

KEPLEY MIDDLE SCHOOL ACTIVITIES PHILOSOPHY

IT IS THE PHILOSOPHY OF KEPLEY MIDDLE SCHOOL ACTIVITIES TO PROVIDE ALL STUDENT ATHLETES & ACTIVITY PARTICIPANTS WITH A POSITIVE LEARNING EXPERIENCE IN WHICH PARTICIPATION, GROWTH, SPORTSMANSHIP, AND KNOWLEDGE OF THE BASIC FUNDAMENTALS OF THE GAME & ACTIVITY BECOME THE KEYS TO THE SUCCESS OF KEPLEY PROGRAMS.

KEPLEY COACHES INFORMATION

Coaches/Sponsors:

The office staff at Kepley, Administration and Secretaries, welcome you to another exciting year of Kepley Middle School Activities. We are here to help you in any way that we can. We will also need your help during the seasons so that we can help our student athletes & activity participants in their endeavors. To that end, the following guidelines will help coaches and office staff, to better serve Kepley Activities.

1. For those students who are participating in athletics, we must have an up-to-date athletic physical, Risk of Injury, Emergency Medical form and a KSHSAA Concussion and Head Injury Information Release form, on file IN THE OFFICE BEFORE THE STUDENT CAN PARTICIPATE, including any type of practice. The emergency medical cards will be turned in to the AD by the respective coach at the completion of each sport. In the event of an injury, an accident report must be filled out by the coach and filed in the office. If the student sees a doctor and the doctor determines that the student cannot play/practice for a period of time, then that athlete must be cleared by the doctor, in writing, before that athlete will be allowed to participate. **Coaches, when you get a physical form turned in to you, please give it back to the athlete and have that athlete bring it to the office and give it to a secretary or the AD.** If there are some blocks not filled out correctly, or there are signatures missing, the student will not be allowed to participate until we have the completed copy back in the office. We will advise all coaches of any medical abnormality, such as allergies and the need for inhalers during exercise.

2. All head coaches will have a student/parent information letter before practices begin. (It is expected that the coaching staff of each respective sport have an informational meeting with the parents and students as soon as possible in the first week of practice.) As this letter should come from the heart of the coach, the administration will not dictate what you should have in the letter. However, it is recommended that the letter contain the following:

- The coaching staff's expectations **for** the student/athlete
- The coaching staff's expectations **of** the student/athlete
- The coaching staff's practice guidelines
- The coaching staff's policy for practices and the consequences for the missing of practices
- Coaches should also include the appropriate communication chain of command for parents to follow
- Game day dress should also be addressed. We want our students to look sharp and respectful for home or away games.
- Requirements for how an athlete/participant letters should also be in the parent letter.

A copy of the coach's letter will be given to the administration for approval before being given out to the parents. To provide further support for the coaching staff, it is recommended that the athlete and parent sign the letter and the letter kept in the lead coach's files. We need to keep in

mind that middle school students do not drive to school; therefore, it is imperative that we keep a practice time for the benefit of the student and the parents. Middle school practices will begin immediately after school and will end no later than 6:00. Wednesday practice schedules should be adjusted for those students who have church. If school is cancelled due to weather, there will be no practices or activities held. **(All changes to the practice schedule must be cleared through the administration.)**

3. Coaches must document any disciplinary problems and the associated disciplinary actions by the coaching staff. It is requested that a copy of the infraction and the consequence be given to the AD for the AD's file. The pertinent information is important so that the administration can be aware of occurrences in the event that parents call the school with items concerning their student. When parents call, the administration will recommend to the parent that the concern be brought to the attention of the coaching staff. If the problem cannot be rectified then a meeting with the parent, the coach, and the AD will be set up. The coach is in charge of his/her respective team; therefore, it is the administration's view that the guidelines for the activity will be set by the coach and it is expected that all dealings with student-athletes will be fair and equitable.

4. The Kepley office secretary and AD will need a roster at the end of the fourth day of practice for each respective sport. During the week preceding the first competition, a roster with names and numbers must be turned in to the office for publication. These rosters will be sent to other schools and will be used for home programs. All changes to the roster will be given to the AD so that the rosters can be updated before the following activity.

5. The lead coach is responsible for ALL inventories and equipment check-out/check-in. At no time will a student manager be given the responsibility for check-out/check-in of equipment. The student managers, if the coach desires, may help the coaches in the check-out/check-in process by notating names and numbers. After checking out equipment a copy of the equipment checkout notating the athlete's name, the date of checkout, and the equipment/uniform checked out will be turned in to the AD for file. At the end of the season the **coaches** will check in the equipment in accordance with the checkout sheet. It is imperative that the athlete know that if the equipment is not turned in on that date that it will then be turned in at the convenience of the coach, that the athlete will not be allowed to checkout equipment for another sport until the equipment is turned in, and that if the equipment is not turned in one week after the check-in date a bill for the full replacement cost will be sent to the parents. The coach is to notify the parent/guardian of any piece of equipment that is not turned in and the replacement cost of such. **DO NOT HAVE THE ATHLETE TURN IN EQUIPMENT OR UNIFORMS IN THE OFFICE.** The office personnel do not have the time to take and inventory the equipment nor does the office have the checkout document. After the check in is complete the coaches will inventory the full equipment/uniforms in stock and turn in the inventory to the AD. It is important that the coaches let the AD know of equipment that will need to be purchased for replacement of equipment that is no longer serviceable. This needs to be done no later than 2 weeks following final day of competition for the respective season.

6. The attendance secretary will need a hard copy of the athletes that are going to be out of the building for an activity. Please have those names to the secretary **the morning before the activity**. Coaches, please let the office know of students who have missed the bus for activities in which the bus leaves before school is in session so that attendance can be notated accurately.

7. Transportation requests will be done by the lead coach for all activities and given to the AD who will turn into central office. The district oftentimes has numerous activities going on at the same time; therefore, it is important that an accurate number of students/sponsors be turned in to the office for the scheduling of buses and suburbans. **Coaches will not have the bus stopped for any reason while traveling to or from an activity. The bus driver is responsible for the bus and occupants and will determine if a stop is warranted for emergency conditions. The only exception will be those trips that are 3 hours or longer.**

8. **Student athlete meals will be provided on trips of more than 70 miles. The meal will be limited to \$5.00 or a district food service meal.** No meals will be provided when travel is less than 70 miles from home. **Meals will not be provided for Track competitions.** Exception may be necessary when considering length of time students are gone for competition. All other meals are at the coaches'/AD's discretion. When you eat out of town, please bring back a receipt for meals, and leave it in the AD's office. If athletes are given cash, be sure to complete and turn in the sign-off sheet. Meal receipts or student sign-off sheets should be turned in the **NEXT DAY**. Be sure to check on meal arrangements in ADVANCE! Remember that the \$5 is not intended to cover all expenses. Extra trash cans will be provided on the busses for students to dispose of trash. Any problems with trash on the bus will terminate the privilege of eating food on the bus. Students may purchase items at the host school's concession stand with their own personal funds.

If a coach takes it upon himself/herself to buy athletes meals/snacks beyond the given amount for meals, then the coach will take full responsibility for the payment of such.

9. The coaching staff must be aware of their athletes' behavior at all practices and games. **When the athletes are not suited up for a game they must be seated in the stands, as a team, and not running around the building.** At practices, the athletes must be in close proximity to the coaches for instruction. When traveling on the bus, the district's bus policy will be in effect to and from the activity. Any messes on the bus will be cleaned up by the party/parties involved before they exit the bus upon returning home. Disruptive behavior can cause the student to lose bus privileges.

10. The athlete must ride the district provided transportation to the activity unless there are extenuating circumstances and the travel has been approved by the administration, such as a doctor's appointment in the town in which the activity will be held. It is recommended that all athletes ride the bus home from an activity. However, if a parent wants to take his/her athlete home they may do so by signing out with the coach at the activity. A student cannot ride home

with another parent unless the student's parent has made arrangements in the office **24 hours** in advance of the contest. If a student rides home with his/her parent, the student assumes full responsibility for his/her equipment/uniform.

11. Kepley administration stresses the point that academics are first and foremost. Students must be made aware that the eligibility list runs from Monday to Monday. Therefore, if there happens to be a contest on Saturday the student would not be able to participate if that student is ineligible or not in "good standing" which means all assigned work must be completed and turned in and the student's behavior must also reflect the buildings expectation for Student Conduct. It is the responsibility of the student to have the class work completed and handed in before leaving for the contest. The AD will notify those coaches who are not physically in Kepley Middle School of the status of their respective athletes.

12. **ABSENCES:** The student will not be allowed to participate in an activity if that respective student has missed school the day before an activity due to illness, if the student is ill the day of an activity, or if a parent calls the office excusing the student due to illness the day after an activity. If a student misses school the day after an activity due to called in illness, or does not attend school the day after an activity, other than for previously scheduled appointments, that student will not be allowed to participate in the next activity unless the student has a doctor's note. If a student comes to school ill, the school nurse will be called and if the school nurse deems the student is ill, that student will not be allowed to attend the activity and the parent will be called to pick up the student to ensure the safety and welfare of the student.

Students will be allowed to participate if the student has a previously scheduled doctor's appointment, a previously scheduled family appointment, or for a previously scheduled appointment for PT. Haircut appointments, shopping, or other items of this nature will not excuse the student to participate in that day's activity. **LIKewise**, students tardy to school, unexcused (i.e. over sleeping) or class ten minutes or more will be considered absent for that class and will not be allowed to participate in that day's activity. Continued tardiness may result in a more serious consequence.

13. **In accordance with the Kepley Student/Staff Handbook**, detentions will take precedence over practices and games. It is the responsibility of the student to make up the detention on the day assigned by the teacher unless arrangements have been made with the teacher. The teacher will give the athlete a note to turn into the coach explaining the athlete's absence, only if the athlete requests one from the teacher. **If the student stays with the teacher after school to get help and no discipline is involved, then the student will be excused from the missing of the practice.**

14. Each sport will have sports pictures taken during the season. The forms will be given to the coaches to give to their respective teams. The monies for the pictures are to be turned in to the representative taking the pictures, not to the office secretaries. Please let your athletes know that they need to have the money on the day of the pictures.

15. Coaches **cannot** dispense any medication other than for those athletes who have a schedule of medication and must take the medicine at a certain time. The athlete is responsible for letting the coach know about the medication and giving the medication to the coach for caretaking. Students who must have an inhaler must have their names on the inhaler before placing the inhaler in the med kit. **Under no circumstances will a student be allowed to use another student's inhaler.** No other student medications will be allowed in the med kit. Aspirin, Tylenol, Ibuprofen, and any other type of medicine may be given to the student only by the student's parent. Parental permission cannot be given to the head coach to dispense medicine to an athlete.

16. Medical kits will be issued to the head coaches of each sport. It is the coach's responsibility to let the AD know what items are needed in the med kit. The med kit will be turned in to the AD at the end of each season of sport.

17. **At least one coach per sport will be certified in CPR/First Aid.** Please check your cards, if you have them. The Kepley AD will provide training to the coaches for those not current.

18. Student managers will be selected by the lead coaches from those applications received by the AD. Student managers will be the responsibility of the lead coach.

19. Kepley student athletes can fare well in their endeavors without the addition of enhancing supplements such as creatine. Kepley administration will not tolerate the promotion of such by Kepley coaches. Coaches need to be cognizant of their athletes during practices and games to ensure that their athletes are not performing under physical stress. Hydration is very important during the fall sports season due to the temperature and humidity. Coaches are to be aware of the humidity to ensure that the practices are not too rigorous during times of high humidity/temperature. **FOOTBALL:** The team must have fourteen days of practice **BEFORE** the first day of competition. Each athlete must have a minimum of 9 days of practice before the first day of competition. A Saturday practice may be held to meet the practice days. **Cross-Country:** The team must have at least 14 days of training before the first competition. There is no requirement set by KSHSAA for each individual runner, but it is assumed that the coaches will take into consideration the condition of the athlete and the number of practices before allowing the athlete to compete. **(2 practices a day counts as only 1 day towards the 14)**

20. Kepley Middle School student/athletes that are injured may travel with their respective teams on trips that are less than 70 miles as long as the student/athlete meets the following requirements:

- 1.) the injured student/athlete must be eligible
- 2.) the injured student/athlete must be in "good standing" as far as behavior and expectations of KMS
- 3.) the injured student/athlete must get prior approval from their teachers of the classes they will miss for the activity

- 4.) the injured student/athlete will be expected to accompany the team before, during and after the activity.

Injured student/athletes will NOT travel on trips of 70+ miles.

21. Kepley Middle School coaches must be familiar with the NFHS rules of their respective sport; the KSHSAA Handbook; Great West Activities Conference; and the Kepley Coaches Handbook. All coaches must complete “Concussion in Sports” and “Heat Illness Prevention” provided by NFHS prior to their first day of practice. The rules that apply to our league are based upon those rules found in the previous mentioned publications. In accordance, Kepley Middle School has a **NO TOLERANCE** stance on the use and/or possession of drugs, alcohol, and tobacco on any USD 214 property or at any USD 214 activity. Coaches are to be aware of the policy in the Kepley Teacher’s Handbook, and the USD 214 Policy For Drug Free Schools found in the General Board Policies of the Board of Education Policy Handbook. In accordance with the above-mentioned handbooks and Ulysses High School, Kepley Middle School also adheres to a minimum conduct requirement as outlined below:

MINIMUM CONDUCT REQUIREMENTS FOR KEPLEY MIDDLE SCHOOL ATHLETES

1. A student/athlete of KMS while a member of an athletic/academic team shall not, at any place (on or off school grounds) or at any time (whether at school, a school sanctioned event or any other time) (24 hours per day) use, sell, distribute, or possess:

- A. Beer, cereal malt beverage, or alcohol
- B. Illegal drugs, as defined by the Kansas Criminal Statutes.

This prohibition shall commence with the first official practice date (KSHSAA) for each sport and shall terminate after the last event of the season.

Upon confirmation and/or admission of a violation, the procedure (consequences) will be:

A. STEP ONE

The student/participant, whether an athlete or a non- athlete, will be suspended from extracurricular activities or competition in that athletic program for two weeks and a minimum of two athletic contests or extracurricular activities. The specific coach’s individual team policy may supersede the requirements of this policy based on prior behavior.

B. STEP TWO

A second violation will result in the student/participant being dismissed from the athletic team in which he/she is currently participating.

C. STEP THREE

A third violation within any two consecutive calendar years, and the student/participant will be barred from participation in any athletic activity or extracurricular activity the remainder of the current school year.

2. A student/athlete of KMS while a member of an athletic/academic team shall not, at any place (on or off school grounds) or any time (whether at school, a school sanctioned event or any other time) (24 hours per day) use, sell, distribute, or possess:

Tobacco in any form: Consequences will be as follows:

- 1) **Step 1 – 1 week suspension. Minimum of 1 athletic/academic contest.**
- 2) **Step 2 – 2 week suspension. Minimum of 2 athletic/academic contests.**
- 3) **Step 3 – Prohibited from participating in any further athletic/academic**

contests for the remainder of the school year.

Coaches, this policy also pertains to YOU and the use of such items including smokeless tobacco/chew. The result of the use can be immediate dismissal from the coaching of that sport.

21. Coaches will be mindful of their conduct both on and off the field. Remember that you are the role models for our young athletes. All coaches should adhere to a strict set of ethics that promotes positive, productive growth for our student athletes. **A middle school frame of mind is important when coaching adolescents; this is not high school.** If a coach is removed from a game by an official on the court or by administration, per KSHSAA policy, said coach will be required to take an online NFHS class regarding sportsmanship before returning to **any** coaching duties. This will be at the coach's own personal expense (\$25). Any coach removed a second time during a season may immediately be dismissed from his/her coaching position. Dismissal will be at administration's discretion.

Students may bring cell-phones, iPods, CD players, etc., to an activity with the understanding that the student assumes all responsibility for the item in case of damage or theft. USD 214 will not accept any responsibility for the students' items. The student must use earphones if audio items are used on the bus.

22. Coaches will be evaluated using the Coach's Evaluation as follows:

Kepley Middle School Coaching Evaluation

Sport: _____ Date: _____

Name: _____

- Scale:
1. Effective/Satisfactory
 2. Needs Improvement/More Training
 3. Unsatisfactory/Refer to Comment
 4. Not Applicable

Professional Qualifications

- _____ 1. Cooperates with athletic director and/or head coach.
- _____ 2. Understands and follows the policies and rules established by the board of education and KSHSAA.
- _____ 3. Develops a rapport with the entire coaching staff.
- _____ 4. Attends athletic department meetings, awards programs, etc.
- _____ 5. Maintains a professional and dignified sideline conduct, especially toward officials, athletes, and opponents.
- _____ 6. Works cooperatively with other assistant coaches.
- _____ 7. Certified in CPR and first-aid procedures.
- _____ 8. Is prompt to meetings, practices, and competitions.
- _____ 9. Uses appropriate language, behavior, and manners with athletes and parents.
- _____ 10. Completes necessary paperwork effectively and promptly.
- _____ 11. Parent meeting held at start of season. Communication with parents done frequently and in a positive manner.
- _____ 12. Enforces rules and policies of district, building, and team (as dictated by head coach).
- _____ 13. Inventory completed no later than 2 weeks after the final day of competition.

Coaching Skills

- _____ 1. Communicates effectively the rules of the sport.
- _____ 2. Provides proper supervision of athletes at practice, in locker room, on the bus, and after a competition (in stands, concession stands, etc.).
- _____ 3. Displays a competent knowledge of the sport.
- _____ 4. Maintains discipline with athletes.
- _____ 5. Accepts the philosophy, policies, and techniques taught by the head coach
(ASSISTANT COACHES ONLY)

Personal Characteristics

- _____ 1. Remains fair, understanding, and tolerant with athletes and self.
- _____ 2. Displays a well-groomed appearance.
- _____ 3. Shows a sincere interest in all athletes.
- _____ 4. Provides honest, positive, and confident leadership.
- _____ 5. Is cooperative and receptive to suggestions from the athletic director and/or head coach.

Comments:

(Coach's signature)

(Date)

(Athletic Director's Signature)

(Date)

(Principal's Signature)

(Date)

Coaches, this handbook is to be a guide and to help you with your task of coaching young, impressionable, student/athletes. In no way can this handbook be considered to be inclusive for every situation that may arise. If you are in doubt, please ask. Kepley administration is only a phone call away. Coaches, if there are any questions/concerns, please contact the Kepley Middle School office during working hours at **356-3025**. After working hours please contact me at **620-353-4922**.

Our student athletes' success in the classroom and in the athletic/academic venue is due to the commitment of the teachers/coaches of Kepley students. We thank you for your desire, for your enthusiasm, and your dedication to our students.

Have a great year!
Ms. Stacey Gee
Kepley Activities Director