



## **Activities Handbook**

Athletic Director  
Gardell Schnable/Jamie Milburn  
JH/HS Principal Gardell Schnable  
Superintendent Kim Mauk

### Administrative Staff Directory

<b>Name</b>	<b>Title</b>	<b>Phone</b>
Kimberly Mauk	Superintendent	(620) 593-4344
Gardell Schnable	JH/HS Athletic Director	(620) 593-4345
Jamie Milburn	JH/HS Athletic Director	(620) 593-4345
Kris Hall	School Counselor	(620) 593-4345
Jamie Milburn	JH/HS Secretary	(620) 593-4345

### 2017-18 Coach/Sponsor Directory

<b>Name</b>	<b>Title</b>	<b>Email</b>
Jon Schnable	HS Football	jschnable@usd217.org
John Barrett	JH Football	jbarrett@usd217.org
Terri Daniels	HS Volleyball	tdaniels@usd217.org
Kim Mauk	JH Volleyball	kmauk@usd217.org
Jon Schnable	HS Boys Basketball	jschnable@usd217.org
Mark Compaan	HS Girls Basketball	mcompaan@usd217.org
Gardell Schnable	JH Boys Basketball	gschnable@usd217.org
John Barrett	JH Girls Basketball	jbarrett@usd217.org
Becky Sohm	HS Scholars' Bowl	bsohm@usd217.org
Kris Hall	JH Scholars' Bowl	khall@usd217.org
Jon Schnable	HS Track & Field	jschnable@usd217.org
Terri Daniels	JH Track & Field	tdaniels@usd217.org

**USD 217 Mission Statement**  
**USD 217 Activities Vision Statement**

USD #217 strives to enhance the student participant's junior high and high school experience by teaching life-lessons through sports and activities. Through a dedicated commitment to education, developing a competitive spirit, and promoting character and integrity in all areas, the students, parents, and coaches will strive to bring credit and positive recognition to USD 217 and the community.

Rolla Schools is committed to and embraces the policies set forth by the State of Kansas, the Kansas State High School Activities Association (KSHSAA), the Santa Fe Trail League (SFTL), and USD 217 rules and regulations.

Rolla JH/HS wishes to promote the USD 217 Mission by adhering to the following principles:

1. To provide support in all areas of the student participants development including academics, physical and emotional well-being, personal growth, social development, and community service opportunities.
2. To promote rigor by teaching life-lessons through sports and activities. Those lessons include: Commitment, Courage, Discipline, Sacrifice, and a strong Work Ethic.
3. To provide relevant life-long skills such as Integrity, Leadership, Sportsmanship, Poise, and Perseverance.
4. To build caring Relationships by teaching Accountability, Character, Teamwork, Pride, and Unity.
5. To maintain a sound financial base through adequate funding and appropriate management of funds.
6. To provide and maintain appropriate facilities, equipment, and services to give student-athletes the opportunity to excel in all activities.
7. To operate in compliance with all rules and regulations of the KSHSAA, SFTL and USD 217.

## **League Affiliation**

Rolla Junior and High School are members of the Santa Fe Trail League. SFTL members include the Deerfield Spartans, Moscow Wildcats and Rolla Pirates.

Gate fees for regular season high school activities at Rolla will be \$4 for adults and \$3 for students and junior high school activities will be \$3 for adults and \$2 for students. A family season pass will be \$100. Activities that admission will be charged are; basketball, football and volleyball.

The Kansas State High School Activities Association will set all gate prices for post-season activities and tournaments. No league or district passes will be honored at those events.

## **Coaches Code of Conduct**

As a member of the Rolla Activities Department, I will use my talents to enhance the quality education of the student-athletes in my program. I understand that I am a vital part in the whole Activities Department. I will conduct myself in a professional manner at all times involving student-athletes, parents, media, other coaches, and administrators.

I will do my best to represent USD 217 and the community in a positive manner. I understand that I am the leader of my program. I will model good sportsmanship, understand, teach, and adhere to NFHS rules and regulations. I will follow all guidelines set forth by the KSHSAA and the Rolla Activities Department.

I understand the responsibility I have as a leader of young student-athletes and will adhere to the following principles:

1. I have a tremendous influence in the education of the participants; therefore, I will never place the value of winning above the value of instilling the highest ideals of character.
2. I must uphold the honor and dignity of the profession and set the example for my students.
3. I will take an active role in the prevention of drug, alcohol, and tobacco use by my students.
4. I will cooperate and be professional in all my interactions with other coaches, officials, and news media personnel.
5. I will cooperate to the fullest extent possible with all USD 217 administration.
6. I will conduct myself in such a way as to bring positive recognition to USD 217.

## **Responsibilities of Head Coaches**

The Rolla Activities Department believes in 7-12 alignment throughout all our programs. The High School Head coach should strive to create an atmosphere of collaboration with the Middle school staff to develop a complete program. This will be facilitated through staff development, professional interaction, and effective communication skills.

Other duties include, but may not be limited to:

1. Assisting the AD in assembling the staff and ensuring all coaches are aware of KSHSAA rules and USD 217 policies. All questions regarding KSHSAA policy should be directed through the AD office. **DO NOT** call KSHSAA directly!
2. Ensuring that all students have the appropriate paperwork on file in the office. (PPE, Concussion, Risk of Injury, Emergency Contact) Update your roster frequently to ensure we have made the appropriate changes.
3. It is recommended that all coaches have a Pre-Season Parent meeting.
  - Create team rules/expectations and provide a copy for the AD.
  - Create a calendar with practice times and games to hand out.
  - Communicate your expectations of how parents can support your program.
4. Supervise student-athletes before, during, and after all practices and competitions including but not limited to: locker rooms, weight room, training room, fields, gyms, track, and road trips.
5. Create a practice plan that ensures development of all student-athletes.
  - Ensure the general health and welfare of all student-athletes in the program.
  - Provide the “best” possible care to any athlete who is injured, ill, or otherwise incapacitated.
  - Stay up to date on concussion protocol set forth by the KSHSAA and USD 217.
  - Use the appropriate Accident Report Form when necessary.
6. Ensure that all players are properly informed of KSHSAA rules and conduct themselves with respect and dignity while representing USD 217.
7. Maintain equipment, locker rooms, and facilities to the best of their ability.
8. Cooperate with local media outlets. (Send in results and stats when available)
9. Complete a post-season evaluation/conference with the AD. Items to be discussed will include: Staff evaluations, Lettermen, Equipment and Facility Needs, Inventory, and Expectations of the Program.
10. Money collected for team apparel (additional team shirts not provided by the district) should be collected prior to those items being distributed to athletes and fans. It is the coach’s responsibility to ensure funds are collected in order to pay invoices received.

### **Fall Activities – Before Christmas Break**

Winter Activities – By April 1st

Spring Activities – By June 15th

### **Roles of the Assistant Coach**

1. Remain abreast of all KSHSAA rules and USD 217 policies.
2. Perform duties as delegated by the head coach to the best of your ability.
3. Assist in supervision of student participants.
4. Maintain professionalism and staff loyalty at all times.

### **Practice Policy**

It is important to remember that our athletes are students first. We must find the appropriate balance between preparing them for competition and creating the ever-growing problem of “burn-out”. We also must share our students with other activities, as our kids often are members of more than one team.

1. No school activity is to take place on Wednesday night. Practice should be completed by 5:30pm. Exceptions may include KSHSAA sponsored activities and/or make-up dates.
2. Sunday practices must be directed through the AD office to be cleared by the Superintendent.
3. In the event of inclement weather, use appropriate judgement regarding indoor/outdoor practice. If school is cancelled, practice will also be cancelled.
4. Observe all KSHSAA non-practice dates. (KSHSAA Rule 9)
5. Weekend and holiday practices:

- Saturdays:

Teams may practice on Saturdays up until the first competition date of the season.

Administration may allow for other Saturday practices due to post-season play, early competition the following week, etc.

- Sunday practices of any kind are prohibited without prior approval from the administration.

- Holiday and practices over breaks are up to the coaches with the above restrictions on weekends. Coaches should communicate with their team so that practices don't interfere with family travel plans if possible. (Example: morning practice leading into a holiday and/or late afternoon/evening practices after a holiday.)

6. At no time should a team practice more than 6 days without at least one day of rest.

### **Equipment and Facilities**

1. Maintain an accurate inventory.
2. Create an organized Check-Out and Check-In procedure.
3. Properly secure all storage areas.
4. Only allow athletes to wear school issued gear at appropriate times.
5. Clean locker rooms are your responsibility (home and away). You may delegate to an assistant or student-participant or manager.
6. Clean buses after all competitions. Delegate this to student-participants.
7. During coaches one week summer camps please follow USD 217 policy for facility usage. Please follow KSHSAA guidelines regarding equipment usage (KSHSAA Rule 30).

### **Activity Expenditures**

Each activity is allotted a line item budget to purchase program needs. The head coach is responsible to stay with-in this budget. All requisitions for the district budget must be completed in the AD office.

### **Student-Participant Code of Conduct**

As a valued member of USD 217, I will use my talents to attain a quality education and earn my high school diploma. Although time commitments are demanding in-season, I will attend class, communicate with my teachers regarding any absences due to extra-curricular events, and maintain academic eligibility.

I will do my best to represent USD 217 and the community in a positive manner. I will display good sportsmanship, understand and follow KSHSAA rules, and obey team rules and policies set forth by my coaching staff. I will do my best to become a better person and a better student bringing positive recognition to USD 217 and the community of Rolla.

## **Rules and Regulations for Involvement in Extra-Curricular Activities**

For a complete list of Kansas State High School Activities Association policies please feel free to visit [kshsaa.org](http://kshsaa.org). The specific rules applying to certain situations have been parenthesized to help as a guide. All questions regarding clarification and/or application of rules should go through the Activities Department. Please **DO NOT** call KSHSAA directly!

Students: All students in good standing at Rolla JH/HS are eligible to participate in interscholastic activities when the following forms are completed and on file with the office:

1. All academic and enrollment regulations of the KSHSAA and USD 217 have been met. (KSHSAA Rule 12-17)
2. Form PPE (Physicals; athletics only)
3. Kansas Concussion Form (athletics only)
4. Assumption of Risk of Injury Form (Sport-Specific)
5. Emergency Contact Form

### **Student-Athlete Eligibility (from JH/HS Student Handbook):**

Article 1: A student in grades 6-12 shall meet the following requirements for eligibility in extra-curricular activities, student council, school organization officers, class officers, queen and king candidates, ushers, and servers.

- A. Activity Eligibility: If a student is absent for any part of the school day on the day of an activity, the student will be ineligible to play unless the student has a valid doctor's note or the absence is approved by the principal.
- B. Scholarship: The students shall have passed at least six new subjects (those not previously passed), or unit weight, or its equivalency, the previous semester or the last semester in attendance.
- C. Enrollment: The student shall be enrolled in and attending a minimum of seven subjects, of unit weight, or its equivalency, during the present semester.
- D. Weekly Academic Eligibility: In order to be eligible, the student must pass six new subjects starting the third week of school. Students who are failing more than one class, or are failing the same class for two consecutive weeks, will be ineligible to participate in extra-curricular games or activities that week (Monday – Sunday). The eligibility list will be established starting the Monday of the fourth week, which will be cumulative to the end of the semester. As well, students deemed academically ineligible



will be required to report to the teacher of the classes) that are in jeopardy on Tuesday, Wednesday and Thursday during “O Hour”. Failure to report could result in additional consequences. The building principal will be responsible for parent notification of the student’s non-participation due to failing eligibility requirements. Parents will be notified on the same Monday following the receipt of the eligibility lists, each week, of the student’s non-participation.

E. Students in Good Standing: Any student who will be representing Rolla Schools will be required to be a student in good standing. Students who are ineligible cannot be considered for these positions. If a student is elected, and then becomes ineligible, that student will not be allowed to serve in the elected capacity until eligibility is re-established. If eligibility has not been re-established by the end of the semester, that student will be removed from office. Any student who is under disciplinary action by the school may be considered “not in good standing” and therefore may be prevented from participating in extra-curricular activities.

F. Students will not be allowed to come to home or away activities if they are ineligible.

### **Attendance Policy**

Activities and Athletics are only a part of the total educational system. Students must be striving to attain a strong attendance record.

1. If a student is absent for any part of the school day or on the day of an activity, the student will be ineligible to play/practice unless the student has a valid doctor’s note or the absence is approved by the principal.
2. Students must abide by all established rules of the coach and/or sponsor regarding attendance and playing time.

## **Dismissal from Activities Policy**

All participants are encouraged to stay with the team and use school sponsored transportation. This not only promotes team unity, but it also ensures student safety. However, some circumstances arise where their parents may sign out students. Each head coach or transportation driver will provide the appropriate sign-out sheet at the end of the activity. All participants are required to stay in attendance during the time of an activity and/or athletic event while the regular day of school is in session.

For example: Athlete A is competing in the shot put during a track meet and is finished at 10:00am during a normal school day. That student will not be allowed to leave with a parent/guardian until the normal school day is over. An exception would be if that student were to be returned directly to the school to finish out the day.

All participants are encouraged to stay in attendance during the time of an activity and athletic event after the time of a regular school day is over. The participant will be allowed to leave if the coach has been notified by the parent/guardian of that individual.

A participant will only be allowed to leave with someone other than his or her parent/guardian if the correct paperwork has been completed prior to the team's departure for the event and approved by the participant's building administrator. The required documentation is a note from the parent and a phone call to an administrator.

## **Drugs / Alcohol / Tobacco**

Incidents involving the use of tobacco, alcohol, or drugs will result in suspension from the next two dates of competition. If an athlete is honest and turns him/herself in to administration or their coach, the suspension may be reduced to one competition date. A second offense during the same school year will result in the athlete being dismissed from any activities they are involved in and unable to attend any school sponsored activities for a period of sixty days.

KSHSAA policies will also be adhered to:

- a. KSHSAA policy states: Article 2: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

Article 3: A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.

Article 4: A student who uses anabolic steroids will be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.

## **Insurance**

USD 217 carries a KSHSAA Liability Catastrophe Plan and Basic Catastrophe Accident Medical Policy. This policy covers students participating in activities and interscholastic athletics under the jurisdictions of the Association.

USD 217 also carries an accidental insurance plan on all students enrolled in school. This plan is intended to assist parents' primary insurance and take over MOST other expenses the original family policy does not cover, provided there is primary insurance. IT IS THE RESPONSIBILITY OF THE PARENTS TO FILL OUT THE FORMS AND FILE THEM WITH THE INSURANCE COMPANY WITHIN 90 DAYS OF THE ACCIDENT.

## **Lettering Policy and Special Awards**

### **Athletic Lettering Policies**

The Rolla High School is a member of the Santa Fe Trail League. Other member schools are: Moscow, and Deerfield.

Activity letters for team members will be given at the end of the school year when he/she has met the following requirements. One letter per eligible student will be awarded during the high school years.

#### **Requirements:**

1. Football: Must play in one more than half of the total varsity quarters.
2. Volleyball: Must have significant varsity time during regular season. Regular season is defined as play up to and including league play.
3. Basketball: Must play in one more than half of the total varsity quarters.
4. Track: Must complete a full track season and score 1 point at the league meet.

### **Fund-Raising**

In today's current economic climate, activities and athletics may be required to supplement their line-item budget. All activities fund-raising efforts will be cleared through the building principal and all athletic fund-raising efforts will be cleared through the athletic director. Solicitations on school property shall be done only when they are related to school sponsored activities. Solicitations in the community shall not take place during school time and must have the appropriate approval.

Outside organizations wanting to use USD 217 facilities and activities to fund-raise must have administrative permission to set-up booths, tables, etc. Each activity will have limited spots, so these will be on a first-come, first-serve basis, please plan accordingly.

### **Athletic Training & Injuries**

Rolla Schools and the KSHSAA requires that all athletes have an annual pre-participation evaluation (PPE) and that it be on file with the school before participating in any practice or competition. The PPE shall not be taken earlier than May 1 proceeding the school year for which it is applicable. Forms are available in the JH/HS office or online at [www.kshsaa.org](http://www.kshsaa.org).

If an athlete suffers an injury before/during a sport that requires medical attention or a significant amount of missed practice/playing time, a written note or clearance must be granted by a trainer/doctor before returning to practice or competition.

*The Kansas School Sports Head Injury Prevention Act provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition.*

*The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete's return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO).*

Coaches, student-athletes, and parents all play a vital role in the success of our Activities Department. The foundation of the Rolla Activities Department is to teach important life-lessons like commitment, discipline, hard work, sacrifice, and teamwork. Through “intentional coaching”, we believe sports can build character in young people. These principles can and will impact your child’s success not only in athletics, but also throughout their lives.

Rob Miller, from Proactive Coaching, LLC, presented the following ideas that can help you assist your child’s development through activities.

1. Release your child to the sport/game. Your child should be participating in activities because THEY want to, not because you want to live through them.

2. Do your best to understand the rules and expectations of your child’s activity. We offer a broad range of activities, help your child determine which one best fits their ability, passion, and talents.

3. Release your child to the coach. We have assembled a strong coaching staff and it is important that you allow the coach to do his/her job. Be supportive of the coaching staff and the time and effort they put in to your child’s team.

4. During appropriate times, you can and should communicate the following items with the coaching staff:

- Academics
- Injuries
- Behavioral concerns from your child that you do not approve.

5. Release your child to their role on the team. Not everyone can be a starter, understand where your child fits into the dynamics of the TEAM concept.

6. Avoid negative conferences with the coaching staff:

- Game-time decisions
- Play-calling
- Playing Time

Remember, at every activity there are four major roles:

1. Coaches
2. Athletes
3. Officials
4. Spectators