

ONE WAMEGO



**USD 320**  
**EXTRACURRICULAR**  
**ACTIVITIES**  
**HANDBOOK**  
**2024-2025**

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## **WAMEGO ATHLETICS STRATEGIC PLAN**

### **VISION**

ONE WAMEGO. Collectively, we will enhance the student-athlete's experience in order for them to become a well-rounded, character-driven individual. A Wamego student-athlete understands that teamwork, community engagement, and hard work leads to perseverance and success throughout life.

### **MISSION**

Our mission is to create a positive culture that energizes and encourages, fosters connected relationships and unity, empowers student-athletes to reach their maximum potential academically, athletically, mentally, and socially while cultivating a genuine commitment to Wamego athletics, our community and to each other.

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## **Activities Department Philosophy**

Extracurricular activities at USD 320 provides an opportunity for students to engage in activities that enhance their physical, socio-emotional, and mental development.

To be eligible to participate in the extracurricular activities in USD 320, students must meet the academic standards, character standards and guidelines provided by KSHSAA. Participation is a privilege and not a right or an entitlement. To remain in good standing on athletic teams, students are expected to exhibit the highest level of conduct on and off the field within the school and the town community. They must demonstrate respect for their fellow students, teammates, game officials, opponents, and spectators.

## **Athletic Program Objectives**

1. To provide leadership that stresses self-discipline, accountability, work ethic, excellence in both academics and athletics, and team unity.
2. To develop confidence, self-esteem, and a positive attitude.
3. To develop the skills of the student-athlete by teaching fundamentals in an effort to maximize an athlete's potential.
  - a. Middle School coaches and High School coaches of USD 320 are expected to work together to ensure continuity among programs.
4. To provide coaches who, as teachers, will carry out the Wamego Athletic Strategic Plan.
  - a. Evaluate individual coaches.
    - i. Head coaches evaluated by the principal or athletic director.
    - ii. Assistant coaches evaluated by head coaches with input from the athletic director.
5. To provide a rewarding athletic experience for students.
6. To provide excitement for our programs for students, faculty, and community that will generate a feeling of unity and school pride.

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## **ATHLETIC DIRECTOR - Standards**

Provide visionary leadership for the development, evaluation and support of the athletic program in accordance with the USD 320 Mission Statement and the policies of the Kansas State High School Activities Association, and the National Federation of High School Activities. The Athletic Director must see that the athletic program lives the Vision and Mission of Wamego Athletics while attaining the Strategic Priorities that meet the needs of the students, coaches and the Wamego community.

### **OBJECTIVES**

- ❖ Understands how to enhance the unique opportunities for growth and advancement of USD 320 through athletics & activities.
- ❖ Provides visionary leadership, strategic planning (including facilities) and policy development for the athletics program.
- ❖ Fosters high standards of integrity, selflessness, academic success, and athletic excellence.
- ❖ Will complete administrative duties which includes coaches evaluations, scheduling, communications and notifications.
- ❖ Represents the District in a positive and professional manner while setting high standards and expectations for self and others.
- ❖ Is able to cultivate positive relationships with coaches, parents, and community members.
- ❖ Shall work to develop a positive public relationship between the school district and the community.
- ❖ Actively recruits and hires coaches who are committed not only to winning but to the welfare of student-athletes.
- ❖ Possess the ability to work gracefully with parents, student-athletes, coaches, and other school staff to develop a unified and successful athletic program.
- ❖ Develops and implements a support plan for each head coach and serves as or finds a mentor to all new coaches.
- ❖ Attends practices, games, and other athletic functions on a regular basis to show support and encouragement of the District Athletic Vision.
- ❖ Promotes professional growth and enrichment by encouraging coaches to be members of professional athletic organizations and to participate in clinics, conferences, and other professional growth opportunities.
- ❖ Works with coaches, principals, and superintendents to develop a communication plan that promotes athletics.
- ❖ Works with student-athletes, parents, coaches and counselors to provide a supportive atmosphere for athletes seeking post-secondary athletic participation.

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## COACHING - Standards

Coaches will lead with integrity, trust, and mutual respect. They will create a positive culture that will build high self-esteem, a sense of responsibility, effective communication skills, an appreciation for others and the community of Wamego. High character will be displayed in the daily decisions made by the coaching staff. Coaches will take the student-athlete where they can not take themselves academically, athletically, and most importantly emotionally.

### [Head Coaches Evaluation Form](#)

#### **OBJECTIVES**

- ❖ Live the Athletic Vision and Mission.
- ❖ Lead by example. High character, integrity, work ethic and consistency are exhibited in daily actions.
- ❖ Lead with passion, energy and enthusiasm.
- ❖ Follow ALL KSHSAA rules and policies and practices, as well as KSHSAA policies and practices regarding student safety.
  - The head coach should never leave the building or facility until the last athlete has departed.
- ❖ Develop a Championship Mindset in our student-athletes. This begins with celebrating the small victories and building to the next.
- ❖ Create impactful and trusting relationships with student-athletes, staff, administration and community.
- ❖ Support and encourage all athletic programs and activities in the district. We are ONE WAMEGO.
- ❖ Continually improve through self-reflection, mentorship, professional development, evaluation, and self-care.
- ❖ Create a clearly defined philosophy and vision for your program.
- ❖ Understand that whatever a culture embraces comes out in the decisions of those involved.
- ❖ Will complete all coaching duties which include the following:
  - Check the leave time with the Athletic Director and District Transportation Coordinator.
  - If students are to miss any class time, the teacher should be notified in advance.
  - Request leave through Skyward/Aesop at the beginning of the season.
  - Submit the transportation request form to Athletic Director for approval at least a week before needed.
  - Make sure all necessary equipment is ready to go.
  - Expect your squad members to display good citizenship at all times including the bus. Appropriate dress reflects and represents our school.

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- All participants must travel with the team and the coaches to the game site, unless parent permission is granted or other arrangements are made by the administration, in cooperation with the coach, prior to the trip. Parents may not assume the responsibility of releasing any student(s) other than their own.
- Students will not participate in a contest if they have been absent from school unless their absences were due to a school-sponsored activity or a doctor visit. A verification note from the doctor is required. Students must be in attendance by 11:00 a.m. on the day of the activity (Unless special permission is given by the Principal and or Athletic Director).
- ❖ Head Coaches will develop well thought out, detailed plans prior to every workout or practice.
  - Teams will finish practice on Wednesday so the teams will be out of the buildings and going home by 6:00 PM. Teams will not participate in a contest on Wednesdays (Tournaments, state-sponsored activities and some rescheduled activities may be exceptions).
  - Teams will not practice nor participate on Sunday's (KSHSAA activities are the exception when rescheduling occurs due to weather issues). Special circumstances that arise will need approval from the superintendent.
  - Teacher in-service days take precedence over practices.
  - The closing of schools because of inclement weather may or may not cancel activities. The decision will be made by the superintendent and athletic directors.
- ❖ Teach the importance of presentation, etiquette, and taking pride in your performance. We will represent Wamego in a first class manner.
- ❖ Invest in Wamego youth and build continuity with Wamego Middle School coaches.
- ❖ All programs will be fully invested in Health & Performance.
- ❖ Prepare student-athletes for life after high school.
- ❖ Develop habits to get student-athletes through adverse situations that life will place on them.
- ❖ Student-athletes will become wives or husbands, mothers or fathers and or leaders in the community; the life skills they learn through athletics will give them a platform to positively influence others.

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## **STUDENT-ATHLETE - Standards**

The Wamego Athletic Program is highly visible throughout the Wamego community and surrounding area. Those who participate in its athletic programs represent the very fabric and mission of our district, ONE WAMEGO. By choosing to participate in an activity so closely tied to the public's perception of USD 320, they have an additional obligation to uphold the mission and values of our district. Student-Athletes at WHS & WMS are expected to carry themselves both on and off the field with high moral and ethical standards and are required to adhere to the mission of USD 320 and the Athletic Department.

### **OBJECTIVES**

- ❖ Embrace the vision and mission of USD 320 & Wamego Athletics.
- ❖ Hold myself to the highest standards of integrity in the classroom, on the practice field, during competition and in the community upholding District Policy.
- ❖ Lead by example. Sportsmanship, personal responsibility, accountability and communication will be exhibited in my daily actions. This includes during competition, at school, in the community and on social media.
- ❖ Embrace adversity. Adversity will help me develop grit and resilience.
- ❖ Promote the well-being and the success of my teammates and coaches.
- ❖ Winning in the classroom and on the field is a by-product of our consistent, daily actions.
- ❖ Pledge to their coaching staff the highest levels of loyalty, fidelity, cooperation, team effort, hard work, openness to constructive criticism and willingness to be guided by their knowledge, skill and expertise.
- ❖ Support and participate in extracurricular activities. Contribute to building a sense of community pride while volunteering for service projects and projects that affect the community of Wamego.
- ❖ Practice a healthy lifestyle, refusing and discouraging the use, possession and distribution of alcohol, tobacco, illegal narcotics and performance-enhancement drugs.
- ❖ Live their life in such a way that they are an example and source of inspiration to their family, teammates, fans, teachers, staff and the Wamego community.



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## **PARENT/GUARDIAN - Standards**

Parents are an integral part of building a positive culture within our Athletic Department. The support, love and encouragement of a parent is the foundation for a successful student-athlete. The Coach, Player and Parent Partnership begins with communication and positive support. The connections this Partnership creates will help build trust, unity and commitment among our Athletic Programs at USD 320.

### **OBJECTIVES**

- ❖ Embrace the vision and mission of USD 320 & Wamego Athletics.
- ❖ Help create a culture of positivity and support within the teams in which your child participates.
- ❖ Lead by example. Sportsmanship, personal responsibility, accountability and communication will be exhibited at all times.
- ❖ Provide support to the coaches.
- ❖ Enhance your student-athlete's experience by being supportive, encouraging and loving.
- ❖ Represent your child, the team, coaches, school and the community of Wamego in a positive way.
- ❖ The Coach, Player, and Parent Partnership will guide conversations if questions or problems arise.
- ❖ Parents will take ownership in creating a positive atmosphere where their child can reach their full potential as an individual and teammate.

### **EXPECTATIONS**

- ❖ Be unconditionally supportive of your child. They need your love, encouragement, and support.
- ❖ Be a positive role model for your child (this includes social media).
  - Having a positive mindset will help our Athletic Programs create positive cultures.
- ❖ Keep informed of school policies, administrative decisions, and academic requirements.
- ❖ Allow players to play, coaches to coach and officials to officiate.
  - Encourage and support your child and the team in a positive manner.
  - Coaches need your positive support. Negativity causes division.
  - Negative emotions towards officials could become a detriment to your child and/or the team.
- ❖ If you or your child have questions or concerns, please follow the protocol below. Many times problems can be avoided by being proactive and communicating effectively.
  - Have your son/daughter talk to their coach (possibly more than once).
  - Set up a time to meet with the coach (athlete, parent(s) and coach).
  - Set up a time to meet with the Athletic Director (athlete, parent(s), coach, and AD).

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- Set up a time to meet with Administration (athlete, parent(s), coach, AD, and Administration).
- ❖ Any questions regarding playing time or lack of playing time will not be discussed unless your child has talked to the head coach in advance. In most cases, your child knows why he/she is earning the amount of playing time he/she is receiving. It is your job to go to your child first, not the coach first. After this has been done, if you still feel you need to talk to a coach then an appointment will be made with the head coach, player, and parents (IT IS NEVER APPROPRIATE TO SPEAK WITH A COACH AFTER A GAME). All three members must be present before discussing issues. An administrator may be present if requested by the head coach or parents. E-mails between parents and head coach or assistant coaches will not be appropriate when discussing playing time, only as an avenue to explain absence from practice or general questions concerning the program. If at any time during a conversation another player's name is brought up, the conversation will be over. We are meeting about your child, we will focus on what your child needs to do to get better, not talk about another player.

## **MS Athletic Uniform Rotations**

2024-2025: Wrestling / Golf

2025-2026: Football

2026-2027: Volleyball

2027-2028: Cross Country & Track

2028-2029: Girls & Boys Basketball

## **HS Athletic Uniform Rotations**

2024-2025: Volleyball & Girls Basketball

2025-2026: Football

2026-2027: Softball & Golf & Dance

2027-2028: Wrestling & Boys and Girls Track and Cross Country

2028-2029: Boys Basketball & Baseball, Cheer & Girls Tennis

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## Placing Orders for Additional Team Gear

USD #320 has an All-School Under Armour/BSN Agreement. We will get the majority of our equipment and uniforms from them.

Purchasing any additional gear is solely the decision of the student and his/her parent or guardian. These extras are not required.

Coaches can set up Team Stores through BSN online stores OR the company of their choice. This is the preferred way to offer additional gear because:

- Parents are placing orders and paying online,
- No money is being collected at school, and
- Production starts at the ordering deadline.

In all instances, if coaches are going to allow students/parents to order items and collect money, the following steps must be taken:

- All money MUST be collected and turned into the office **BEFORE** orders are placed.
- No orders are to be made without a paid order in hand.
- Vouchers will be presented to the principal for signature **BEFORE** any orders are placed.
- Exceptions: A donor is available to help and coaches have talked with the principal about available benefit monies.

It is the expectation of the principal and athletic director that these guidelines be followed with fidelity when making purchases in the name of Wamego Middle School, Wamego High School or U.S.D. 320.

## Activity Trips

Students and teachers are expected to remain in class until dismissal time. Teachers, if your substitute has not arrived and it is time to leave, be sure the office is informed so someone can watch your class.

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## **Activity Trips – Buses**

1. Students are to be seated at all times and expected to be reasonably quiet and well behaved.
2. Be certain the bus is clean when the trip is completed.
3. The image we give the public can be made or broken on trips, make sure all team members dress neatly, act polite, and are a good representative of our school at all times.

## **Activity Trips – Vans**

1. Only certified employees, unless otherwise approved, will drive on school trips.
2. All vans need to be reserved through the transportation director 2 weeks prior to the trip.
3. Keys for the vans need to be picked up at the transportation office.
4. When arriving back home:
  - a. Re-fuel the van at the USD 320 pumps at the bus lot. You must document all miles and gasoline used on the clipboard in the building next to the pump.
  - b. Return the van to the parking space in the lot.
  - c. Make sure the van is locked and reasonably cleaned before leaving.
  - d. Return the keys to the drop box at the bus yard.
  - e. Report any needed maintenance or problems with the van on the form before turning it in.

## **Athletic Injuries**

1. First, assume the injury is serious.
2. Don't move the athlete.
3. Keep a list of telephone numbers of people to get in touch with for each athlete in case of injury.
4. During your pre-season meeting with parents and student-athletes, you are to talk of the dangers that can occur during practice and competition. Reinforce that the chances of injury increase if the athlete does not train and perform the skills correctly.

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5. Parents/athletes must have signed the KSHSAA concussion form.
6. Parents are to complete an Emergency Medical form that will be given to coaches.
7. All doctors' orders will be followed without exception.

## **Coaching Clinics**

USD 320 recognizes interscholastic coaching as a very important part of the district's total educational program. The district believes that the attendance at coaching clinics by USD 320 coaches is desirable and enhances staff and program development.

USD 320 coaches will be provided the opportunity to attend coaching clinics on an annual basis. USD 320 will reimburse coaches at a reasonable cost for registration fees and meal expenses. The district will also provide transportation or mileage reimbursement to and from the clinic. In the event that a coach wishes to attend a clinic of comparable cost other than the KSHSAA clinic, he or she may apply to do so with the athletic director.

## **Eligibility**

The Kansas State High School Activities Association has a minimum regulation which requires students to pass at least five (5) subjects of unit weight each semester to remain eligible for athletics or other KSHSAA sponsored events that occur the following semester.

USD 320 eligibility policy supports the belief that public education is a right and participation in extracurricular activities is a privilege.

An extracurricular activity is defined as an activity occurring outside the normal school day and not related to a particular academic area.

## **Eligibility Status**

The first three weeks of each semester shall be a period where students are accumulating grades to demonstrate their knowledge and effort toward learning district curricular objectives.

There are two eligibility phases: academic probation and ineligibility.

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**Academic Probation:** Students with one F, are on academic probation. During Academic Probation a student is allowed to practice and participate in extracurricular events.

**Ineligible:** Students with two F's are ineligible. Ineligibility will run for a minimum of one week. Students will remain ineligible until he or she no longer is failing two classes.

An eligibility report will be run on the first day of the school week by 11:00 AM.

A student is allowed to practice but not participate in extracurricular events while academically ineligible. This includes dances and parties.

**Eligibility will run the length of the semester, from the fourth week to semester's end.**

**TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY, A STUDENT MUST BE IN SCHOOL BY 11:00 A.M. ON THE DAY OF THE EVENT, OR Day before if the event is on Saturday (no school day).** (Students with prearranged absences or unforeseen circumstances will be considered for exception by the principal and/or athletic director.)

## **Athletic Department - Drugs, Alcohol and Tobacco Policy**

USD 320 in no way condones the possession and or use of drugs, alcohol or tobacco, e-cigarettes, and vapes. Members of the USD 320 athletic programs are prohibited from the use or possession of any of these substances.

Any athlete in violation of this policy, as determined by the staff of USD 320 or an officer of the law, will meet with the same consequences as any student: discipline and consequences in accordance with district policy.

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## **Random Drug Testing Policy Wamego USD 320**

### **Mission:**

- To provide a safe and drug-free educational setting where all students can achieve their full potential.

### **Purpose:**

- To help students manage social pressures that may lead to the use of illegal drugs. Early identification of drug usage can help families address addiction and other issues that may result from drug use. USD 320 would like to partner with parents and work collaboratively in establishing a “Helping Policy” assisting students and parents in identifying the use of illegal substances.

### **Goal:**

- To guide students in making good choices and refrain from using illegal drugs.

In order to provide a drug-free environment and assist in the prevention of drug use, in wellness promotion, and in treatment of students who have engaged in drug use, Wamego students in grades 8-12 who participate in KSHSAA sponsored activities will be subject to random drug testing.

Additionally, parents/guardians may agree to opt-in their student to the random testing pool at any time.

### **Random Drug Screening Process:**

1. The testing facility will randomly select students to be tested from the eligible pool of students mentioned above for testing throughout the school year.
2. The principal, assistant principal, or a trained medical provider will clip a small sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initialing the envelope.

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3. The collected samples will be sent to a drug testing facility for analysis.
4. Parents/Guardians will be contacted by the principal or assistant principal and given the results of each test within two to three weeks of the submission of the hair sample. Contact by phone and/or mail will be made for negative test results. Contact by phone will be made for positive test results.
5. Students whose test has a positive result will meet with their parents/guardians and the principal or assistant principal.
6. Positive test results are cumulative for a two-year period starting with the most recent positive test, and only during a student's high school years.
7. Detailed test results will be available only to the student, the parents/guardians, and to school administration who have a legitimate need to know.
8. Eligibility impacts of testing will be communicated to appropriate coaches and sponsors as required.
9. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their time at Wamego Middle School or Wamego High School.
10. If parents/guardians question the validity of the test results they may request a second test be conducted on the same hair specimen at their own expense. It is important to note that any positive result has had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the wash procedure used.
11. The testing facility uses a liquefying method to process hair samples. Positive results for prescription medication will be made negative after verification of the prescription is received.



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12. Any student request, after being selected for the random sample, for a parent or guardian to be present during the testing process will be honored. (provided test can be completed within 48 hours)
13. Any student who refuses to submit to a drug test after being randomly selected and is currently participating, has participated in, or plans to participate in any of the school activities offered, will have participation suspended until a test is taken.
14. In order for a student to be eligible for participation in a privileged activity (as defined by KSHSAA), the student must have a completed and signed opt-in form on file in the school office.
15. All transfer students who choose to participate in KSHSAA activities will be educated on the drug testing policy and be provided a minimum 90-day window from the date of transfer before being included in the random testing pool.

## **PROCEDURES IN THE EVENT OF A POSITIVE TEST RESULT:**

Whenever a student's test result indicates the presence of an illegal drug, the provision set forth will apply:

### **First Violation:**

A first positive test will result in the following consequences:

- A (14) calendar day suspension from KSHSAA activities as a participant. The student will continue to practice with the team/organization but will not participate in competitions/activities outside of practice during the suspended time.
- The student will have an assessment with a certified addiction-counseling program. USD 320 will cover the cost of the first consultation meeting if parents/guardians choose the program provided by USD 320. The assessment is to be completed within two weeks of the date of notification of the positive test. Failure to be assessed within that time period will lead to the student being barred from KSHSAA activities until it has been completed.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

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## **Second Violation (Two Positive Test Results):**

A second positive test will result in the following consequences:

- A (45) calendar day suspension from KSHSAA activities as a participant. With administrative approval and the coaches/sponsors' consent, the student may practice with the team/organization but will not participate in competitions/activities outside of practice during this time.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

## **Third Violation (Three Positive Test Results):**

A third positive test will result in the following consequences:

- A (180) calendar day ban as a participant from all KSHSAA activities. The student will not be permitted to participate in practices during the banned period.
- The ban may be reduced to ninety days if the student completes either a Certified Inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such a program. Proof of successful completion is required.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

## **Self-Reporting of Drug Usage:**

A student or parent/guardian may self-report drug usage at any time prior to selection in the random pool is allowed for compliance. The student may avoid eligibility consequences of the first violation by self-reporting as specified below. Self-reporting may only be used prior to a first violation. A subsequent positive test result will count as a second positive test.

- In order to avoid the eligibility consequences when reporting prior to a first violation, students must complete an assessment from a certified addiction counselor, which may be of their choice, or they may utilize the contracted counseling addiction program provided by USD 320. USD 320 will cover the

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cost of the first consultation meeting if parents/guardians choose the program provided by USD 320. The assessment is to be completed within two weeks of the date of notification of the positive test. Failure to be assessed within that time period will lead to the student being barred from KSHSAA activities until it has been completed.

- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

## STRATEGIC PRIORITIES

### I. LIVE OUR MISSION & VISION

- A. Our student-athletes will take great pride in representing their team, our school and the community of Wamego.
- B. We will uphold an environment in which coaches and staff feel supported, respected, and enjoy coming to work every day.
- C. We will be known as a place in which people desire to work and student-athletes are able to thrive and reach their goals.

### II. CREATE A POSITIVE CULTURE THAT FOSTERS CONNECTED RELATIONSHIPS

- A. Each person in the Athletic Department plays a unique role in achieving student-athlete success.
- B. Constantly improve communication, interaction, & cooperation between AD, coaches, staff, student-athletes, WABC, parents, & community.
- C. Mutual respect among the coaching staff and administration will provide a family-like environment.

### III. SUPPORT STUDENT-ATHLETE SUCCESS & WELL-BEING

- A. Supporting our student-athletes in their pursuit of a top-level education, and providing them the resources & experiences necessary for success after High School is our ultimate priority.
- B. We will enhance our student-athletes' ability to lead, perform consistently, act responsibly, and grow emotionally.

### IV. WIN CHAMPIONSHIPS

- A. Our goal for every sport is to compete for NCKL Championships and State Championships.

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- B. We will put a priority on hiring the best coaches, a commitment to Health & Performance, developing our youth programs, and focusing on daily improvement.
- C. We will be forward-thinking in our approach to facilities, equipment, training, program development, and promoting athletics.

## V. PROVIDE PROFESSIONAL DEVELOPMENT & INSTILL UNITY AMONG the COACHING STAFF

- A. We will develop a support plan for each head coach. New coaches will have access to a mentor program.
- B. Encourage and support staff to pursue professional development opportunities throughout the year.
- C. We will provide opportunities for coaches to connect & grow as a staff, leading to equal support for all student-athletes.

## VI. COMMUNITY SUPPORT & CHAMPIONSHIP ENVIRONMENT

- A. Our daily actions will focus on serving our student-athletes, coaches, Wamego School District, and the community of Wamego.
- B. We will create connections and deliver lasting memories between our fan base and our student-athletes, coaches, and staff.
- C. Our student-athletes will be easy to support and take pride in giving back to our community.

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## **PROPOSAL for ADDING a NEW KSHSAA SPORT or ACTIVITY**

**(this needs to be a discussion with the Superintendent & BOE).**

- Timeline for proposing a new sport or activity:
  - Proposal must be made to building AD prior to January 15th for implementation for the following school year.
  - Meet with the Superintendent to review the proposal.
  - The Proposal Committee must present at the March BOE meeting.
    - Proposal committee must include the Building Athletic Director and school staff/coach members.
  - Approval must be made by the **April BOE meeting** in order to add for the next school year.
- Considerations
  - Student Involvement
  - Need/Why
  - Facilities Available
  - Title IX
  - League participation/competition
  - Cost
    - Budget for year
      - Coaches
      - Facilities
      - Uniform
      - Equipment
      - Transportation
      - Events (event/tournament cost, worker/extra duty cost)
      - KSHSAA Catastrophic Insurance
    - Long Term budgeting
  - Other Cost Considerations
    - Outside organizations offer to pay for a portion or all of the sport/activity.
      - When does the district take over full financial responsibility?
  - Preparation
    - Coaching Staff
    - KSHSAA Approved/Notified
    - Schedule
      - Practice Place
      - Practice Time
      - Practice Conflicts (other sports/activities)
      - Game Schedule (avoiding conflicts with already scheduled events)
      - Game Contracts
        - Fulfill current contracts
        - 2 year cycle
    - Transportation/ Schedules/Availability

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## PROCESS for ADDING a NEW KSHSAA SPORT or ACTIVITY

- Timeline for proposing a new sport or activity:
  - Proposal must be made to the building AD prior to January 15th for implementation for the following school year.
  - Meet with the Superintendent to review the proposal.
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- Considerations
  - Why?
  - Student Involvement
  - Current Youth Programs
  - Facilities needed
  - Financial considerations (short term & long term)
  - Program sustainability
  - Possible conflicts

## DISTRICT LINES OF COMMUNICATION

USD 320 Lines of Communication						
Areas of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Activities	Coach/Sponsor	Activities Director	Principal	Supt	BOE	
Athletic Facilities	Activities Director	Principal	Facilities Dir.	Supt	BOE	
Curriculum/Instruction (CIA)	Teacher	Principal	Asst. Supt	Supt	BOE	
Discipline	Teacher	Asst. Principal	Principal	Supt	BOE	
All Fees	School Adm Asst	School Admin	DO Personnel	Supt	BOE	
Guidance	Counselor	School Admin	Asst. Supt	Supt	BOE	
Special Education	Teacher	School Admin	SPED director	Supt	BOE	
General Concerns	Teacher	Asst. Principal	Principal	Directors	Supt	BOE
Transportation	Dir of Transportation	School Admin	Supt	BOE		
Maintenance	School Admin	Dir of Facilities	Supt	BOE		
Food Service	Dir of Food Service	Supt	BOE			
All other concerns	Superintendent	BOE				

ONE WAMEGO



**OVERNIGHT & OUT-OF-STATE MEDICAL RELEASE FORM**

- District Overnight & Out-Of-State Medical Release Form Link: [Overnight & Out-Of-State Medical Release Form](#)