

# ROYAL VALLEY

## ATHLETIC AND ACTIVITIES HANDBOOK

2025-2026



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**STRENGTHENING  
LIVES IN OUR  
COMMUNITIES  
BY BUILDING  
RELATIONSHIPS  
AND EDUCATING  
STUDENTS**

**#ONERV**

# **Royal Valley Athletics Handbook 2025-2026**

## **FOREWORD**

It is the purpose of this handbook to acquaint the coaches employed by Royal Valley Schools with major athletic policy procedures. It is hoped that this handbook will facilitate the process of seeking information about administrative rules and regulations and provide a framework so that the athletic department can operate smoothly and efficiently. It is not meant to cover every set of circumstances, but to be a broad outline for all to follow.

## **U.S.D. 337 PHILOSOPHY**

We believe that all students, regardless of race, creed, or social background should have equal educational opportunities that provide situations whereby each can achieve to their highest potential. We believe, as the staff of Unified School District 337, we should inculcate our students with the ideals and principles of self-respect and respect for others as worthwhile individuals. We believe the staff should assume the responsibility to motivate and guide students to think creatively, constructively, and critically, thus developing a purpose and meaning in their lives in order that they may continue to grow as effective, responsible citizens in our democratic society and constantly changing world.

## **RULES AND REGULATIONS RELATING TO THE ORGANIZATION AND ADMINISTRATION OF ATHLETIC PROGRAMS**

Kansas State High School Athletic Association. The State of Kansas has established rules and regulations governing athletic programs for middle and high school athletes in Kansas, which shall be supervised by the K.S.H.S.A.A.

Royal Valley High School is a member of the K.S.H.S.A.A. and the Big East League. Royal Valley Middle School is a member of the K.S.H.S.A.A. and the Big East Middle School League. Their rules and regulations govern the middle school and high school. It is the responsibility, however, of Royal Valley Schools, to supplement these regulations as needed.

## Royal Valley Coaches Code of Ethics

- **The coach** must be aware that he or she has a tremendous influence, either good or bad, in the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
- **The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with the student-athletic, officials, athletic directors, school administrators, the state high school athletic 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 and under no circumstances should authorize their use.
- **The coach** shall avoid the use of tobacco products when in contact with players. (Practice, Game, Home or Away)
- **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 be acquainted thoroughly with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
- **Coaches** shall actively use their influence to enhance sportsmanship by the spectators, working closely with cheerleaders, pep club sponsors, booster clubs and administrators.
- **The coach** shall avoid inappropriate verbal or physical aggressiveness towards athletes or contest officials.
- **Contest officials** shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **Before and after contests**, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
- **A coach** shall not exert pressure on faculty members to give student-athletes special consideration.

**GA OB-R**     **Drug Free Schools**  
**Employee Conduct**

**GA OB-R**

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment

**GAOC**     **Use of Tobacco Products in School Buildings**     **GAOC**

The use of tobacco products in any form is prohibited in any school building, owned, leased or rented by the district that is used for pupil attendance purposes. (See JCDA A)

**Drug, Alcohol & Nicotine Policy – Athletic Participation**

- Will adhere to Board Policy IDFA (click [here](#))

**Personnel Information on District or School Website(s)**

District or school websites are maintained to support the public relations and educational programs of the district and/or schools. Limited personnel directory information which could include name, teaching and supplemental assignments, school email address, years of employment, licensure held, and college degrees attained may be included as part of the staff information posted on the district or school website. Additional information, including a current staff picture, may be posted if written permission is given by the staff member. A personal webpage may be developed in collaboration with the district webmaster.

**League Affiliation:**

- **High School - Big East League**

- Schools include: Nemaha Central, Sabetha, Hiawatha, Perry-Lecompton, Jeff West, Royal Valley, Holton, St. Marys, Riley County, Rossville, & Silver Lake
- **Middle School - Big East Middle School League**
  - Schools include: Sabetha, Hiawatha, Nemaha Central, Perry-Lecompton, Jeff West, Holton, Royal Valley, St. Marys, Riley County, Rossville, Silver Lake, & Atchison.



**APPROVED SPORTS:**

Approved interscholastic sports for Royal Valley Middle School are Football, Volleyball, Boys' and Girls' Basketball, Boys' and Girls' Wrestling, Boys' and Girls' Cross Country and Boys' and Girls' Track and Field.

The following are approved for Royal Valley High School Interscholastic Sports: Boys' and Girls' Basketball, Boys' and Girls' Cross Country, Football, Volleyball, Boys' and Girls' Wrestling, Boys' and Girls' Track and Field, Boys Golf, Girls' Softball and Boys' Baseball.

**BUDGET AND FINANCING:**

The Athletic Director is responsible for the preparation of the athletic budget for each school year. Each coach is responsible for managing his or her program within that sport's individual budget.

**FUNDING:**

All existing and newly proposed sports programs are contingent upon the availability of sufficient funds.

**GATE RECEIPTS:**

The school retains all gate receipts for interscholastic contests. These funds are used to help defray the costs of the school's interscholastic athletic program.

### **PAYMENT OF OFFICIALS:**

**The building principal will pay Officials for all athletic contests.** The Big East League or the Big East Middle School League will base pay on a set rate equal to that recommended. Monies will be paid from the school activity account where gate receipts were deposited.

### **ADMISSION PRICES:**

High School & Middle School: K-Adults \$5.00.

Admission prices may vary at non-league schools or at schools using a point-of-sale (POS) system.

## **RULES AND REGULATIONS FOR CONDUCTING THE INTERSCHOLASTIC PROGRAM**

### **STUDENTS:**

All students in Royal Valley Schools are eligible to participate in interscholastic sports when:

I. All regulations of the K.S.H.S.A.A. and Royal Valley Schools are met (K.S.H.S.A.A. handbook is on file in the Athletic Director's and Principals' offices).

II. A medical examination form, concussion form and a parental consent form has been properly completed, signed and placed on file in the Athletic Director's office prior to the student's participation in a practice session.

III. Student athletes may complete a pre-season baseline concussion test through Concussion Vital Signs. Concussion Vital Signs® (CVS), which is designed for student athletes, aligns to current sports concussion management guidelines. This scientifically based system, used as part of a medical evaluation, helps facilitate confident return-to-play decisions while helping to protect the future of student athletes in sports, academics, and life.

<http://www.concussionvitalsigns.com/Manuals/CVS-ProductInformation.pdf>

# ELIGIBILITY RULES

## ELIGIBILITY FOR ACTIVITIES

Any student may participate in the activities program provided he/she meets the requirements of the Kansas State High School Activities Association and the requirements of Royal Valley High School. Student participation in the activities program is a privilege earned by behaving in an appropriate manner and acceptable academic performance. When students fail in any of these areas, the privilege of participation is jeopardized.

## ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN SCHOOL-SPONSORED ACTIVITIES

Students must maintain a certain academic standard to participate in school-sponsored activities.

- Eligibility for Interscholastic Activities:
  - To compete in a high school interscholastic activity, a student must:
    - Be currently enrolled in at least five subjects.
    - Have passing grades in at least five subjects from the preceding semester
    - Have a current physical form and concussion form on file.
- Academic Performance Criteria:
  - Students must have no more than one F (failing grade) across all classes, including seminar and CTC/online courses, to participate in any school-sponsored activities.
  - Part-Time Student Requirements: Part-time students, defined as those taking fewer than a full schedule of eight classes, must be passing all their classes to participate, practice, and/or compete in school-sponsored activities. Students must be enrolled in at least 5 courses to participate in athletics and KSHSAA sponsored activities.
- Eligibility Checks:
  - In August starting from Standard KSHSAA Calendar week 8 and January scw #29, any student failing two or more classes (including seminar and CTC/online courses) will be ineligible to participate in school-sponsored activities such as sporting events, dances, club meetings, plays, etc.
  - Students failing two or more classes will be considered “not in good standing.”
- Notification Process:
  - On Monday of the grade check week, the administration will email the student, their parent (if the parent’s email is listed in PowerSchool), and the coach/sponsor to inform them of the student’s eligibility status.
- Returning to Eligibility:
  - To regain eligibility, students must submit a “Return to Eligibility” notice to the office by 3:00 PM Monday through Friday, or by noon on the day of the activity/competition.
  - The notice must be signed by the teacher, verifying that the student can be removed from the ineligibility list.

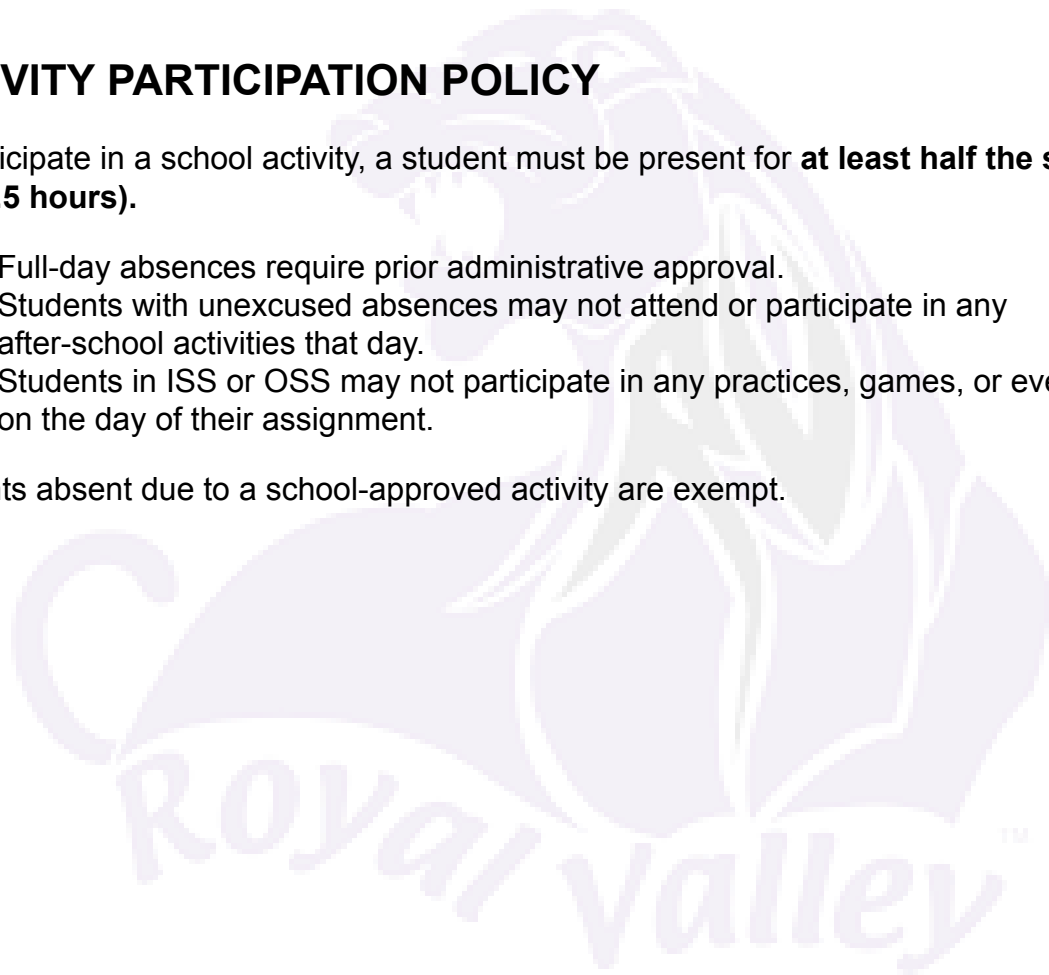
- Once the notice is submitted and verified by the administration, the student will be cleared to resume participation in school-sponsored activities.
- Athlete Conduct and Equipment:
  - Any athlete who quits or is dismissed from a team before the end of the season will not be allowed to use school facilities to work out after school for the next sport season.
  - All equipment issued to athletes must be returned to the head coach before participating in the next sport season.

## **ACTIVITY PARTICIPATION POLICY**

To participate in a school activity, a student must be present for **at least half the school day (3.5 hours)**.

- Full-day absences require prior administrative approval.
- Students with unexcused absences may not attend or participate in any after-school activities that day.
- Students in ISS or OSS may not participate in any practices, games, or events on the day of their assignment.

Students absent due to a school-approved activity are exempt.



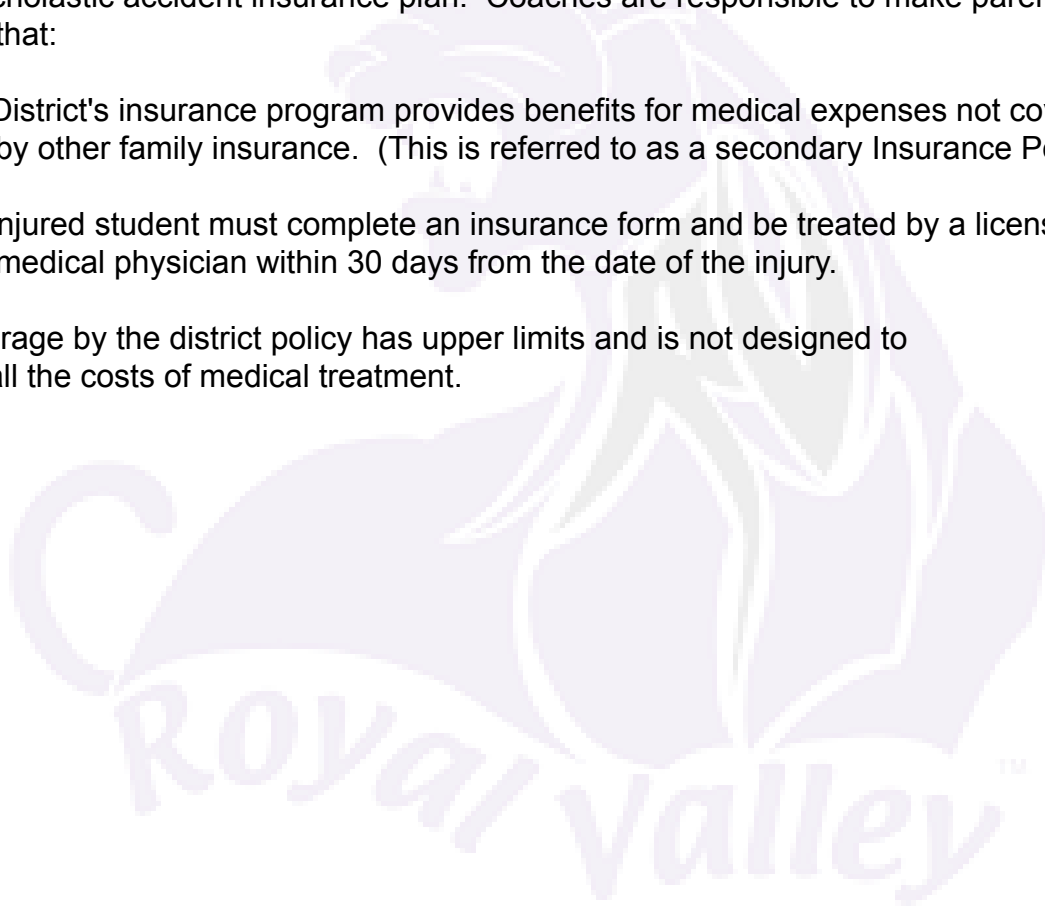
**TRANSFER:**

**A transfer student is eligible to participate in interscholastic activities after he/she has met K.S.H.S.A.A. regulations.**

**INSURANCE:**

Every participant on an interscholastic team is insured against possible accident or injury in school-sponsored games, practice sessions, and during travel (to and from athletic contests in school owned vehicles). Such coverage is provided by a district wide scholastic accident insurance plan. Coaches are responsible to make parents aware that:

- 1.The District's insurance program provides benefits for medical expenses not covered by other family insurance. (This is referred to as a secondary Insurance Policy).
- 2.The injured student must complete an insurance form and be treated by a licensed medical physician within 30 days from the date of the injury.
- 3.Coverage by the district policy has upper limits and is not designed to cover all the costs of medical treatment.



### **Sport Camp Insurance:**

Every participant will be expected to pay a fee, set annually, to cover the cost of summer sport camp health insurance.

### **Use of School Equipment:**

The use of school equipment will not be allowed for non-school activities.

Use of district owned uniforms for all star games and camps would not be permitted. Uniforms will include any cloth to be worn by the athlete. Safety equipment may be used at all star games and camps only if the sponsoring organization is willing to pay the cost of reconditioning the equipment at the conclusion of the game or camp.

### **Solicitations:**

Any solicitation or sale of products by Royal Valley staff must have administrative approval prior to the sale of the product. Approved products may not be sold to students during regular school hours.

An approval form must be signed by a parent/guardian before a student may purchase any enhancement product. Copies of the parent approval form must be on file with the building principal and staff member prior to the purchase of any enhancement product.

Royal Valley discourages all solicitations of and by staff members during regular school hours and at school-sponsored activities

### **Athletic Trainer:**

Royal Valley Schools have paid for the services of an athletic trainer provided by Cotton O'Neil of Topeka. The trainer will stop at the high school two times a week during the school year.

There will be an injury sign up sheet in the high school office for athletes in order to be called out of class to see the trainer.

Middle school coaches will call the high school to sign up an athlete who needs to be seen by the trainer

### **Late Fees and Penalties:**

When coaches fail to turn in any needed tests, exams or reports to the KSHSAA that results in extra fees or penalties. The coach will pay for these fees or penalties.

## Dual Activity/Sport Participation Policy

### Approval Process

1. Contract Pickup:
  - a. The student-athlete must initiate dual sport participation by obtaining a contract and information from the Athletic Director.
2. Agreement and Calendar:
  - a. The student-athlete must adhere to a mutually agreed-upon practice calendar, established in collaboration with both coaches. This calendar will outline the primary and secondary practices and competitions.
  - b. The agreed-upon calendar must be shared with both coaches and the Athletic Director.
3. Approval and Submission:
  - a. Both coaches must approve and sign the contract/calendar.
  - b. The student-athlete must submit the signed contract to the Athletic Director before the first practice of the earliest sport.
  - c. If one coach does not agree to the contract/calendar, the student-athlete will not be permitted to participate as a dual sport athlete.

### Participation Requirements

- The student-athlete must compete in at least two events or competitions in their secondary sport before participating in a league event.
- The student-athlete must adhere to KSHSAA activity regulations.

### Academic and Athletic Responsibilities

- If the student-athlete fails to fulfill their responsibilities in either or both sports and/or academically, the athlete, coach, or coaches must contact the Athletic Director to arrange a meeting.
- During the meeting, all parties will discuss the situation and determine the best course of action.
- The dual sport athlete must adhere to all requirements specified in the student handbook and by KSHSAA.
- A student dual sporting may not attend three activities per week that leave prior to 2:00 PM.
- A student participating in dual sports may not be dismissed from school before 2:00 PM for more than three activities in a single week.

\*Contract on back\*

## Royal Valley Middle/High School Dual Sport Participation Contract

This contract ensures that all parties are aware of their responsibilities and agree to the terms of dual sport participation.

Student Athlete Name: \_\_\_\_\_

Coach/Sponsor A: \_\_\_\_\_ First Day of practice: \_\_\_\_\_

Coach/Sponsor B: \_\_\_\_\_ First Day of practice: \_\_\_\_\_

Season: \_\_\_\_\_ School year: \_\_\_\_\_

- Calendar of practices and competitions completed***
- All terms of dual sport athletic participation are understood and agreed upon by the parties signed below.***

Coach/Sponsor A Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach/Sponsor B Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RESPONSIBILITY OF COACHES (Organization - Practice)

1. Royal Valley coaches' and sponsors should hold a parent meeting at the beginning of each athletic season; and along with other information, expectations for the sport (rules) and its scheduled season should be explained.
2. Coaches will use SportsYou as their communication tool for team management.
3. Athletic physical, concussion form, and parental consent form completed for each student before he/she may practice.
4. Roster on file in the office one week before the first contest. Coaches are responsible for keeping the roster updated regularly for office records and for submitting a final roster at the end of the season.
5. A record for all school equipment issued to participants, both when the equipment is issued and when equipment is returned. The head coach or an assistant coach will physically be responsible for the checking out of equipment and logging the equipment. The head coach or an assistant will physically be responsible to check in and record all items for inventory. The head coach or an assistant coach should be able to validate all items before any billings are made or grade cards held.
6. All equipment must be turned in prior to participating in the next sport season.
7. When an athlete who quits or is dismissed from an athletic program.
  - a. Immediately notify the Athletic Director and Principal of any student who has left or has been dismissed from the program. This would include only those students who participated in a coach sponsored in-season practice.
    - i. Royal Valley High School Coaches' will notify the parent/guardian of a student's dismissal from the sport program.
    - ii. Royal Valley Middle School Coaches' should directly contact parents when a student has been disqualified from, suspended from or dismissed from a team for any reason. Likewise, the coach, dealing with the disqualification or suspension or dismissal of a student, should immediately notify the administration.
    - iii. The head coach will attempt to have an exit meeting with any athlete who quits or is dismissed from an athletic program.
  - b. Request and make every effort to secure all athletic property of USD 337 within one (1) week of the program withdrawal. Any property not returned must be reported to the building administration. The building

administration will work with the student and parents to retrieve the property in a timely manner.

8. Any athlete who quits a sport prior to the end of that sport season will not be allowed to use school facilities to workout after school for the next sport season.
9. Short-term suspension of any team member should be reported to the athletic director and principal as soon as possible.
10. Training rules and lettering requirements on file and approved by the athletic director and principal before the first practice.
11. Substitute coverage and load/leave times must be submitted to the Athletic Director at the beginning of each season.
12. Injury forms and/or insurance forms filled out and filed in the office within 24 hours of an injury, or when notified of an injury.
13. Any purchase using district funds must be made through the athletic director's office. Building administration will sign off on purchase orders.
14. Any request for activity funds to be used for a program/activity purchase must have purchase order approval and be signed off by the building administration.
15. The purchasing of items, by students, through coaches or building accounts will require that all payments by the students be made before the items are ordered. Coaches will be held responsible to dealers who do not receive full payment for resale items.
16. It is a district requirement that receipts be provided to the school or district office for all purchases made with district money. Any building activities expenses that are not validated with a receipt will be deducted from the building program activity account or be the responsibility of the coach or sponsor of that program. Any requested personal reimbursement for items purchased must have a receipt.
17. A final report showing letters earned, statistics kept and equipment ordered should be on file in the Athletic Director's office by the following dates:  
**Fall Sports-** January 1,  
**Winter Sports** - April 1,  
**Spring Sports** - check out.  
All Inventories will be updated as per building practice. (September and May)
18. Prior to the sport season, each coach shall provide written communication to both students and parents concerning the specific rules and expectations governing each sport.

19. Coaches should not use personal vehicles to transport students' except with administrative approval.
20. All equipment and supplies should be inventoried and put away in storage within two weeks after the conclusion of the sport season.
21. Coaches must inform all staff the names of the roster and leave time for those students who will be missing instructional time for a sport/activity. Notifications must be sent out at least a week in advance and ensure they are following the notification procedures for each building.
  - Coaches should encourage students to speak with their teachers and collect assignments in advance of their absence.
22. Coaches are to perform an attendance check using the prior submitted rosters. They are to call the respective offices to report any student who is absent or additions.

## **PRACTICE RESPONSIBILITIES**

1. A written practice schedule should be followed each day. The schedule should be distributed to all assistant coaches. (The AD will ask to see a copy of the schedule from time to time.)
2. Each individual football player shall participate in at least nine days of practice before playing in his/her first game. This will be the expectation for all middle school sports.
3. Whenever possible, practice should be immediately after school and students should be out of the building by no later than 6:30 p.m.
4. Teams shall neither practice nor participate in a required contest on Sunday without the approval of administration.
5. Teams may schedule practice during school term vacation periods as per K.S.H.S.A.A. rules and must have approval of administration.
6. Teacher in-service days **and workdays** take precedence over practice. Teachers will not be allowed to leave early from in-service activities for practice. Practices may be scheduled before or after the contracted day. **AM practices must be scheduled in time for all teachers to be in attendance at in-services at the start times of the in-service.** Afternoon practices will not be allowed to start until the completion of the in-service or workday.

7. The closing of schools because of inclement weather will automatically cancel all practice sessions that were scheduled that day. (Special permission may be granted by administration, which will be made by 12:00 AM)
8. Coaches will be present when students report to practice and will remain at the school until the last player has left school grounds. Coaches will be expected to stay after practice or games until all athletes have departed school grounds.
9. **Practice schedules involving conflicts with other activities/sports;**
  - a. **When conflicts involve the RVES gym, the inconvenienced team will have the opportunity to practice in the morning or use a split court in the RVHS gym.**
  - b. **When conflicts involve the RVHS gym, the inconvenienced team will have the opportunity to practice in the morning or use the half of the gym that is not being used.**

## **ANTI-BULLYING POLICY**

Bullying on USD #337 property, in a USD #337 vehicle or at any USD #337- sponsored activity or event is prohibited. As used in the district policy, the following definitions apply.

- 1) "Bullying" means: (a) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have an effect of:
  - a. Harming a student or staff member, whether physically or mentally;
  - b. Damaging a student's or staff member's property;
  - c. Placing a student or staff member in reasonable fear of harm to the student or staff members; or
  - d. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- 2) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

Please refer to the Royal Valley Elementary School, Royal Valley Middle School and Royal Valley High School Parent/Student handbooks for details on these policies for each building

## **AWARDS:**

All awards must be presented in accordance with K.S.H.S.A.A. rules. Coaches and sponsors should submit a copy of their lettering policy to the building principal and athletic director prior to the start of the first practice.

The main office will provide chenille letters, but each program will be responsible for the cost of the chenille letters they request. Certificates, bars, and activity pins will continue to be the cost of the high school activity account.

## **HIGH SCHOOL LETTER:**

The first time a student letters in a sport or activity, he/she will receive a certificate, bar, activity pin and chenille. After that an athlete will receive a bar each time he/she letters in that sport/activity.

## **MIDDLE SCHOOL LETTER:**

The first time a student letters in a sport or activity as a seventh grader they will receive a certificate. As eighth graders, students will receive a certificate, Chenille, and a pin for the first time that they letter in an activity. If the student lettered as a seventh grader and as an eighth grader they will receive a certificate, chenille and a pin to denote that they have lettered two years in that activity.

Middle school students will receive a **certificate of letter or participation**, signed by both the coach and the athletic director.

- A **Letter Certificate** is awarded to students who meet the criteria established by the coach or sponsor for earning a letter, prior to the season starting.
- A **Participation Certificate** is awarded to students who actively participated in the season or activity but did not meet the full requirements to earn a letter.

## **PROVISIONAL LETTER:**

Provisional letters may be given to students who have come close to the lettering requirements, been injured, or have a circumstance that needs special consideration. Students qualifying for a provisional letter will receive a certificate stating the provisional. In order to receive a full letter the student will need to meet all the lettering requirements the next year in the same activity.

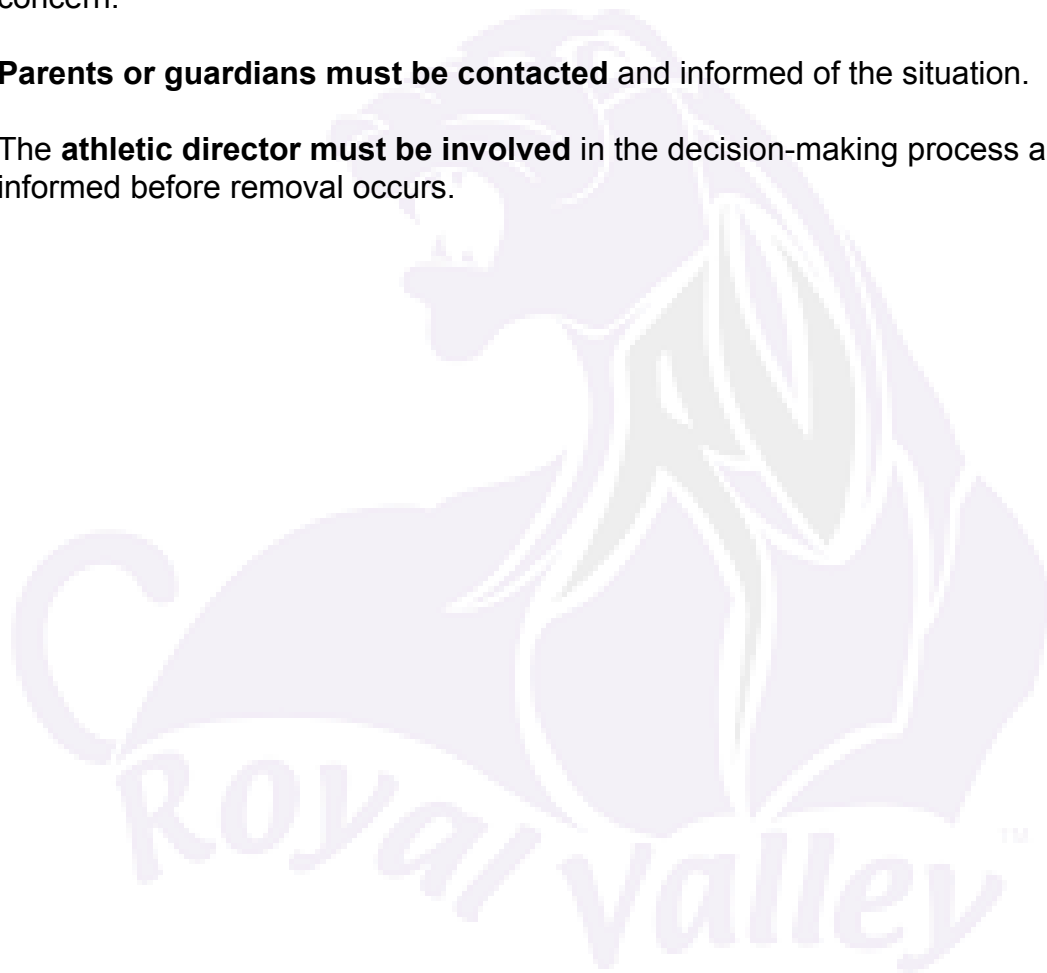
## **CUTTING POLICY:**

Cutting of athletes, based on ability, will be allowed at the 12th grade only.

Cutting athletes based on ability is permitted **only at the 12th-grade level**.

Coaches retain the discretion to **remove an athlete from a team** at any grade level if the athlete is not adhering to team rules, school policies, or behavioral expectations. In such cases:

- The coach and athlete must have participated in a **prior meeting** addressing the concern.
- **Parents or guardians must be contacted** and informed of the situation.
- The **athletic director must be involved** in the decision-making process and informed before removal occurs.



## **COACHES CLINIC POLICY:**

### **I. Head Coaches**

Each head coach of a sport is allowed one school day per head coaching assignment to attend a coaching clinic. A coach who is a head coach in more than one sport is allowed a maximum of two days in a school year.

### **II. Assistant Coaches**

No assistant coach will be allowed to attend any school -funded coaches' clinic.

### **III. Transportation**

The district will provide the vehicles for transportation to clinics. (School van)

If all school vehicles are unavailable for use, the district will pay a mileage allowance (per mile) up to a total of \$50.00 per year for a coach to drive his/her own car.

### **IV. Meal Reimbursement**

Reimbursements will be made as per district inservice procedures.

Actual meal expenses are not to exceed \$30.00 per day.

Reimbursements will be made off of receipts only.

### **V. Reimbursement to the district for non-attendance.**

Coaches who sign up in the spring to attend the August KSHSAA coaches clinics in Topeka will be expected to reimburse the district the registration cost for the clinic if they fail to attend.

## **RULE 10 COACHES PROCESS:**

After a Rule 10 coach has been hired, the following certification steps will be taken:

1. Rule 10 Coach is in-service by the head coach and/or building administrator on building procedures.
2. Rule 10 Coach is required to take an eight-hour ACEP course prior to the start of the second season in that sport. We recommend he/she try to take the course prior to the first sport season.
3. Rule 10 Coach is required to take an advanced ACEP course prior to becoming an unsupervised coach.
4. At the conclusion of each sports season, Rule 10 coaches must communicate with the athletic director regarding any school-issued items they plan to retain such as equipment, keys, and other materials.

## **DISTRICT ATHLETIC PURCHASES:**

- I. At the conclusion of a sports season, the head coach prepares a list of equipment and supplies needed.
- II. Athletic director contacts dealers to get an estimate of prices.
- III. Athletic director reviews with head coach the prices and determines needs and wants of the program that will stay within the budget allowance for each sport.
- IV. Athletic director and head coach determine the amount of cushion that the sport will need for inseason purchases.
- V. Athletic director orders equipment and supplies.
- VI. Prior to the start of the sport season, the athletic director notifies the head coach of the balance in his/her accounts.
- VII. During the season, coaches need to justify the need for equipment or supplies.
  - Safety
  - Health
  - Best interest of the program.
- VIII. The following items are not to be purchased with money from the district athletic accounts.
  - Coaches uniforms or clothing
  - Resale items to players; T-shirts, sweatshirts, caps, & shoes, etc.
- IX. Meal stipends for state competition will be \$25.00 per day

## **POSTSEASON ASSIGNMENTS FOR OFFICIALS**

Postseason officials will be assigned following KSHSAA regulations. Head coaches will be asked for their official recommendations.

## **PROCEDURE FOR SCHEDULING ATHLETIC EVENTS:**

Scheduling athletic events will be based on league bylaws and the following considerations:

- Home/away balance
- Weeknight vs. Friday night balance
- No more than 3 away buses per day
- Home facility situations
- League requirements
- Starting times

- Travel times
- Competition level

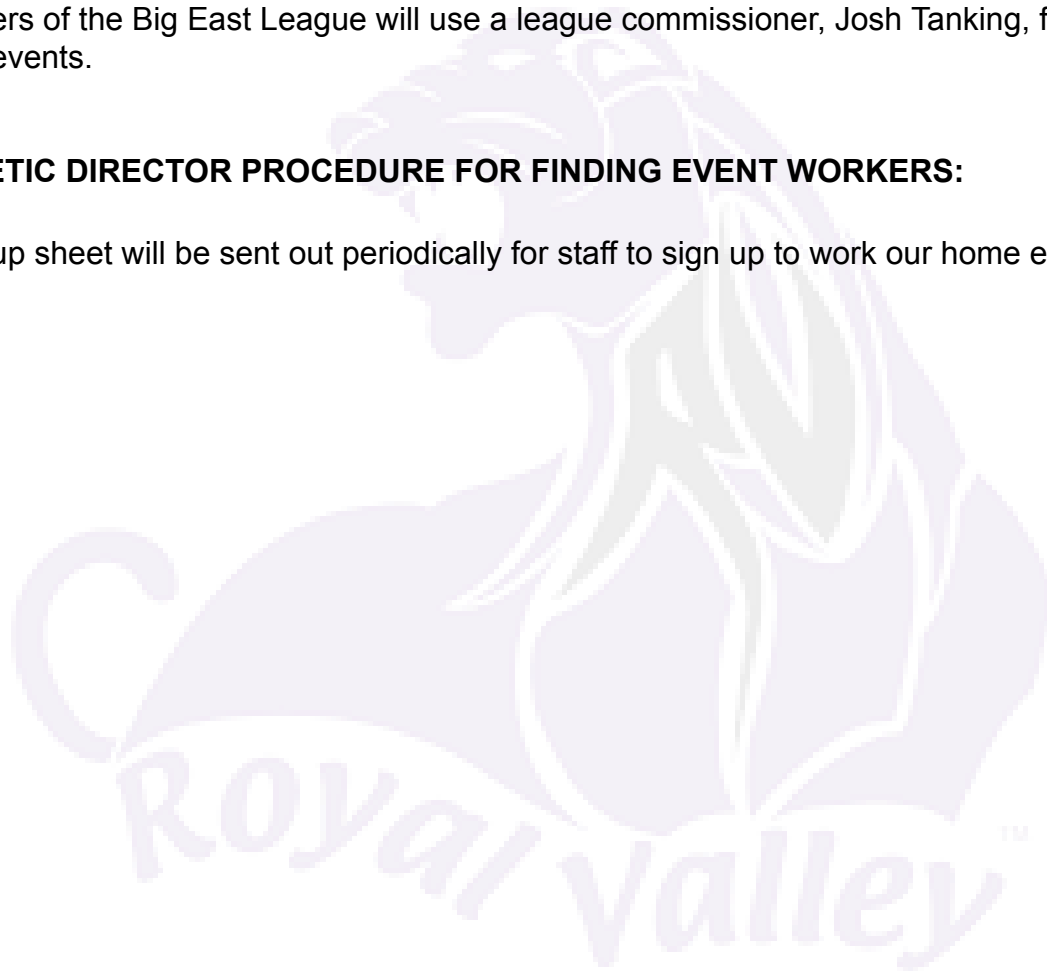
Prior to the contest the athletic director sends reminders to opponents, Royal Valley head coaches, and officials with contest information (Form D).

**PROCEDURES IN ASSIGNING OFFICIALS FOR HOME VARSITY GAME/MATCHES:**

Members of the Big East League will use a league commissioner, Josh Tanking, for all home events.

**ATHLETIC DIRECTOR PROCEDURE FOR FINDING EVENT WORKERS:**

A signup sheet will be sent out periodically for staff to sign up to work our home events.



## High School Athletic Sport budget

### Sport Budget

|                  |                   |
|------------------|-------------------|
| Football         | \$ 3000.00        |
| Volleyball       | \$ 400.00         |
| Boys Basketball  | \$ 750.00         |
| Girls Basketball | \$ 750.00         |
| Track            | \$ 800.00         |
| Cross Country    | \$ 300.00         |
| Uniforms         | \$ 0.00           |
| Baseball         | \$ 650.00         |
| Softball         | \$ 650.00         |
| General Athletic | \$ 8,168.00       |
| Wrestling        | \$ 450.00         |
| Golf             | \$ 200.00         |
| Drill Team       | \$ 375.00         |
| Cheerleading     | \$ 375.00         |
| <b>Total</b>     | <b>= \$18,555</b> |

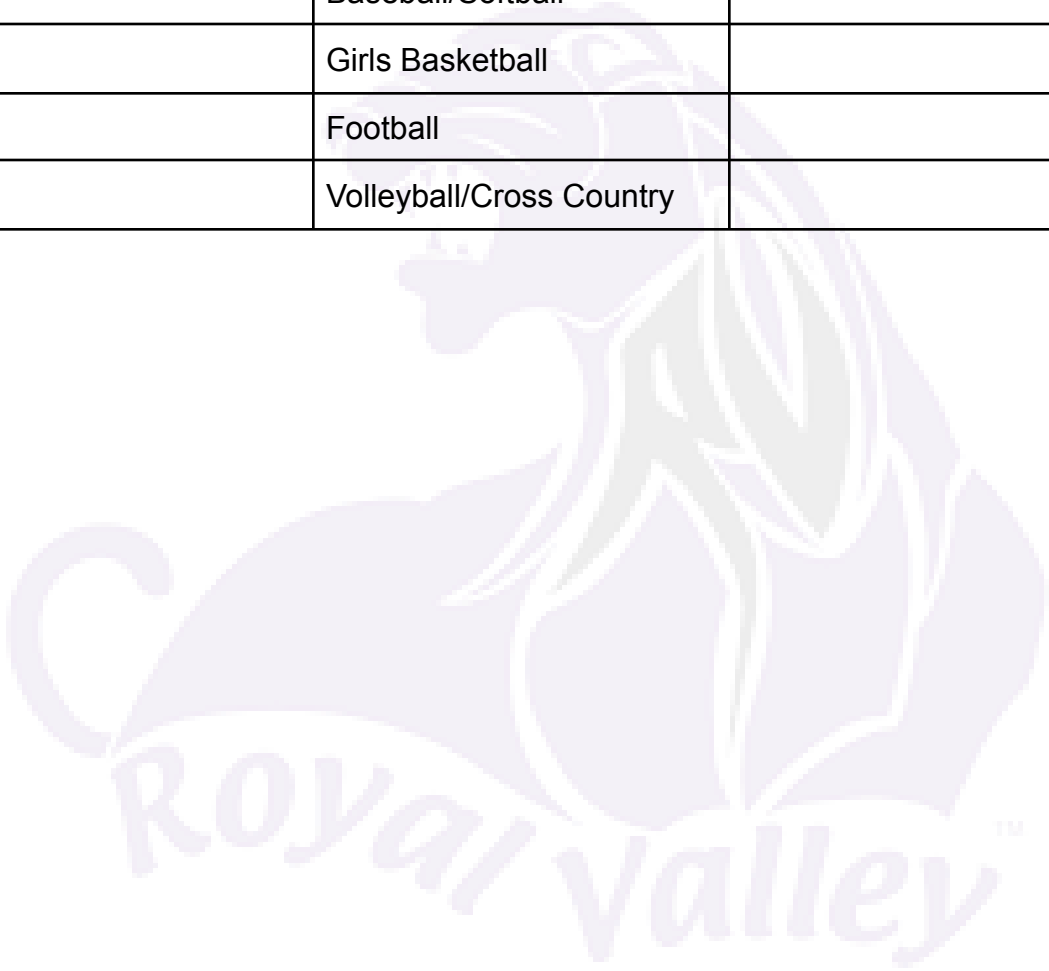
## High School Athletic Uniform Rotation

- Football
- Volleyball/ Cross Country
- Boys Basketball / wrestling
- Track
- Baseball/Softball
- Girls Basketball
- Football

### School Year to order Sport

|       |                            |             |
|-------|----------------------------|-------------|
| 18-19 | Football                   |             |
| 19-20 | Volleyball/Cross Country   |             |
| 20-21 | Boys Basketball/ Wrestling |             |
| 21-22 | Track                      |             |
| 22-23 | Baseball/Softball          |             |
| 23-24 | Girls Basketball           | Spring 2023 |

|       |                            |             |
|-------|----------------------------|-------------|
| 24-25 | Football                   | Spring 2024 |
| 25-26 | Volleyball/Cross Country   | Spring 2025 |
| 26-27 | Boys Basketball/ Wrestling |             |
| 27-28 | Track                      |             |
| 28-29 | Baseball/Softball          |             |
| 29-30 | Girls Basketball           |             |
| 30-31 | Football                   |             |
| 31-32 | Volleyball/Cross Country   |             |



## Middle School Athletic Sport Budget

### **Sport Budget**

|                  |             |
|------------------|-------------|
| Football         | \$ 2000.00  |
| Boys Basketball  | \$ 200.00   |
| Girls Basketball | \$ 200.00   |
| Volleyball       | \$ 200.00   |
| Track            | \$ 700.00   |
| Uniforms         | \$ 0.00     |
| General Athletic | \$ 2,371.50 |
| Wrestling        | \$ 225.00   |
| Cheerleading     | \$ 225.00   |

**Total = \$6,734**

### Middle School Uniform Rotation

1. Boys Basketball
2. Track
3. VB
4. Girls Basketball (2022-23)
5. Football (2017-18)
6. Boys' & Girls' Wrestling (\*Girls' Wrestling 23-24)
7. Equipment (2023-24)

| Year    | Activity                 | Year purchased |
|---------|--------------------------|----------------|
| 24-25   | Football                 | Spring 2025    |
| 25-26   | Boys Basketball          |                |
| 2026-27 | Track                    |                |
| 2027-28 | Volleyball               |                |
| 2028-29 | Boys' & Girls' Wrestling |                |
| 2029-30 | Girls' Basketball        |                |
| 2030-31 | Equipment                |                |
| 2031-32 | Football                 |                |

## **ACTIVITY REGULATIONS OFF SCHOOL PREMISES**

Refer to Board policy IDFA to view the current, off campus, drug and alcohol policies.

### **Drug and Alcohol Evaluation Services**

Sims-Kemper Clinical Counseling & Recovery Services  
1701 SW Medford Ave.  
Topeka KS 66604  
1.785.233.0666

RADAC  
500 SW Van Buren  
PO Box 1063  
Mission KS 66222-1063  
1.800.281.0029

### **Items Needed in Season Ending Report**

#### **Turn in to AD:**

**Winter-April 1, Spring-Check Out Time, Fall-January 1**

1. Game by scores Var., JV, and FR, MS.
2. Season ending records.
3. List all awards or coaches & players earn recognition.
4. Copy of any season ending handouts given to players.
5. List of all lettermen, participants, managers, trainers, etc. that completed the season and a copy of the letter policy.
6. A narrative of the head coach's analysis of the season and the program.
7. A list of equipment needs for the next year.
8. All items inventoried and put away.
9. Clean Coaches room

**Transportation to and from Practice Not Located at the  
Primary Attendance Site**

Students wanting to ride with or drive to practices must have a notification form signed by the parents of the athlete driving the vehicle and the parents of the athlete(s) wanting to ride in the vehicle. Athletes not presenting the needed documentation must ride in school provided vehicles. In order to drive to practices the student/athlete(s) must possess a legal Kansas driver's license. Students with learner's permits are not legally authorized to drive to practices. This policy applies to baseball, golf and softball only.

**Transportation to Practice Notification Driver Form**

**This form is for \_\_\_\_\_**  
**Please print name of student/athlete**

The school district does provide an activity bus, which is available for all students. However, by signing this permission form I acknowledge and agree that U.S.D. 337 is not responsible for any medical, hospital expenses, or any other damages or liability resulting from students driving or riding in personal vehicles.

My student/athlete has permission **to drive a personal vehicle to and from the sport practice site.** By signing this form I acknowledge that our son/daughter is abiding by any driving restrictions required by their individual driver's license.

Signature of student/athlete driver \_\_\_\_\_

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

**Rider Notification**

The following listed student/athlete has my (our) permission to ride in the above-mentioned vehicle to and from practices with our son/daughter:

1. \_\_\_\_\_

Signature of parent \_\_\_\_\_

## Coaching Assignments for 2025-2026 School Year

| <b>Sport</b>               | <b>Coach/Sponsor</b> | <b>Position</b> |         |
|----------------------------|----------------------|-----------------|---------|
| HS Football                | David Boucher        | Head Coach      |         |
| HS Football                | Jarrett Roy          | Asst. Coach     |         |
| HS Football                | Zack Lux             | Asst. Coach     | Rule 10 |
| HS Football                | Cody Wilson          | Asst. Coach     | Rule 10 |
| HS Football                | William Kralick      | Asst. Coach     | Rule 10 |
| MS Football                | Zerul Katina         | MS Lead Coach   | Rule 10 |
| MS Football                | Willie McClane       | MS Asst. Coach  |         |
| MS Football                | Dave Barta           | MS Asst. Coach  | Rule 10 |
| MS Football                | TJ Michaels          | MS Asst. Coach  | Rule 10 |
| HS Volleyball              | Katie Glatczak       | Head Coach      |         |
| HS Volleyball              | Keri Bausch          | Asst. Coach     | Rule 10 |
| HS Volleyball              | Raegan Mantz         | Asst. Coach     |         |
| MS Volleyball              | Lisa Wege            | MS Lead Coach   |         |
| MS Volleyball              | Shanelle Brake       | MS Asst. Coach  | Rule 10 |
| Cross Country              | Nathan Smith         | Head Coach      |         |
| Cross Country              | Dustin Gunter        | Asst. Coach     | Rule 10 |
| HS Girls Basketball        | David Boucher        | Head Coach      |         |
| HS Girls Basketball        | Katie Glatczak       | JV Coach        |         |
| HS Girls Basketball        | Laura Golden         | FR Coach        | Rule 10 |
| MS Girls Basketball        | Josh Jackson         | MS Lead Coach   |         |
| <b>MS Girls Basketball</b> |                      | MS Asst. Coach  |         |
| HS Boys Basketball         | Chris Brown          | Head Coach      |         |
| HS Boys Basketball         | Jarrett Roy          | JV Coach        |         |
| HS Boys Basketball         | David Overstreet     | FR Coach        | Rule 10 |
| MS Boys Basketball         | Jerry Cadue          | MS Lead Coach   | Rule 10 |
| MS Boys Basketball         | Garret Platt         | MS Asst. Coach  |         |
| <b>Sport</b>               | <b>Coach</b>         | <b>Position</b> |         |
| HS Baseball                | Logan Bausch         | Head Coach      | Rule 10 |
| HS Baseball                | Nick Steiner         | Asst. Coach     |         |
| <b>HS Baseball</b>         |                      | Asst. Coach     | Rule 10 |
| <b>Softball</b>            |                      | Head Coach      |         |
| <b>Softball</b>            |                      | Asst. Coach     |         |
| <b>Softball</b>            |                      | Asst. Coach     | Rule 10 |
| Softball                   | Madison Farrant      | Asst. Coach     |         |

|                       |                    |                |         |
|-----------------------|--------------------|----------------|---------|
| 7-12 Track            | Cody Wilson        | Head Coach     |         |
| HS Track              | Esther Cumpton     | Asst. Coach    |         |
| HS Track              | McKenzie Hegemann  | Asst. Coach    |         |
| HS/MS Track           |                    | Asst. Coach    |         |
| HS/MS Track           | Steve Hardesty     | Asst. Coach    | Rule 10 |
| HS Track              | Tiffany Troxel     | Asst. Coach    | Rule 10 |
| MS Track-Lead         | Jarrett Roy        | Asst. Coach    |         |
| MS Track              | David Barta        | Asst. Coach    | Rule 10 |
| MS Track              | David Boucher      | Asst. Coach    |         |
| MS Track              | Katie Glatczak     | Asst. Coach    |         |
| HS Golf               | William McClane    | Head Coach     |         |
| HS Wrestling          | Tanner Ogden       | Head Coach     | Rule 10 |
| HS Wrestling          | Alex Rupnick       | Asst. Coach    | Rule 10 |
| MS/HS Girls Wrestling | Austin Ogden       | Lead. Coach    | Rule 10 |
| MS Wrestling          | Tanner Ogden       | MS Lead Coach  | Rule 10 |
| MS Wrestling          | Alex Rupnick       | MS Asst. Coach | Rule 10 |
| HS Cheer              | Julie Marston      | Head Coach     |         |
| MS Cheer              | Lexy Hartley       | Head Coach     |         |
| HS Dance              | McKenzie Hegemann  | Head Coach     |         |
| HS Scholars Bowl      | Nathan Smith       | Head Coach     |         |
| MS Scholars Bowl      | Laura Douglas      | Head Coach     |         |
| HS Forensics          | Stephanie Allen    | Head Coach     |         |
| HS Forensics          | Jessica Deters     | Assistant      |         |
| HS KAY                | Lisa Steele        | Sponsor        |         |
| HS Stuco              | Joshua Jackson     | Sponsor        |         |
| MS Stuco              | Laura Douglas      | Sponsor        |         |
| HS Winter Weights     | Paul Bergeron      | Sponsor        |         |
| ESports               | Trevor Krogman     | Sponsor        |         |
| FCCLA                 | Monique Litherland | Sponsor        |         |
| FFA                   | Kim Clark          | Sponsor        |         |
| NHS                   | Erin Colley        | Sponsor        |         |
| HS Summer Weights     | David Boucher      | Coach          |         |
| HS Summer Weights     | Jarrett Roy        | Coach          |         |
| HS Summer Weights     | Katie Glatczak     | Coach          |         |

| <b>Royal Valley MS/HS - Coaching Availability</b> |                           |   |
|---|---------------------------|---|
| <b>Sport</b>                                      | <b>Number of athletes</b> | <b>Number of coaches and length of contract</b> |
| High School Football                              | 51                        | 5 coaches, season                               |
| Middle School Football                            | 45                        | 4 coaches, season                               |
| High School Volleyball                            | 26                        | 3 coaches, season                               |
| Middle School Volleyball                          | 26                        | 2 coaches, season                               |
| High School Cross Country                         | 23                        | 2 coaches, season                               |
| Middle School Cross Country                       | 10                        | *2 coaches, season                              |
| High School Girls Basketball                      | 21                        | 3 coaches, season                               |
| High School Boys Basketball                       | 23                        | 3 coaches, season                               |
| Middle School Girls Basketball                    | 27                        | 2 coaches, season                               |
| Middle School Boys Basketball                     | 39                        | 2 coaches, season                               |
| High School Boys Wrestling                        | 12                        | 2 coaches, season                               |
| High School Girls Wrestling                       | 6                         | 2 coaches, season                               |
| Middle School Boys Wrestling                      | 23                        | *2 coaches, season                              |
| Middle School Girls Wrestling                     | 21                        | *2 coaches, season                              |
| Baseball  | 24                        | 3 coaches, season                               |
| Softball  | 22                        | 3 coaches, season                               |
| High School Track                                 | 58                        | 5 coaches, season                               |
| Middle School Track                               | 72                        | 4 coaches, season                               |
| Golf  | 14                        | 1 coach, season                                 |

\*HS & MS are the same