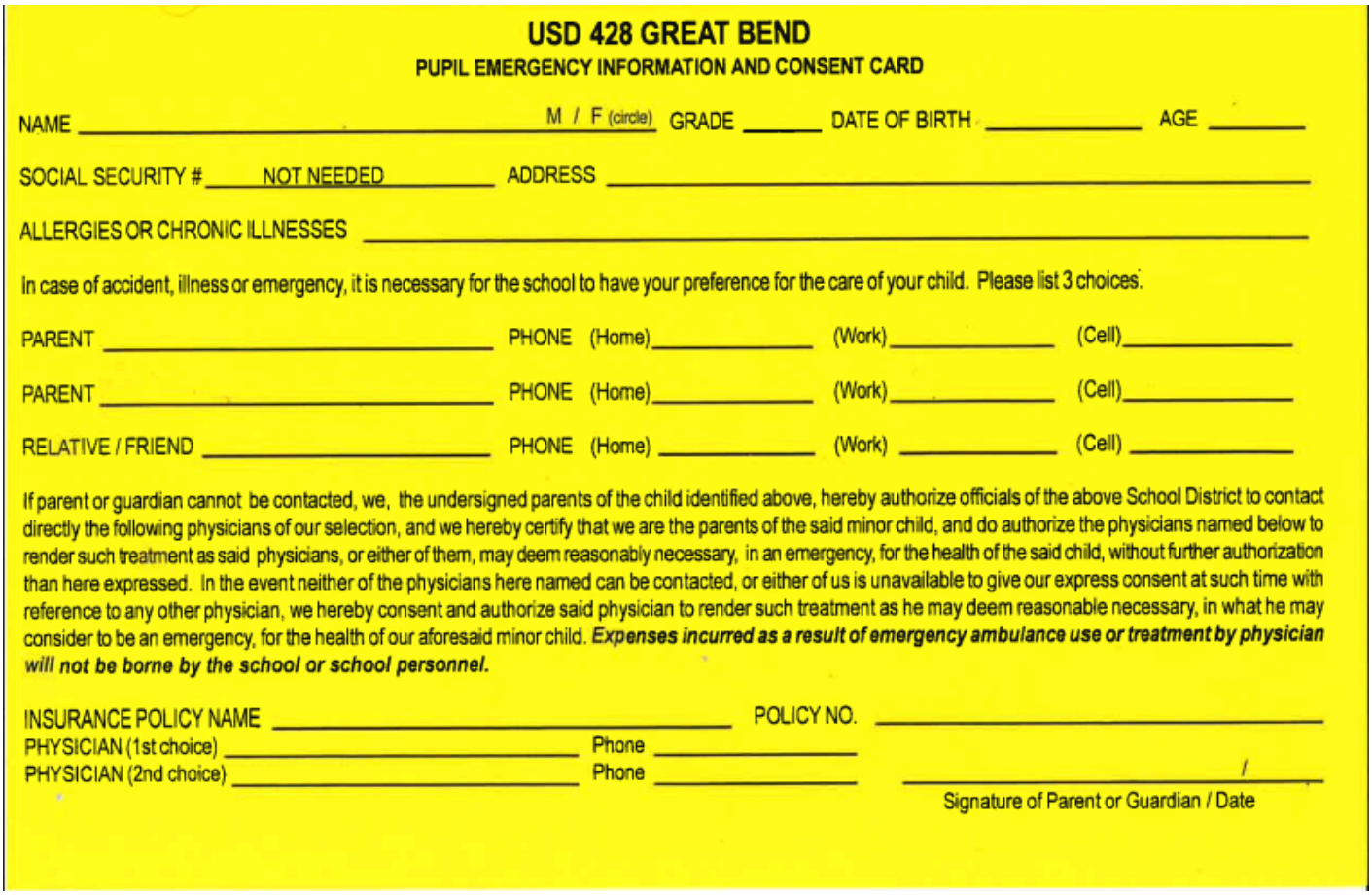
PLEASE NOTE:

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

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

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

Unified School District 428
Great Bend, Kansas

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:_____

Unified School District 428
Great Bend, Kansas

EVALUATION OF COACHING PERFORMANCE - HEAD COACH

Coaches Evaluation for 20_____ - 20_____

Coach_____ **Sport**_____

No. Of Years Coaching (include this year)_____ **Date**_____

3 - Exceeds District Expectations 2 - Meets District Expectations
1 -- Does Not meet District Expectations

I. COACHING PROFILE

(Circle the appropriate number after each item)

I-1	Professional Growth and Experience	3	2	1
I-2	Knowledge of Medical Aspects of Coaching	3	2	1
I-3	Personal Qualities	3	2	1
I-4	Organizational Skills	3	2	1
I-5	Administrative Skills	3	2	1
I-6	Public Relations for Sport	3	2	1

II. ADMINISTRATION OF PROGRAM

II-1	Care and Purchase of Equipment	3	2	1
II-2	Organization of Staff	3	2	1
II-3	Organization of Practice	3	2	1
II-4	Educational Philosophy	3	2	1
II-5	Communication with Staff & Staff of Other Sports	3	2	1
II-6	Communication with Teachers & Administrators	3	2	1
II-7	Public Relations - Reporting Results, Communication With Parents and School Authorities	3	2	1

EVALUATION OF COACHING PERFORMANCE (Cont.)

II-8	Providing Information to the Activities Office in a Timely and Professional Fashion	3	2	1
II-9	Supervision of Staff and Students	3	2	1
II-10	Organization of Home Games/Meets	3	2	1
III.	**COACHING/TEACHING SKILLS OF SPORT**			
III-1	Ability to Teach Fundamentals	3	2	1
III-2	Conditioning of Athletes	3	2	1
III-3	Preparation of Athletes for Competition	3	2	1
III-4	Prevention and Care of Injuries	3	2	1
III-5	Enthusiasm for Coaching	3	2	1
III-6	Team Discipline	3	2	1
III-7	Communication Skills	3	2	1

EVALUATION SUMMARY

Strengths :

Areas of Improvement/Growth

We have discussed this report in conference on**:** *(Date)* _____

_____ _____

Administrator Signature **Evaluatee Signature**

USD 428 - ASSISTANT HEAD COACH EVALUATION by Head Coach

Sport_____ **Head Coach** _____

Asst. Coach_____ **Position** _____

		Effective	Needs Improvement	Unsatisfactory
1.	Loyalty to head coach & system.			
2.	Care of equipment.			
3.	Knowledge of sport.			
4.	Teaching ability.			
5.	Ability to motivate.			
6.	Rapport with players.			
7.	Intensity of interest in coaching this sport.			
8.	Supervision of players in the locker room & other areas.			
9.	Rapport between coach and rest of the coaching staff.			
10.	Accepts duties given by the head coach.			

COMMENTS:

The coach's signature indicates only that all phases of the appraisal have been conducted with the full knowledge of the assistant coach.

Head Coach's Signature _____ Date _____

Asst. Coach's Signature _____ Date_____

Act. Directors Signature _____ Date_____

Circle one:

Successful: To be recommended for continued assignment.

Needs Improvement: To be recommended for reassignment, provided an understanding can be reached in areas where improvement is needed.

CERTIFICATES AND AWARDS

AWARDS FOR LETTERING ATHLETES

Head coaches will develop lettering requirements specific to their sport. The criteria must be written in the team guidebook and approved by the Activities Director. Letters, certificates, pins and bars should be given as follows:

1. Chenille Letter (GB)
   Given to first time letter winners and not repeated with each additional letter earned

2. Award Pins
   Given to first time letter winners in each sport

3. Service Bars
   Given to an athlete for each sport, each year he/she letters in that sport, including the first

4. Certificates
   - Participation Award - given to each athlete who participates, but does not letter in a sport grades 9-12.
   - Letter Award - given to an athlete each time he/she letters in a sport grade 9-12
   - Provisional Letter - given to an athlete who contributed to a program, but failed to meet ALL lettering requirements for that sport. At the discretion of the coach, the athlete may receive a provisional letter. IF the athlete successfully completes the season in that sport the following year, and meets the lettering requirements, the letter becomes retroactive to the previous year.

THREE SPORT AWARD

The 3-Sport Award has become a tradition at Great Bend High School. Initiated over twenty years ago, the purpose of the award is to recognize the commitment and dedication shown by those athletes who participate and letter in all three sport seasons their senior year of high school. This is a multiple award with a plaque given to each individual meeting the criteria.

Criteria for receiving the award include:

1. The athlete must be a senior.

2. The athlete must complete the season in good standing in a fall, winter and spring sport.

3. The athlete must meet the established lettering requirements in each of those 3 sports.

4. The award will list by year all sports the athlete has participated and/or lettered in during his/her freshman through junior years of high school as well as the 3 sports the athlete lettered in his/her senior year.

5. The award will be given at the annual Athletic Awards Ceremony in the spring.

Great Bend High School Uniform Matrix

		2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42
Fall Sports	Cheer			X				X				X				X		
	Dance	X				X				X				X				X
	Football		X		X		X		X		X		X		X		X	
	Women's Golf		X		X		X		X		X		X		X		X	
	Volleyball			X				X				X				X		
	Men's Soccer				X				X				X				X	
	Cross Country	X				X				X				X				X
	Women's Tennis	X		X		X		X		X		X		X		X		X
	Unified Bowling		X				X				X				X			
Winter Sports	Wrestling	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Men's Basketball				X				X				X				X	
	Women's Basketball		X				X				X				X			
	Men's Swimming	X		X		X		X		X		X		X		X		X
	Bowling	X			X	X			X	X			X	X			X	X
Spring Sports	Baseball			X				X				X				X		
	Softball				X				X				X				X	
	Track		X				X				X				X			
	Women's Swimming		X		X		X		X		X		X		X		X	
	Women's Soccer			X				X				X				X		
	Men's Golf	X		X		X		X		X		X		X		X		X
	Men's Tennis		X		X		X		X		X		X		X		X	

** Bags, Practice Gear, Travel Gear, Alternate Uniforms , etc... - use booster club $$

** Bowling - red= bags, black=competition shirts

** Wrestling - (Finals singlets) red=boys singlets, black=girls singlets - establish plan to have participants purchase other singlets they wear annually

** Swim - Parkas - swimsuits purchased annually by participants

Great Bend Middle School Uniform Matrix

		2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42
Fall Sports	Cheer				X				X				X				X	
	Football	X	X			X	X			X	X			X	X			
	Volleyball			X				X				X				X		
	Cross Country	X			X				X				X					X
Winter Sport	Wrestling		X	X			X	X			X	X			X	X		
	Boys Basketball		X				X				X				X			
	Girls Basketball	X				X				X				X				X
	Track	X			X				X				X				X	
	B/G Soccer																	
	B/G Tennis				X				X				X				X	

*** Football Black - 8th Grade jerseys/pants - Red 7th grade jerseys/pants

***Wrestling - Black -7/8 boys -- Red 7/8 Girls

*** Track/CC needs to be addressed next year and then will adjust to a 4 year rotation after starting in 2028-29

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

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