COACHES' HANDBOOK

ELLIS JR/SR HIGH SCHOOL
2026-27

Ellis Jr/Sr High School
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INTRODUCTION

This handbook was prepared in an effort to establish guidelines to help those who are connected with the administration of any phase of the athletics program at Ellis Jr/Sr High School - USD #388. The presented information is designed for the entire coaching staff. Every coach on our staff must be approved for employment by the USD #388 Board of Education. The guidelines on the following pages are meant to enable all staff members to function with increased confidence and effectiveness.

The head coach of an athletic team is primarily responsible for the compliance of his/her squad members with the rules, regulations, and policies governing his/her assigned activity. Compliance is enhanced when participants are informed of and understand the policies. All coaches are directly responsible to the Athletic Director for the application of these rules and regulations. The Athletic Director will administer these rules and regulations as they relate to the inter-squad and inter-coach relationships.

PURPOSE

The purpose of the Ellis Jr/Sr High School athletic program is to promote, direct, and conduct interscholastic activities in such a manner as to further the aims of general education by providing a setting for cooperative learning. These programs…

- Develop teamwork skills, leadership, self-esteem, and citizenship
- Foster academic, physical, emotional, and social growth
- Promote positive relationships and enhance the concept of good sportsmanship
- Encourage participation and challenge students to take risks through adversity and successes
- Teach and model character

PHILOSOPHY

Interscholastic athletic programs should be regarded as an integral part of the total educational process and should be conducted so that they are worthy of such regard. Involvement in athletics provides our students with opportunities to develop leadership skills and learn the ideals of fair play and ethical behavior, which are necessary for competition and cooperation in our society. They also provide our students with unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, school, and team.

Ellis Jr/Sr High School encourages all students to participate in interscholastic athletics by offering a well-rounded program of athletics for both young men and women. Athletics that are regulated to meet educational objectives can provide a major contribution to the physical and moral development of students. That being stated, interscholastic athletics are voluntary programs. Students are not obligated to participate, and participation is not required for graduation. Thus, participation and competition in school athletics are privileges, not rights. Accompanying these privileges is the responsibility to conform to standards established for the school athletics program. These privileges may be revoked if the participant fails or refuses to comply with the rules.

EMPLOYMENT

PRIORITY – In accordance with Kansas State High School Activities Association (KSHSAA) guidelines, it is the belief of USD #388 that athletics are an extension of the classroom. Thus, insofar as possible, the administration and the Board of Education will use personnel certified and licensed by the Kansas State Board of Education to coach. When certified/licensed personnel are willing, available, and qualified to serve as a coach, the administration and the Board of Education will seek to give those individuals the opportunity to fill supplemental positions. However, there may be situations in which certified and qualified faculty members are not available or are not the best available individual to coach the activity. If certified/licensed personnel are unavailable for a coaching position, KSHSAA rules allow for a Rule 10 Coaches' Aide to be employed for the position. The administration will make recommendations for assignments based on coaching qualifications to the Board of Education through the application, screening, and interview process.

CERTIFICATIONS/TRAININGS – To qualify for a coaching or coaches aide position, applicants will have to complete the following…

- First aid and CPR/AED certification/training
- All annual NFHS coursework/training
- All annual KSHSAA coursework/training
    - Rule 10 Unsupervised Coaches' Aide (to be completed before 2nd year - Rule 10 only)

*USD 388 will cover the cost of these required courses/trainings.

CONTRACT/TERMS OF EMPLOYMENT – All coaching assignments shall be for one school year (date of hire through June 30) and are subject to early termination or resignation. A supplemental contract shall be executed in accordance with the adopted salary schedule.

EVALUATIONS – All head and assistant coaches will be evaluated in writing by the AD after the conclusion of their first and second years in their respective positions. Coaches will then be evaluated every other year unless otherwise stated. The AD will survey the coaching staff to gain additional perspectives regarding any strengths and/or weaknesses within the programs.

It is the responsibility of the AD to recommend to the Superintendent whether to renew or not to renew a supplemental contract for the following school year. Subject to the requirements by law, the Board of Education has the final authority for employing or discontinuing employment of coaching personnel. Supplemental adjustments may be made in situations involving late certified teaching hires.

NON-DISCRIMINATION POLICY – It is the policy of the district to provide equal opportunities for employment, retention, and advancement of all people regardless of race, color, creed, national origin, political affiliation, or gender.

JOB DESCRIPTIONS

HEAD COACH – The Head Coach reports directly to the AD. The Head Coach shall be delegated the authority and responsibility for the supervision and leadership of their designated sport. Essential duties and responsibilities for these positions include, but are not limited to…

- Complete all required trainings, courses, exams, etc.
- Schedule student interest and parent meetings with the AD
- Encourage student participation
- Furnish team lists and rosters to the AD
- Work with the AD on travel requests for the team
- Schedule individual/team photos (contact April Reed - EHS Journalism Sponsor – areed@usd388.com)
- Organize and supervise practice sessions
- Ensure facilities are set up for home contests
- Provide game/event results promptly via district communication channels
- Complete and submit injury reports in a prompt manner
- Operate within the rules and guidelines of the KSHSAA, MCL/MCEL, and USD 388
- Attend required events, including, but not limited to: meetings, pep rallies, in-services, etc.
- Delegate responsibility to assistant(s)
- Supervise student manager(s)
- Communicate through acceptable forms of communication
- Manage accurate statistical information at the varsity level (HS only)
- Promote positive relationships
- Model sportsmanship and character befitting of a role model
- Teach skills, knowledge, and attitude appropriate for the activity
- Recommend and request equipment purchases through the AD
- Work with the AD on schedule development
- Recommend students for awards/honors (HS only)
- Organize and secure the storage of equipment
- Maintain accurate inventories, a system of assigning equipment, and checking equipment in
- Provide an end-of-season report that shall include season records, awards, and honors
- Attend camps, clinics, workshops, conferences, etc. to grow professionally
- Use the Head Coach Administrative Checklist as a guide to ensure responsibilities are handled
- Perform other duties as assigned by the AD

ASSISTANT COACH – The Assistant Coach reports directly to the program's head coach. The Assistant Coach shall be delegated the authority and responsibility for the supervision and instruction of their designated activity. Essential duties and responsibilities for these positions include, but are not limited to…

- Be present for all practice sessions, competition events, and meetings
- Complete all required trainings, courses, etc.
- Perform duties assigned by the head coach
- Offer input to the head coach on matters pertaining to students and the team
- Attend camps, clinics, workshops, conferences, etc. to grow professionally
- Attend required events, including, but not limited to: meetings, pep rallies, in-services, etc.
- Perform other duties as assigned by the head coach or AD

HEAD COACH ADMINISTRATIVE CHECKLIST

PRE-SEASON (Complete and submit before the first practice.)

_____ Schedule a student interest meeting
_____ Submit a preliminary roster to the AD
_____ Direct students to the AD to register forms (physical, head injury release, etc.)
_____ Submit a yearly practice schedule that includes any vacation dates or those when school is not in session
_____ Schedule a parent meeting to include, but not limited to, coaching philosophy, team rules and expectations, season goals, season practice schedules, times, and locations.
_____ Complete all required NFHS and KSHSAA courses, trainings, meetings, and tests
_____ Submit goal statements to the AD
_____ Check facilities and equipment to make sure everything is in working order

START OF SEASON

_____ Ensure all program enrollment forms and required documents have been submitted to the AD
_____ Confirm eligibility of all students on your team with the AD
_____ Submit final rosters with numbers to the AD
_____ Monitor students' academic progress
_____ Schedule a date to have team/individual pictures taken with Mrs. Reed and the EHS Journalism Team
_____ Review Emergency Action Procedures (EAP) with the AD

GAME DAYS

_____ For contests that do not involve the entire team, send an email listing those that will be in attendance by 8:00 am the morning of the event. This message should go to the AD and/or secretary.
_____ Ensure students are dismissed at the indicated leave time
_____ Ensure the facility is set up for contests
_____ Ensure locker rooms, sidelines, benches, and vehicles are cleaned and secured

POST-SEASON (Complete and submit all items to the AD before scheduling an end-of-season meeting.)

_____ Collect, inventory, and securely store all equipment and uniforms
_____ Create a list of equipment needs for the following year
_____ Submit an end-of-season report to the secretary
_____ Turn in all award/letter winners to the AD
_____ Review the scheduled games for the following year
_____ Complete survey of all assistant coaches' strengths and weaknesses and return to the AD
_____ Complete All-League nominations and attend the meeting when applicable
_____ Schedule a post-season meeting and/or evaluation with the AD

DUTIES RELATED TO NEGLIGENCE LITIGATION

Several obligations or duties have been identified as absolute requirements for coaches and athletic program administrators. These standards have the weight of moral obligation for coaches and athletic administrators and have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.

1. DUTY TO PLAN – This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity, and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be rigorously implemented unless dangerous conditions prevent implementation. Plans should become policy documents and updated regularly by administrators, coaches, and experts in specific areas (e.g., equipment, emergency response, etc.). *Negligence can be alleged when an injury loss results from no planning, inadequate planning, or when plans are developed but ignored.*

2. DUTY TO SUPERVISE – A coach must be: physically present; provide supervision and control of impulsive behavior; competent in instruction; able to structure practices that are appropriate for the age and maturity of players; and able to prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletic administrators who are expected to supervise coaching staff members competently. In addition, athletic administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safety, usage, maintenance, and upkeep of equipment and facilities.

3. DUTY TO ASSESS ATHLETES' READINESS FOR PRACTICE AND COMPETITION – Athletic administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without the written permission of the physician. A new area of concern that may grow from the duty is the difficulty of assessing the readiness of handicapped children who are referred for practice and competition under the Americans with Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.

4. DUTY TO MAINTAIN SAFE PLAYING CONDITIONS – Coaches are considered *trained professionals* who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. Courts have held athletic supervisors responsible for improving unsafe environments, repairing or removing defective equipment, or disallowing access to unsafe equipment or environments. T*he* use of *sport-specific equipment safety checklists* can be helpful in enhancing the safety of participants. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration, and lighting.

5. DUTY TO PROVIDE PROPER EQUIPMENT – Coaches and athletic administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes, and that is clean, durable, and safe. Fitting should be carried out in accordance with the manufacturer's specifications. This is especially important for protective equipment, which must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and must be checked for proper fit and wear. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. The selection of equipment must also consider the age and maturity of the athletes.

6. DUTY TO INSTRUCT PROPERLY – Athletic practice must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the development level of the athlete and that lead to an enhanced progression of player knowledge, skill, and capability. In this regard, instruction must move from simple to complex and known to unknown. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques and must include warnings about unsafe techniques and prohibited practices.

7. DUTY TO MATCH ATHLETES – Athletes should be matched with consideration for maturity, skill, age, size, and speed. To the degree possible, mismatches should be avoided in all categories.

8. DUTY TO CONDITION PROPERLY – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health.

9. DUTY TO WARN – Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death. This warning should be issued in writing, and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of safety instruction and warnings to players and parents are recommended.

10. DUTY TO ENSURE ATHLETES ARE COVERED BY INJURY INSURANCE – Athletic administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance. Deductible and co-payment requirements should be clearly explained to parents and athletes. Certain schools may need to publish this information in several languages. Comprehension should be required of parents and athletes.

11. DUTY TO PROVIDE EMERGENCY CARE – Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries, especially those that are potentially life-threatening.

12. DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN – Athletic administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to ensure access to a telephone, a stocked first aid kit, a spine board, and other emergency response equipment. The plan should also account for a timely call to EMS and expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors, and remote hallways.

13. DUTY TO PROVIDE PROPER TRANSPORTATION – In general, bonded, commercial carriers should be used for out-of-town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out-of-town competition, scrimmage, or practice.

14. DUTY TO SELECT, TRAIN, AND SUPERVISE COACHES – Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

HEALTH RISK & INJURY

An inherent risk of injury exists and must be acknowledged by students and parents/guardians with interscholastic athletic events, regardless of the amount of precautions taken.

USD 388 employs the part-time services of athletic training personnel via Hays Med. One of these trainers, when present, will have the responsibility of administering to all injured students and making the proper recommendations. In the event a trainer is not present, the coach in charge of the program is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical professional. Coaches should never attempt to diagnose or treat an injury. Coaches should notify the parents of the injured student promptly or in a timely manner that is appropriate, given the severity of the injury.

Injury reports will be completed by a coach following all injuries or accidents that involve any student under their supervision during a practice, contest, or while traveling with the team. Reports must be completed online using the following link: ***https://forms.office.com/r/LJUpztLFPD*** within 24 hours of the occurrence of the injury or no later than 8:00 am on Monday if the injury happened to occur over the weekend. Coaches are encouraged to follow up on all injuries by attempting to contact the student and or parents/guardians.

SUBSTANCE ABUSE POLICY

This policy refers to the possession or use of alcohol, tobacco, illegal drugs, and other controlled substances.

Students involved in school-sponsored athletic programs are subject to the substance abuse policy. The policy applies to students 24 hours per day, 365 days per year, on or off school grounds. The policy may not cover every possible scenario, as some interpretation will be left to the coach and administration.

The use and/or possession or promotion of any alcohol, tobacco product, or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school-owned or operated property. Violations are to be substantiated by law enforcement, faculty/staff members, school administration, social-networking sites, or other sources deemed credible by school personnel.

It is a violation of this policy to be under the influence of, in possession of, using, distributing, selling, or attempting to sell any illegal substances or devices listed above. Violations are subject to disciplinary action and/or legal action as determined by the administration. It is not a violation for a student to possess a drug specifically prescribed for said student's own use by his or her own doctor.

Students who are concerned about their substance abuse and voluntarily notify faculty or staff will not be subject to disciplinary action. Confidentiality will be observed while seeking and finding support for such a student. Self-disclosure may be utilized once to avoid disciplinary action and must be made prior to determining that they have violated this policy.

CONSEQUENCES OF FIRST OFFENSE - During this period of ineligibility, a student may practice and participate in team activities/meetings. The student may attend competitions at the coach's discretion, but will not be permitted to be in uniform.

Baseball – 3 games	Basketball – 2 games	Cross Country – 1 meet
Football – 1 game	Golf – 1 event	Softball – 3 games
Track & Field – 1 meet	Volleyball – 4 matches	Wrestling – 1 event

SECOND OFFENSE - The student will be ineligible to participate in athletics for the remainder of the school year.

SPORTSMANSHIP

Sportsmanship is a primary goal of Ellis Jr/Sr High School. Good sportsmanship does not happen accidentally. It takes hard work, a great deal of courage, and dedication to stand up and tell people when they are wrong or to take the extra time to make sure things happen right. Good sportsmanship is expected at all contests, and is also expected at the times leading up to and following contests. Respect for opposing competitors, teams, fans, and the officials is a must, as is the expectation for all coaches and students to behave in a manner that is not detrimental to the reputation of the team or school in any way. Per KSHSAA policy, any coach, student, or spectator who is ejected from a contest must complete the NFHS Sportsmanship course before they are eligible to coach, play, or attend a future contest.

COMMUNICATION

The coach-student relationship may present a variety of difficulties at times. In order to be proactive, coaches should send information home with students and/or send information to parents/guardians regarding preferred communication methods and expectations. Coaches should cover schedules, team rules, and any other pertinent expectations to remain transparent. Proper communication can assist with the positive resolution of issues that may arise from matters pertaining to the program.

Coaches need to communicate concerns that arise during the season with the AD promptly. Examples include: injuries, safety concerns, parental concerns, student discipline incidents, bullying/harassment incidents, and any other unusual contest/practice situations that have occurred. Written communication is preferred to help with documentation.

ELIGIBILITY

The eligibility requirements encompass policies set by Ellis Jr/Sr High School as well as those set by the KSHSAA. The following requirements must be met for a student to be eligible to participate in athletics at EHS/EJH.

- EJH/EHS: One or fewer grades can be an F or an I. A combination of 2 or more grades of an F or an I makes said student ineligible for the week. These reports are run each Monday and are effective from the date run through Sunday. A buffer period is set at the beginning of each semester. The eligibility report will first run on the Monday following the second full week of classes.
- KSHSAA: A minimum of 5 subjects must have been passed in the previous semester, with said student enrolled in a minimum of 5 new subjects. Failure to meet these requirements makes a student ineligible for the semester.

Other factors that may determine a student's eligibility…

- Transfer without a bona fide move: High School is 1 year; Junior High is 18 weeks
- Awards: Any gift or collection of gifts surpassing $50 for an activity. No cash is acceptable.
- Amateur Status: Students cannot compete and earn money or prizes
- Outside Competition: Students cannot compete in an outside competition during the season of sport.
- NIL: Cannot be done on school grounds, in school facilities, or while wearing school gear.

SIXTH-GRADE PARTICIPATION – USD 388 allows for sixth-grade students to participate in the following EJH programs, provided they meet all of the eligibility and student requirements.

- Volleyball
- Cross Country
- Basketball
- Track & Field

DUAL SPORTING – USD 388 does not allow dual-sporting opportunities for students at EHS/EJH.

PRACTICE POLICIES

***STUDENT REQUIREMENTS* -** Students must have completed the following forms and have them on file with the school before they are eligible to practice or participate: eligibility, physical examination, head injury release, inherent risk of injury acknowledgment, and emergency medical information.

A student absent from school may not practice or participate in contests on that day unless: he/she returns to school by 12:00 pm, an acceptable parent/guardian or doctor's note is submitted to the school administration, or permission is granted by the Principal.

***PRACTICE SCHEDULES* –** Coaches should be the first to arrive and the last to leave. At no time are students to practice or work out if they are unsupervised.

- Practice sessions must not exceed two and a half hours in length.
- Wednesday practices must be concluded by 6:00 pm.
- Sunday practices will only be permitted with administrative approval.
- All vacation practices should be presented to the AD before the season. Vacation practices are those practices that occur when school is not in session. While vacation practices are often necessary and may be encouraged, participation is not mandatory, meaning no disciplinary action shall be taken against any student who is unable to attend.
- In the event there is no school or a scheduled early dismissal of school, practices may be held during that time, provided the coaches are available, and no in-service exists.

***WEATHER-RELATED MODIFICATIONS AND CANCELLATIONS* –** The KSHSAA 'Environmental Safety' section shares guidelines and policy for heat index and lightning: ***https://www.kshsaa.org/react/HealthAndSafety/Main*.**

- On days with extreme heat or humidity, the AD will notify affected coaches of any modifications or cancellations that need to be made.
- If lightning is seen or an app or device detects a strike within a 10-mile radius, practice or play will be suspended immediately for 30 minutes.
- Emergency weather conditions may result in an early dismissal from school or school closing. Teams may practice during this period only with permission from the administration. Decisions on whether or not to continue with scheduled contests will be determined by the administration.

PRACTICE START DATES

- August 17, 2026 – HS/JH Cross Country, HS/JH Football, and HS/JH Volleyball
- October 19, 2026 – JH Basketball
- November 16, 2026 – HS Basketball and HS Wrestling
- January 4, 2027 – JH Wrestling
- March 1, 2027 – Baseball, Golf, Softball, and HS/JH Track & Field

MORATORIUMS – These time periods are predetermined each year by the Kansas State High School Activities Association (KSHSAA). Students are not allowed to use school facilities or school-owned equipment during these time periods. Coaches are also not allowed to have contact with the students for any meetings, practices, training sessions, etc. The following are the moratorium dates for the 2026-27 school year…

- Summer Moratorium: June 29 - July 5, 2026
- Fall Buffer Week: November 9-15, 2026
- Winter Moratorium: December 23-27, 2026

OPEN FACILITIES – These will be allowed and scheduled so that they do not interfere with other school athletics. Open times can be designated on weekends only during the calendar school year and must be approved by the administration. Coaches are not allowed to be present at open facility events during the school year per KSHSAA policy.

TRANSPORTATION & TRAVEL

TRANSPORTATION REQUESTS - All transportation requests should be communicated to the AD, who will submit the formal requests to the Transportation Director. All requests must be submitted at least 5 days in advance when applicable.

SUBURBAN/CAR TRIPS - Please help provide safe transportation for you and your group by doing the following:

1. All drivers are responsible for following all traffic safety laws and regulations. Remember that students learn by example.
2. All drivers will need to check in and out of the bus barn to get keys.
3. Ensure all passengers use the seat belts provided and that there is a seat belt for everyone in the vehicle.
4. Only USD 388 employees are authorized to drive vehicles licensed to USD 388 with prior approval from the district insurance and the district office. Students are not allowed to drive district vehicles unless it is in conjunction with their training for Driver Education. The sponsor who checks out the vehicle is responsible for that vehicle until it is returned to the bus barn.
5. All students must ride in school-provided transportation to and from all contests. Students may be released to their parent/guardian after a contest upon approval from the coach and a signature from the parent/guardian releasing the school of the responsibility to transport the student on the designated form. Coaches should meet the parent/guardian and ensure that only their child(ren) is leaving with them. Students may not drive to a USD 388 school-sponsored event outside the city limits of Ellis without administrative approval for special circumstances.
6. Buses are reserved for teams/programs that have 15 or more participants/competitors. For teams/programs with fewer than 15 students, be prepared to use school-owned vehicles to travel to and from events if necessary. Coaches should contact the AD to arrange preferred transportation. Please note that while the preferred transportation method will be assigned when feasible, administration will work with the transportation director to finalize all assigned travel. When driving a school vehicle, the coach is responsible for completing the travel form found in the vehicle. If the vehicle needs to be fueled, the fuel card located in the vehicle's console must be used. Fuel receipts must be signed and attached to the travel form.
7. There is to be no smoking in any district vehicle.
8. If a trip is planned for early in the morning, after hours, or on the weekend, you will need to contact the transportation director to obtain a garage door opener to access the vehicle.
9. The board clerk needs to have a copy of a valid Kansas Driver's License on file before you check out a vehicle if you are driving. This must be done 5 days in advance. Anyone who drives a school vehicle must be added to the district insurance. A master list will be created and shared with the transportation director.
10. Please make sure all personal items and trash are removed from the vehicle before it is returned.
11. If the vehicle is involved in an accident while it is checked out to you, please report it as soon as possible. Insurance information and accident reporting information are available in each vehicle. An email to the superintendent and transportation director outlining the incident will need to be reported within 24 hours of returning the vehicle.
12. The vehicles provided by the school district for your use on trips are maintained regularly. If everyone makes the effort to drive each vehicle carefully and clean up after themselves, these vehicles will continue to project a good image for our district for a long time.
13. The clipboard in the vehicle must be filled out. Gas receipts must be left on the clipboard. Failure to provide a receipt with a district credit card could result in a personal cost.

BUS TRIPS - Please help provide safe transportation for you and your group by doing the following:

1. Review the rules for safe bus transportation with your group before you leave.
2. Be the example and follow the rules yourself.
3. Address any discipline problems as they arise. If you would like the driver to alert you to problems in the passenger area, or if you need to stop the bus to address a situation, just let the driver know, and he/she will be glad to help.
4. Set up the locations that you would like to use as rest stops before you leave the school.
5. If excessive trash is left on the bus, eating and driving privileges will be revoked.
6. All items carried on the bus must fit in or under the seat and can be no taller than the average person. Larger items must be placed in the storage compartment. All aisles and doorways are always to be kept clear. Clothing cannot hang in the windows.
7. No one can be in the driver area or step well at any time when the bus is moving.
8. Make sure you fill out your requests completely. We must have the complete address of the destination, not just the name of the school or the town where it is located. Make sure you note your pick-up location.
9. Position yourself and other adult supervisors in appropriate positions throughout the bus to monitor student behavior.

SUMMER TRANSPORTATION – Coaches are to designate the contest or practice site for summer activities as the meeting site. Summer activities are not school-sponsored activities. USD 388 transportation for summer camps will be considered on a case-by-case basis. Transportation requests must be turned in before June 1.

TRANSPORTATION WAIVER FORM

Ellis Jr/Sr High School

I acknowledge that by signing this form, I am releasing USD 388 of its responsibility to transport my child(ren) indicated on this form to Ellis from an activity event.

_____ _____ _____

Activity ***Date*** ***Coach***

STUDENT'S NAME	PARENT/GUARDIAN SIGNATURE

FINANCES

TEAM ACCOUNTS – Accounts held by teams are to run through the EJH/EHS office. Although money is raised and deposited for the teams, coaches do not have the sole authority to withdraw, spend, or disperse these funds. Administrative approval must be granted before any action occurs on any team account.

FUNDRAISING – For items beyond the budgeted allowance, teams may seek opportunities to raise funds for said items. All fundraising should be cleared with the administration. Monies should be deposited and fees paid directly to the EHS/EJH office. Coaches should never handle money.

TEAM APPAREL – The coach is responsible for overseeing the artwork and design of any team apparel. Once artwork and designs have been created, administrative approval is required before the items can be ordered. Coaches should be cognizant and fiscally responsible when asking families to spend out-of-pocket funds on team apparel.

MEALS – Teams or individuals earning trips to state-level competition will receive meal money. Each active participant and coach will receive an allotment of $10.00 per meal per day. The meal money should be requested from the AD in advance of the event to allow ample time to distribute the appropriate funds. Teams can also request funds from their accounts to provide meals. Any meals provided without administrative approval will not be reimbursed to the provider.

OVERNIGHT TRIP REQUESTS – Any trip that requires an overnight stay by students must be approved in advance by the administration. The district may furnish approved overnight accommodations for the students actively participating, along with the coaches. If the district does not provide accommodations, the team may request that the accommodations be deducted from their team account; a request that must be approved by administration. Any accommodations provided without administrative approval will not be reimbursed to the provider.

RECOGNITION

SENIOR RECOGNITION NIGHTS – These seasonal events will be held on the last home regular season contest date whenever possible. Efforts will be made not to start the recognition before 5:00 pm. If any sports program does not have a home event during the season, the coach will coordinate with the AD on when to hold that program's recognition night in accordance with a sport that shares the same season. The school will not provide any gifts for these events. The school will work with the EHS Booster Club and ask that they supply a suitable and consistent gift to the students and/or parents/guardians. Coaches are not expected to provide any gift, but may do so at their discretion, so long as the gift does not impact the amateur status of any student-athlete.

AWARDS NIGHTS – These seasonal events are optional; however, they are encouraged for our high school programs as they are a great opportunity to share success stories of our teams and our student-athletes and connect with families. The event's format is at the discretion of the head coach. Head coaches will work with the AD to schedule these events.

POSTERS – Senior activity posters will be displayed in the gym. No other individual posters will be allowed at EHS event facilities. Pictures will be scheduled near the beginning of the school year. Seniors will select any combination of uniforms representing their programs. Costs will be paid with donations from the Ellis Booster Club, when available, and the Senior Class.

LETTER AWARD REQUIREMENTS

The district will set the lettering policy for all athletic programs. To be awarded a letter, junior high and high school students must meet each of the following criteria (no exceptions). In addition, high school students must meet at least one of the program's criteria.

- The student must be out for the activity for the entirety of the season.
- The student must maintain eligibility for at least 75% of the scheduled varsity contests.
- The student must remain in good standing.

The following exceptions may be made for high school students if program requirements are not met.

- The student is a 4-year participant in the program.
- The student suffers an injury that has removed him or her from competition.
- The student is listed on the post-season roster in which the team qualifies for state.

Baseball

- The student plays in at least half of the scheduled varsity games.

Basketball

- The student plays in at least half of the scheduled varsity games.
- The student plays in at least 20 varsity quarters.

Cross Country

- The student participates as part of the varsity team in at least half of the scheduled meets.
- The student earns an individual medal at the league meet.
- The student qualifies for the state meet.

Football

- The student plays in at least half of the scheduled varsity games.
- The student plays in at least 15 varsity quarters.

Golf

- The student participates as part of the varsity team in at least half of the scheduled meets.
- The student earns an individual medal at the league meet.
- The student qualifies for the state meet.

Manager

- The student must attend at least 90% of scheduled practices.
- The student must attend at least 75% of scheduled contests.

Softball

- The student plays in at least half of the scheduled varsity games.

Track & Field

- The student accumulates at least 10 varsity team points (1/2 points given for relays).
- The student earns an individual medal at the league meet.
- The student qualifies for the state meet.

Volleyball

- The student plays in at least half of the scheduled varsity games.

Wrestling

- The student participates as part of the varsity team in at least half of the scheduled events.

STATEMENT OF UNDERSTANDING

Coaches are responsible for the knowledge and understanding of the content contained within the Ellis Jr/Sr High School Coaches' Handbook. If you have any questions about the meaning or application of the content, it is your responsibility to ask. Any coaching decisions impacting the rules or expectations found in this document should be communicated with and approved by the AD.

As a coach employed by USD 388, I understand and agree to abide by the procedures, guidelines, and specific rules and regulations included in this handbook and further acknowledge that I understand the penalties that may be imposed for violating any policy.

_____	_____	_____
Coach's Signature	**Printed Coach's Name**	**Date**

Please return this signed consent form to the AD.

DISCLAIMER

The content of this handbook is subject to change as a result of experience, new information, changes in process requirements, and the availability of resources.