

Hugoton



Activities Handbook

Mr. Clint Merritt.....Activities Director
Mr. Gregg Errebo.....High School Principal
Mr. Lance Custer.....Middle School Principal
Revised June 11, 2012

Administrative Staff Directory

Name	Title	Phone
Mr. Mark Crawford	Superintendent	544-4397
Mr. Gregg Errebo	HS Principal	544-4311
Mr. Clint Merritt	HS AD/AP	544-4311
Mr. Lance Custer	MS Principal	544-4341
Ms. Ginny Pearson	AD Secretary	544-4311

Fall Sports Directory

Name	Title	Email
Mr. Nick Rodriguez	Head Cross Country	nrodriguez@usd210.org
Mr. Clint Merritt	Head Football	cmerritt@usd210.org
Mr. Scott Schechter	MS Head Football	sschechter@usd210.org
Mr. Rex Evans	Head Girls Golf	rex25us@yahoo.com
Mrs. Kate Szymczak	Head Volleyball	kszymczak@usd210.org
Mrs. Bobbi Ferguson	8th Head Volleyball	bferguson@usd210.org
Mrs. Candice Campbell	7th Head Volleyball	ccampbell@usd210.org
Mrs. Paige Rawlings	Fall Cheerleading	prawlings@usd210.org

Winter Sports Directory

Name	Title	Email
Mr. Craig Szymczak	Head Boys Basketball	cszymczak@usd210.org
Mr. Lance Cornelsen	7 th Boys Head Basketball	lcornelsen@usd210.org
Mr. Scott Schechter	8 th Boys Head Basketball	sschechter@usd210.org
Mr. Andy Gillen	Head Girls Basketball	agillen@usd210.org
Ms. Jill Nech	7 th Girls Head Basketball	jnech@usd210.org
Mr. Nick Rodriguez	8 th Girls Head Basketball	nrodriguez@usd210.org
Mr. Brent Mahan	Head Wrestling	bmahan@usd210.org
Mr. Brian Campbell	MS Head Wrestling	bcampbell@usd210.org
Mrs. Paige Rawlings	Winter Cheerleading	prawlings@usd210.org

Spring Sports Directory

Name	Title	Email
Mr. Rusty Crites	Head Baseball	rcrites@usd210.org
Mr. Rex Evans	Head Boys Golf	rex25us@yahoo.com
Mr. Lance Cornelsen	Head Softball	lcornelsen@usd210.org
Mr. Nick Rodriguez	Head Track and Field	nrodriguez@usd210.org

USD 210 Mission Statement

Our mission is to ensure academic achievement for all students through:

- Relevant educational opportunities;
- Rigorous Coursework;
- An environment built around caring Relationships.

Hugoton Athletic Department Vision Statement

The Department of Athletics strives to enhance the student-athletes Middle 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 student-athletes, parents, and coaches will strive to bring credit and positive recognition to USD 210 and the community of Hugoton.

The Athletic Department is committed to and embraces the policies set forth by the State of Kansas, the Kansas State High School Activities Association (KSHSAA), the Great West Activities Conference (GWAC), the Ark River Middle School Activities League (ARMS), and USD 210 rules and regulations.

The Athletic Department wishes to promote the USD 210 Mission by adhering to the following principles:

1. To provide support in all areas of the student-athletes 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, GWAC, ARMS, and USD 210.

League Affiliation

High School - Great West Activities Conference (GWAC): Colby, Goodland, Holcomb, Hugoton, Scott City, and Ulysses

Middle School – Ark River Middle School Activities League (ARMS): Comanche (Dodge), Dodge City Middle School, Horace Goode (Garden City), Hugoton, Kenneth Henderson (Garden City), Liberal – South, Liberal - West

Coaches Code of Conduct

As a member of the Hugoton 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 210 and the community of Hugoton 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 Hugoton 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 student-athlete; 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 student-athletes.
3. I will take an active role in the prevention of drug, alcohol, and tobacco use by my student-athletes.
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 210 administration.
6. I will conduct myself in such a way as to bring positive recognition to USD 210 and the community of Hugoton.

Responsibilities of Head Coaches

The Hugoton 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 210 policies. All questions regarding KSHSAA policy should be directed through the AD office. DO NOT call KSHSAA directly!
2. Ensuring that all student-athletes have the appropriate paperwork on file in the AD office. (PPE, Concussion, Risk of Injury, Emergency Contact) Update your roster frequently to ensure we have made the appropriate changes.
3. File appropriate Travel Request forms with AD, Transportation Director, and your Building Administrator. (Two weeks before 1st competition)
4. 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 lettering policy that is fair, yet challenging. It is an honor to letter, do not water it down.
 - Communicate your expectations of how parents can support your program.
5. 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.
6. 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.
 - Use the appropriate Accident Report Form when necessary.
7. Ensure that all players are properly informed of KSHSAA rules and conduct themselves with respect and dignity while representing USD 210.
8. Maintain equipment, locker rooms, and facilities to the best of their ability.
9. Cooperate with local media outlets. (Hugoton Hermes, Garden City Telegram, Hutchinson News, Topeka-Capital Journal, and Wichita Eagle)
10. 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.
 - Fall Sports – Before Christmas Break
 - Winter Sports – Before Spring Break
 - Spring Sports – By June 1st

Roles of the Assistant Coach

1. Remain abreast of all KSHSAA rules and USD 210 policies.
2. Perform duties as delegated by the Head Coach to the best of your ability.
3. Assist in supervision of student-athletes.
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 4A competition and creating the ever-growing problem of "burn-out".

1. No school activity is to take place on Wednesday night. Practice should be complete by 6:30 pm. Exceptions may include Regional 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 judgment. If school is cancelled, practice will also be cancelled.
4. Observe all KSHSAA Non-Practice Dates. (KSHSAA Rule 9)

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 (Game Day)
5. Clean locker rooms are your responsibility (home and away). You may delegate that to assistants or student-athletes.
6. Clean buses after all competitions. Delegate this to the student-athletes.
7. During Coaches "One Week" Summer Camps please follow USD 210 policy for facility usage. Please follow all 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.

1. All requisitions for the district budget must be completed in the AD office.

2. Each program may create an H Club account run the high school bookkeeper. Stay abreast of policy on how this account can be used. All requisitions through this account must be pre-approved by the AD.
3. Meal money is available upon coach request, up to \$7.00 per meal. Make arrangements several days in advance. (Use 2+ hour trips as a general rule.)

Student-Athlete Code of Conduct

As a valued member of the Hugoton Activities Department, 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 athletic events, and maintain academic eligibility.

I will do my best to represent USD 210 and the community of Hugoton 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, a better student, and a better athlete bringing positive recognition to USD 210 and the community of Hugoton.

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. 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 to the the Activities Department. Please DO NOT call KSHSAA directly!

Students: All students in good standing at Hugoton High School are eligible to participate in interscholastic sports when the following forms are completed and on file with the Activities Department:

1. All academic and enrollment regulations of KSHSAA and Hugoton High School have been met. (KSHSAA Rule 12-17)
2. A Physical Exam Form (KSHSAA Rule 7 - PPE)
3. KSHSAA Concussion Form
4. Assumption of Risk of Injury Form (Sport-Specific)
5. Emergency Contact Form (Must be notarized)

STUDENT-ATHLETE ELIGIBILITY:

1. Eligibility at the start of each school year is based on KSHSAA regulations (Passing 5 credits from the previous semester and currently enrolled in at least 5 credits.)

2. Once school begins, a student must pass 6 of 7 classes per marking period. Marking periods include Mid-terms (4.5 weeks), end of Nine-Weeks, and end of Semester.
 - If a student fails more than one course during a marking period, they will become **ineligible until the next marking period** (mid-term, 9-weeks, or semester). The athlete may become eligible if they receive passing marks for 6/7 classes **by the next marking period** (mid-term, 9-weeks, or semester).
 - For Example: Athlete A is passing 5/7 classes by mid-term marking period. Athlete A would be declared **INELIGIBLE** until the 9-weeks grading period (4.5 weeks later).
 - If Athlete A is declared ineligible, they can practice, but cannot compete against other schools during the 4.5-week suspension. They can be declared **ELIGIBLE** after the 4.5 weeks, provided they are passing 6/7 classes.
3. Students may not engage in outside competition during the season in which they represent the school in that sport. (KSHSAA Rule 22)
4. A transfer student must meet the KSHSAA requirements. (KSHSAA Rule 18)
5. A student shall not have been in attendance more than eight semesters of possible eligibility in a four-year school (grades 9-12).
6. Students must be in good standing. A student who is under suspension, out of school, or whose character or conduct brings discredit to the school or to the student, as determined by the principal, athletic director, or head coach is not in good standing.
7. In school suspensions end at 3:45 the day of the last ISS day. Student-athletes are expected to serve the entire ISS term. They are permitted to return to practice after 3:45. They may compete, provided the team has not left, or the contest is at home. If school transportation has left, the student-athlete would not be able to participate. Students who receive Out of School suspensions may not practice or compete until the suspension has been lifted.
8. Students must meet all USD 210 and Hugoton MS/Sr High school requirements to remain eligible.

Attendance Policy

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

1. Students who have an Unexcused absence from any part of the day of an activity will not be permitted to participate (hair-cut, sleeping in, tired, etc.).
2. Students who have been absent due to illness any part of the competition day may not participate.

3. Students must abide by all established rules of the coach and/or sponsor regarding attendance and playing time.

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.

Lettering Policy and Special Awards

Competing in Athletics and Activities is an integral part of the whole education process. The USD 210 Activities Department will recognize student-athletes who meet the criteria specified by their individual coach. The first time a student letters in a sport or activity, he/she will receive a certificate, bar, activity pin and one chenille H. After that an athlete will receive a certificate and a bar each time he/she letters in that sport/activity.

Recent studies by a team from the University of Kansas have shown the positive impact sports have on GPAs, State Assessment Scores, and Graduation Rates. To read the complete study click on the following link ([Academic Performance](#)). The USD 210 Activities Department has created a special incentive program to foster participation in multiple sports programs.

1. Triple Crown – This is an annual award given at the All-Sports Banquet in May. Any student-athlete (9-12) who letters in three athletic sports and finishes the school year in good standing is eligible to receive this award.
2. Eagle Award – This is a cumulative award given at the All-Sports Banquet in May. It spans the student-athletes entire career. To be eligible for this

- award, a student-athlete must receive nine (9) varsity letters AND maintain a minimum of a 3.0 GPA throughout their entire high school career.
3. Any combination of the following sports may be used for consideration of these awards. Girls – Cross Country, Golf, Volleyball, Basketball, Softball, and Track. Boys – Cross Country, Football, Basketball, Wrestling, Baseball, Golf, and Track

Insurance

USD 210 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 210 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.

Athletic Trainer

USD 210 has a contract with Sandhills Orthopedic Clinic in Garden City. Sandhills will send a trainer to Hugoton every Tuesday. It is the student-athletes responsibility to communicate any injuries to their head coach. Head coaches will sign-up any student-athlete who needs these services and make sure the appropriate Accident Forms have been filed.

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.

Role and Responsibility of Parents

Coaches, student-athletes, and parents all play a vital role in the success of our Activities Department. The foundation of the Hugoton 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 majors roles:

1. Coaches
2. Athletes
3. Officials
4. Spectators – Do this to the best of your ability and represent the community of Hugoton in a positive manner!