

# **DONIPHAN WEST JR/SR HIGH SCHOOL**



**2025-2026**

**Athletics & Activities  
Coach & Sponsor Handbook**

## **Organizational Chart**

Board of Education

Superintendent of Schools

Building Principal

Athletic Director

Coaches/Sponsors

Participants

## **Policies and Regulations**

Kansas State High School Activities Association (KSHSAA)

USD 111 Board Policies

Athletic/Activities Policy

## **PHILOSOPHY**

Doniphan West interscholastic athletics/activities strive to demonstrate high ethical standards and sportsmanship. The philosophy of the Doniphan West School Athletic/Activities program is to assist in the development of the individual to his/her fullest potential. The educational endeavor will enable the individual to strive for his/her quest of self realization, to better serve society, and to contribute to the culture of which he/she is a part.

All Doniphan West athletics/activities must be congruent with Doniphan West's academic goals and objectives established for the intellectual, physical, social, and moral development of our students. Doniphan West teams place academic achievement as the highest priority. We show respect for teammates, opponents, officials, and coaches. Doniphan West exhibits fair play, sportsmanship, and proper conduct on and off the playing field by adhering to the established rules and standards of the game to be played and by refraining from the use of profanity, vulgarity, and other offensive language and gestures. Mustang athletes and participants refrain from the use of alcohol, tobacco, nicotine products, illegal and non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance.

## **ACADEMICS**

The Athletic Department academic philosophy is to be in sync with the academic mission statement of the school: to produce lifelong learners. We are committed to developing the scholar-athlete and understand that the most important task is to prepare the student for their participation in the community as a contributing member of our society. It is from athletics and activities that our students can find additional important lessons about goal-setting, sacrifice, establishing a plan, self-regulation, persistence, perseverance, and ultimately accomplishing the goal of graduation with skills that will open other doors.

- Student participants are expected to graduate with a high school diploma.
- Student participants are expected to be a responsible member of their classes by being punctual, cooperating with classroom rules and expectations, completing homework, coming prepared to class, and participating in classroom activities.
- Academic integrity and honesty should always be exercised. Plagiarism and/or cheating is never allowed.
- Student-athletes are expected to be disciplined in time management and organization.

## **PURPOSE**

The purpose of the Doniphan West School Athletic/Activities program is to offer participants the opportunity to engage in physical exercise, develop skills, and compete. Participants will gain an appreciation of the activity, the meaning of sportsmanship, and an awareness of self-discovery. The essential objective of the program is to aid in the development and enrichment of the lives of all participants.

## **RESPONSIBILITIES/EXPECTATIONS OF COACHES/SPONSORS**

- Coaches/sponsors are teachers first. Teaching is a coach's/sponsor's primary responsibility with athletic/activity assignments being secondary.
- Coaches/sponsors are teachers and adult role models. Set an example for your participants to follow.
- Each head coach must attend a KSHSAA rules meeting (in-person or online), if required, in their respective activity.
- School activities personnel shall adhere to the policies of USD 111 and the KSHSAA.
- In all contests, only game officials and authorized personnel may be on the sidelines and bench.
- Coaches, staff members, and the administrators shall refrain from questioning decisions of officials or otherwise criticize them following the game.
- Any unsportsmanlike conduct requiring special attention will be reported to the Athletic Director and principal.
- All dates for practices, competitions, community service, or other team related activities must be cleared for any change through the Athletic Director with final approval resting with the principal.

- Coaches will supervise and ride the same transportation as the teams to and from activities unless authorized by the Athletic Director or the principal to do otherwise.
- All coaches will make every effort to see that students understand their responsibilities as representatives of Doniphan West High/Junior High School and the community.
- Bench decorum is the responsibility of the coaching staff. Coaches should set the example. Coaches will confine talking with officials within the boundaries of the established rules for each sport.
- All coaches may conduct a parent meeting, prior to the first game of the season. The purpose of this meeting is to go over rules/regulations and expectations. Every attempt shall be made by head coaches to see to it that all parents are informed as to rules and expectations of the specific activity.
- Any coach (head or assistant) who is removed from a contest by a game official could possibly be suspended for the next contest at that same level.
- **All head coaches are responsible for checking out the appropriate equipment for those student/athletes participating in his/her sport. Care should be taken so that any student/athlete who quits prior to the end of the season turns in his/her equipment immediately. All uniforms/equipment should be checked back in immediately after the season is over. All coaches must check their inventory at the beginning of the season, then turn in an inventory list at the conclusion of the season. Please use the D-West Athletic Department Uniform/Equipment Check In/Out Sheet. Please see the Athletic Director for this sheet.**
- Weekly articles may be written and turned into the athletic secretary or Athletic Director.
- The Principal must approve any purchases for additional equipment or uniforms.
- Head coaches may be required to submit an End of Season Report to the Athletic Director within two weeks of the end of the season. The report needs to contain:
  - \*A summary of the season
  - \*A check-off list as to who has turned in uniforms
  - \*Requisitions for any supplies/equipment for next season
  - \*Failure to do so may forfeit the coach's opportunity to coach next season.

## **INJURIES**

Each coach is responsible for having appropriate first aid training. In case of injury, the coach is responsible to administer whatever first aid measures are necessary. The coach is then responsible for notifying the parents/guardian of the injured athlete and recommend if medical help is necessary. The coach must complete an accident form. The office will then complete Part "A" of the Student Assurance Services Proof of Claim form and send home with the student for the parent to complete Part "B" and mail to the address at the top of the form. The "Reasonable Person" view is to be taken in the prevention and care of injuries. No unnecessary risks are to be taken in practice(s)/competition(s) when injury is possible through your negligence (i.e. excessive heat, lightning storms, inadequate warm-up or outfitting of equipment, etc.).

Concussions must be reported to the Athletic Director, including the date the injury was sustained, the date the athlete is cleared to participate by their physician, and if any academic modifications were prescribed. (8/2021)

CPR/AED training is required by the KSHSAA. KSHSAA Handbook Rule 10-1-9 (New) Art. 9: Any person serving in the role of a head or assistant sport coach/aide or a head or assistant activity sponsor/aide in a KSHSAA member school shall be certified or trained in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) administration. Training could be obtained from the following organizations: American Heart Association, American Red Cross, American Safety & Health Institute/Medic First Aid, National Safety Council. See the following website for additional information: <http://www.kshsaa.org/Public/pdf/CPRIInfo.pdf>.

## EQUIPMENT

- Equipment must be clearly marked with school identification.
- A check-out and check-in sheet for equipment is used (**D-West Athletic Department Uniform/Equipment Check In/Out Sheet** - see the Athletic Director for this form).
- Equipment is cleaned before storing.
- Equipment is repaired before storing
- Equipment is stored properly.
- Equipment is inventoried before and after each season (A copy goes to the Athletic Director after each inventory).
- Equipment that is no longer usable is disposed of properly (through the Athletic Director).

## PRACTICES

- Practices should not exceed three hours (unless prior approval has been granted by the administration).
  1. KSHSAA Handbook, pg. 38 (Rule 30, Article 8, Section b): No single practice may last longer than 3 hours. All warm-up, stretching, conditioning and weight lifting is included as part of the 3 hour limit. (8/2021)
- There may be structured Saturday practices, with permission from the Principal.
- Wednesday night and Sunday practices must have approval from the Board of Education. (***For circumstances that have short notice of an event or a change in an event, the building principal and superintendent may grant approval.***) B.O.E. Policy LED - updated 7/2020  
***BOE meeting deadlines to submit requests: July, November, and April.***
- Two-a-day practices may not be permitted while school is in session unless prior approval is obtained from the principal.
- When scheduling practices outside of the regularly allotted practice time (non-school days, holiday breaks, weekends, etc), high school scheduling takes precedence, followed by junior high. All practices outside of regularly allotted practice time must be scheduled through the Athletic Director.
- Practices will be on school grounds unless prior permission is granted.
- **No school activities of any type will be permitted on days school is canceled or dismissed early due to inclement weather. Exceptions to this may be made for post season competitions. (8/2021)**
- All athletes must have an up-to-date physical and concussion form on file in the school office before they may practice as prescribed by KSHSAA.
- A consistent and common sense approach must be taken in scheduling and conducting practices. Coaches reserve the right to establish attendance policies for practice.

## LETTERING

Doniphan West High School head coaches reserve the right to set criteria and eligibility for earning a “letter” in his/her respective sport. These expectations shall be communicated to both athletes and parents/guardians at the beginning of each season. **Coaches are to report to the Athletic Director athletes who have lettered and/or participated at the conclusion of their respective season.**

## **SCHEDULING OF CONTESTS**

Scheduling of all scrimmages/contests/matches shall be done by the Athletic Director working in conjunction with the principal and head coach of each sport. Scheduling will be done in accordance with the Twin Valley League and Oregon Trail League.

Starting dates for all athletic seasons are established by KSHSAA and Doniphan West Jr/Sr High School. In order to encourage maximum participation and support of all sports, no team will cut players.

## **TRANSPORTATION**

Students are allowed the choice to go home with a parent/legal guardian or to ride the bus. Students released to a parent/legal guardian must be communicated with the coach/sponsor by the parent/legal guardian.

A sign-out sheet will be utilized. (8/2021)

Bus rules printed in the student handbook must be followed.

Coaches have a responsibility to the team they coach and cannot be expected to supervise other students.

## **DUAL SPORT ATHLETES**

If a student-athlete would like to participate in dual sports (i.e. Cross Country/Volleyball, Cross Country/Football, Basketball/Wrestling, Track/Baseball, Cheer/Dance/Various Sports, etc) the student-athlete must inform both coaches prior to the start of the season. Meetings will be held with the student-athlete to determine a primary and a secondary sport with a contract to pre-determine practice and competition conflicts. It is the responsibility of both coaches to communicate with each other and work proactively together to create a positive and constructive experience for the dual sport athlete. Contracts must be signed.

## **CODE OF ETHICS FOR COACHES AND SPONSORS**

Coaches/Sponsors have a great deal of responsibility not only toward their participants but also toward the community, spectators, and to themselves.

One purpose of high school and junior high school athletics/activities is to provide experiences and opportunities for participants to develop socially acceptable and personally fulfilling values and characteristics. Competitive sports/activities provide practice opportunities in making value judgments and developing social relationships that will help to determine desirable behavior and personal qualities. A coach/sponsor has the unique opportunity to influence players in selecting and developing their personal values and desirable qualities. The philosophy, attitude, and behavior of the coach/sponsor should exemplify quality characteristics.

The coach/sponsor should recognize the uniqueness and worth of each individual and help the participant to develop confidence, to exhibit cooperation, and to make a contribution to himself/ herself and the others around him/her. Many experiences, shared by the coach/sponsor and the participant, happen under stressful, competitive circumstances that require maturity and experience to cope with them. These experiences provide teachable moments in which the coach/ sponsor should share his/her good judgment and show understanding and control that will influence the reactions of players, spectators, opponents, and officials associated with the game.

A coach/sponsor also has a responsibility to provide the information and training necessary for his/her players to achieve the highest degree of excellence for which they have potential. He/she also has a responsibility to promote sports and perpetuate the understanding and true performance of each activity.

Ethical consideration for the coach/sponsor:

1. Respect each participant as a special individual with unique needs, experiences, and characteristics and develop this understanding and respect among students.
2. Have pride in being a good example of a coach/sponsor in appearance, conduct, language, and sportsmanship. Teach the participants the importance of these.
3. Demonstrate and instill in participants a respect for and courtesy toward opponents, players, coaches/sponsors, and officials.
4. Express appreciation to the officials/judges for their contribution and appropriately address officials regarding rule interpretations of officiating techniques. Respect their integrity and judgment.
5. Exhibit and develop in one's participants the ability to accept defeat or victory gracefully without undue emotionalism.
6. Teach participants to strive for excellence in each endeavor.
7. Develop understanding among participants and stress teamwork. Encourage qualities of self-confidence, leadership, courtesy, honesty, initiative, and fair play.
8. Provide for the welfare of the participants by:
  - A. scheduling appropriate practice periods
  - B. providing safe practice and game areas
  - C. using good judgment before playing injured, fatigued or emotionally upset players
  - D. providing proper medical care and treatment
9. Use consistent and fair criteria in judging participants and establish standards for them.
10. Treat participants with respect, equality and courtesy.
11. Direct constructive criticism toward participants in a positive and objective manner.
12. Compliment participant's honesty.
13. Emphasize the ideals of sportsmanship and fair play in all competitive situations.
14. Maintain an uncompromising adherence to standards, rules, eligibility, conduct, etiquette, and attendance requirements. Teach participants to understand these principles and adhere to them also.
15. Be knowledgeable in aspects of the activity to provide an appropriate level of achievement for the participants. Have a goal of quality play and excellence, know proper fundamentals, strategy, safety factors, training and conditioning principles and an understanding of rules and officiating.
16. Use common sense and composure in meeting stressful situations and in establishing practice schedules which are appropriate and realistic in terms of demands on students' time and physical condition.
17. Conduct practice opportunities which provide appropriate preparation to allow the participants to meet the competitive situation with confidence.
18. Require medical examinations prior to a sports season and follow the medical recommendations for those players who have a history of medical problems or have sustained an injury during the season.
19. Cooperate with administrative personnel in establishing and conducting a quality athletic/activity program.
20. Show respect and appreciation for tournament personnel and offer assistance when appropriate.
21. Be present at all practices and competitions.
22. Encourage athletes to display conduct of respect and hospitality toward opponents and officials and to recognize good play and sportsmanship.
23. When inappropriate crowd action occurs, the coach should inform the Athletic Director and/or principal.
24. If approached by a parent and/or spectator inappropriately, coaches should immediately inform the Athletic Director and/or principal. Refer parents to contact the Athletic Director and/or principal the

following day to discuss the issue. Please refer to the Athlete/Parent/Spectator Handbook for protocol and expectations for parents addressing coaches.

## **AGREEMENT SIGNATURE SHEET**

Thank you for taking the time to read the Doniphan West Coach's/Sponsor's Handbook. Your support and contribution to Doniphan West athletics/activities is important.

Please print your name, sign, and date this form and return to the Athletic Director prior to the first day of practice.

**My signature below indicates that I have reviewed, understand, and agree to all parts of the Doniphan West Coaches/Sponsors Handbook.**

Printed Coach's Name: \_\_\_\_\_

Sport(s): \_\_\_\_\_

Coaching Position (Head Coach, Assistant, etc): \_\_\_\_\_

Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_