



**INGALLS**



**Jr./Sr. High School**

# **ACTIVITIES HANDBOOK**

**2025-2026**



Illustration: 2005/04/12/16

*Guidelines and policies regulating all student activities including  
Athletics, Music, Clubs and Organizations.*

COACHES/SPONSORS DIRECTORY

ATHLETIC DIRECTORS-----	Braden Pelischek/Nathan Lowther
BOYS BASKETBALL-----	Nathan Lowther, HS Head , HS Asst. Tom Timmons, JH Head , JH Asst.
CHEERLEADERS -----	Tiffany Wilkinson/Audrey Maxwell HS Brie Burkhardt, JH
CROSS COUNTRY-----	Tara Harper
FOOTBALL -----	Logan Hernandez, HS Head Scott Stinemetz, HS Asst. Braden Pelischek, HS Asst. Ted Brown, JH Head Logan Hernandez, JH Asst.
FORENSICS-----	Karly Larson
GIRLS BASKETBALL-----	Terra Simon, HS Head , HS Asst. Bulma Galaviz, JH Head , JH Asst.
GOLF-----	Deanne Gillen, HS
NHS-----	Jordan Hammit
SCHOLARS' BOWL-----	Kristen Tate, HS Michelle Averhoff, JH
STUCO-----	TBD
TRACK-----	Maddie Timmons, HS Head Tom Timmons, JH Head , JH Asst.
VOCAL/INSTRUMENTAL MUSIC-----	Joel Vincent
VOLLEYBALL-----	Bulma Galaviz, HS Head Maddie Timmons, HS Asst. Bulma Galaviz, JH Head , JH Asst.
BASEBALL/SOFTBALL/WRESTLING-----	Coop with Cimarron

## **I. PHILOSOPHY**

The basic philosophy of the junior high and high school activity programs evolve around the concept of opportunity for participation. This includes participation on an individual basis as well as a member of a team effort.

Students participating will engage in inter-scholastic athletic and activity competitions. All students participating in athletics/activities at Ingalls Junior/Senior High School will be given the necessary instruction needed to master the basic skills and techniques of the coach of each sport or activity.

The goal of the athletic program is to aid in the total development of the student-athlete. When finishing the athletic program at Ingalls Junior/Senior High School, we hope that each student-athlete has gained in the following areas:

1. Development of a sense of teamwork.
2. Pride in one self and sense of self-worth.
3. Pride in Ingalls Junior/Senior High School.
4. Pride in the Ingalls Community.
5. A positive attitude toward academic and athletic success.
6. Development of a positive attitude with winning and losing.

\*\*\*\*Parents/Student 24 Hour Rule: Do not approach the coach immediately following the event. After waiting a full day, if the concern still needs addressed, please contact the coach at that time. Do not discuss playing time or the performance of another student, unless it involves bullying. The coach will only address the concern of their student athlete. Please respect the coach's style of coaching and/or game philosophy and strategy. Coaches will not discuss coaching styles and philosophies with you.

Chain of command, if concerns arise:

1. The player will address their concern(s) directly with the sponsor/coach. If the problem remains unresolved, then....
2. The player and their parent(s) will address their concern(s) with the sponsor/coach. If the problem remains unresolved, then....
3. The player, parent(s), and sponsor/coach will address their concern(s) with the AD. If the problem remains unresolved, then...
4. The player, parent(s), sponsor/coach, and AD will address their concerns with the Principal. The resolution offered by the Principal will be final, and the matter will be considered resolved.

Most problems can be resolved with open communication between the student and the sponsor/coach. We need to encourage students to learn how to advocate in a healthy, mature manner – a valuable skill that will serve them well later in life.



## II. STUDENT ATHLETE

Ingalls Junior/Senior High School offers a wide variety of activities for our students. Ingalls is a member of the Southern Plains—Iroquois Activities Association (SPIAA). League members are:

Ashland, Bucklin, Hodgeman County, Ingalls, Kiowa County, Meade, Minneola,  
Pawnee Heights, South Central, South Gray, Spearville, and Satanta.

The league has a regular season championship and a conference tournament in basketball and volleyball. The league also recognizes all-league selections for football, basketball and volleyball. The selections are made at all-star league selection meetings by coaches of those sports.

Activities offered at Ingalls High School are:

Football	Boys Basketball	Girls Basketball	Cross Country	Golf
Volleyball	Boys Track	Girls Track	Cheerleading	Band
NHS	I-Club	FCCLA	STUCO	Choir
Yearbook	Newsletter	Scholars' Bowl	Forensics	Dance
Wrestling	Baseball	Softball	FFA	

## III. TO THE STUDENTS OF INGALLS JUNIOR AND SENIOR HIGH SCHOOL

Students who participate in the various activities of the school are representing themselves, but also the teachers of Ingalls Junior and Senior High School, as well as the community. This exposure requires a higher degree of personal responsibility. All students who represent the school in activities, beyond the classroom, will:

- A. Be subject to all policies of the general student body as outlined in the Student Handbook.
- B. Be eligible according to our academic policy.
- C. Be in school for your entire class schedule in order to participate in practice or competition that day, or in a school activity, unless approved in advance by the Principal.
- D. Adhere to all rules and regulations of the Kansas State High School Activities Association and the Ingalls Junior and Senior High School.
- E. Have conduct which will not discredit himself/herself or Ingalls Junior and Senior High School.
- F. Refrain from drinking alcohol, the use of drugs (except when prescribed by a Doctor) and the use or possession of tobacco.
- G. Be subject to additional regulations established by the Teacher/Sponsor and approved by the Athletic Director or Principal.

Students who participate in activities will not bring discredit to themselves or the Ingalls Junior/Senior High School, as outlined by the Kansas State High School Activities Association.

- A. Any student who is charged anytime by the police for a felony, a misdemeanor, (other than driving) and for possession and/or the use of drugs will be suspended from activities of the school until the court determines guilt or innocence. Upon determination of innocence, the student will be readmitted to the activity. If found guilty, the student will be suspended from the activity for the current school year.

#### **IV. PRACTICE TIMES AND LOCATIONS**

All practices will be held at Ingalls Junior/Senior High School, Cimarron School locations or at a site designated by the Head Coach and approved by the Athletic Director. High School practices will be conducted after school. Junior High practices will be conducted during the P.E. period and after school with approval from the high school head coach.

#### **V. STAFF RESPONSIBILITIES**

It is important that the Activity Department personnel understand their responsibilities and the place of athletics at the Junior and Senior High School, in relationship to the total educational program. The following responsibilities of the various members are as follows:

##### **Director of Activities**

1. ... The Director of Activities is responsible to the Superintendent.
2. ...gives general supervision to the coaching staff, club sponsors, and other activities and also evaluates each supervisor's ability as it pertains to that activity.
3. ...develops, recommends, and adjusts the budget for the entire activities program.
4. ...is assisted by coaches in arranging of athletic schedules, and is assisted by music directors in the arranging of musical activities.
5. ...prepares and approves contracts for all contests.
6. ...maintains close contact and good relations with various members of the public at all times.
7. ...meets with various community organizations and discusses activities and stimulates interest in the school's program.
8. ...coordinates with the coaches, sponsors, and supervisors all group travel.
9. ...works for coaching staff improvement, through staff meetings and individual conferences.
10. ...gives close supervision to various special projects and budget of the same.
11. ...attends national, area, and district meetings.
12. ...develops and promotes special projects, such as:
  - a. Clinics, workshops, and conferences related to athletics.
  - b. Special halftime ceremonies at various athletic contests.
13. ...arranges and supervises game administration.
  - a. Prepares the Officials' contracts.
  - b. Notifies the officials one week before the contest.

- c. Works with sports media to develop good public relations in all sports.
  - d. Checks clean up and maintenance.
  - e. Makes sure custodians are there to make sure all facilities are secure after a contest.
14. ...to ensure general supervision of the eligibility of the students as required by the Kansas State High School Activities Association.
  15. ...sees that the field or course areas are ready for participation and that all equipment is operating.
  16. ...promotes the school's activities program throughout the state.
  17. ...works with the coaches in preparing news releases.
  18. ...coordinates the insurance program.

### **Coaching Responsibilities**

Because of your influence over the students, you are expected to maintain the highest standards of professionalism, both in the classroom, as well as your coaching profession. Here are some guidelines that we expect from all of our coaches and sponsors:

1. Realize that your first priority lies within the classroom. Encourage student-athletes to maintain high academic standards and proper behavior in the classroom.
2. Be professional in appearance.
3. Be respectful in language and action.
4. Be prompt for all meetings and practices.
5. Encourage your athletes to take part in the total school program.
6. Attend other school programs.
7. Maintain a positive attitude with opposing coaches and schools.
8. You are the most visible part of the Athletic Program. Be Positive!
9. Be a part of your sports professional coaching organization.
10. Know and follow the rules set forth by K.S.H.S.A.A.

### **Head Coach**

1. ...is responsible to the Athletic Director.
2. ...organizes and conducts practice sessions.
3. ...fills out travel request and gives to the Athletic Director for approval.
4. ...orders equipment with the approval of the Athletic Director.
5. ...works with the Athletic Director, with regard to the inventory of equipment, and the issuance of it, as well as the insurance of athletes.
6. ...stays within the budget of given sport or program.
7. ...will check eligibility weekly and enforce USD 477 eligibility rules.
8. ...delegates responsibilities to the Assistant Coaches.
9. ...should enhance professional growth by attending clinics, workshops, etc. with the Athletic Director's approval.



10. ...works with the media, in regard to the team pictures and news releases. Reports all scores, statistics, and special events to the news media. Garden City Telegram, The Jacksonian, The Dodge City Globe, The Hutchinson News, and the Wichita Eagle Beacon are newspapers that should be contacted.
11. ...works with the Athletic Director on scheduling.
12. ...works with the Athletic Director on game day preparation (ball racks, bleachers, yard markers, etc.).
13. ...recommends athletes for awards.
14. ...furnishes a list of team members to the Athletic Director and Secretary after the first day of practice, roster information at least 10 days prior to first contest and roster changes as they occur throughout the season.
15. ...is responsible for the conduct of athletes on a trip. Will enforce school rules, ex. Hats, dress code, language, PDA.
16. ...organizes and controls all equipment and supplies in several areas:
  - a. Equipment Storage
  - b. Equipment Check-out and Check-in
17. ...keep up-to-date inventories on all equipment.
18. ...supervises student equipment for the various sports.
19. ...is responsible for any other details of his/her sport or duties as assigned by the Athletic Director.
20. ...must use purchase orders in the purchase of all equipment.
21. ...must be loyal to other coaches and programs.
22. ...will enforce rules set forth by the USD 477 Board of Education and K.S.H.S.A.A.

### **Assistant Coach**

1. ...is responsible to the Head Coach of the sport, in which he or she is working.
2. ...will attend all practices and meetings when requested to do so by the Head Coach.
3. ...will perform the duties assigned by the Head Coach.
4. ...should enhance professional growth by attending clinics, workshops, etc. as approved by the Athletic Director.
5. ...will be loyal to the Head Coach and other programs.
6. ...will enforce rules set forth by the USD 477 Board of Education and K.S.H.S.A.A.

## **VI. THE SEASON**

### **Activity Medical Sheets**

1. Activity Medical Sheets are to be completed by the student athlete at the beginning of the season. Information is to be provided as thoroughly as possible. Parental signature is required.
2. Activity Medical Sheets are to be carried to all athletic events.

3. Coaches are responsible for providing the activity sheets to any emergency personnel in case of accident or injury.

### **Physical Examinations**

1. All boys and girls in sports programs must have a physical examination **and concussion/consent form** to participate. These forms will be turned in by the student or the head coach in each sport and kept on file in the main office. Physical examinations and concussion forms **must** be on file before the student is eligible to participate in practice. The coach should make sure that all physicals are on file.

### **Eligibility**

1. Eligibility will be checked according to K.S.H.S.A.A. rules and USD #477 board policy.
2. The Head Coach in each sport will provide a list of participants to the Athletic Director at the end of the first day of practice. Eligibility will be checked by the Athletic Director and the Head Coach to make sure all athletes are academically eligible.
3. The Head Coach is responsible for keeping a current list of athletes on file with the Athletic Director.
4. Eligibility will be checked weekly, turned in on Monday morning. Eligibility runs from Sunday to Sunday.

### **Requisitions**

1. All requisitions must be signed by the Athletic Director and/or Principal. A conference with the Athletic Director should precede submitted requisitions.
2. Make Budget requests needed for the following year two weeks after the season ends.
3. Requisition must be specific as to brand name, description, color, quantity, sizes, price, etc.

### **Inventory**

1. At the end of each season, the Head Coach is responsible to see that an inventory is made of all equipment, in the sport just completed.
2. The inventory should be completed and submitted to the Athletic Director within two weeks of the completion of the season.
3. Requisitions for any equipment needed in that sport for the following year will accompany the inventory.

### **Maintenance**

1. Head Coaches in all sports are responsible for seeing that dressing rooms, showers, toilets, coach's offices and equipment rooms are kept picked up and in good order. Custodians will clean on a regular basis.



2. The athletic facilities should be thoroughly checked periodically and equipment and facilities locked when not in use. We must improve on the care of the facilities.
3. Head Coaches are responsible for storing all equipment properly after the season ends. The Athletic Director will make the decision, as to where the equipment will be stored and who will use the office space.
4. Make requests for major improvements and summer maintenance by May 1<sup>st</sup>. Use requisitions or a work order approved by the Athletic Director and Principal. **PLAN AHEAD!**

### **Officials**

1. The Athletic Director and league commissioner will be responsible for obtaining officials for all sports.
2. Official costs are part of the total sport budget. Keep this in mind when considering budget requests and expenditures during the season.

### **Requests**

1. See the Athletic Director before going to the Superintendent's Office with a request or problem.

### **Injuries**

1. Look at the injury, no matter how slight.
2. Check with the Head Coach before sending an athlete to the Doctor, unless it is an emergency.
3. When possible, require injured athletes to watch practice.
4. Head Coaches, of all sports, are responsible for filling out injury forms on anyone that is injured. **(SEE APPENDIX C)**
5. Head Coaches are responsible for the care of injured athletes.
6. Centura Health will attend to our athletes twice a week during the school year. Encourage injured athletes to set up a time to visit with our trainer.
7. Concerning emergency procedures: **(SEE APPENDIX A)**

### **Meetings**

1. A coach or sponsor may meet with his/her team once before the season and once after the season. A sponsor may have an additional meeting before the school year lets out to discuss summer activities.
2. If possible, a coach should not schedule a meeting during the practice of another activity.

### **Transportation**

1. Head Coaches are responsible for requesting transportation to athletic events.

2. Head Coaches must submit requests on transportation requests forms provided by the Athletic Director. Return completed preliminary requests to the Athletic Director. **(SEE APPENDIX B)**
3. Coaches should have transportation requests in soon after practice starts. The transportation director would like to have all requests for the entire season one week before the first game.
4. Students will be transported to all athletic events by school transportation.
5. Any student wishing to ride home with a parent or grandparent must receive their coach's permission ahead of time. They should fill out the request to ride home with a parent the day before the game. **(SEE APPENDIX D)**
6. Students are not allowed to ride home with another parent or friend without their parent filling out the proper paperwork one week before the request. **(SEE APPENDIX E)**
7. A parent wishing to escort his or her student from an event may sign the following waiver at the event site. It is a coach's decision to allow this. Only legal guardians or grandparents of the child may take the child, with the adult making the request. **(SEE APPENDIX F)**

### **Substitutes**

1. It is the coach's responsibility to fill out the proper paperwork when requesting a sub for activities. The school will find a sub. **(SEE APPENDIX G)**
2. Please make sure that the sub has current lesson plans and current class rosters.

### **INGALLS LETTERING AWARD (7-6-99)**

General requirements for all sports:

1. All equipment must be accounted for.
2. A student will not letter if he/she does not complete the season.  
Injury will exempt from this rule.
3. Any student out for a sport for four years will letter in that sport.
4. A previous letterman who is injured for the season will letter.
5. A student who is injured in practice or in a game and is out for the remainder of the season will letter if he/she was meeting the requirements of a letter at the time of the injury.
6. If a member isn't suited up because of sickness or injury, that game will not count against him/her and the required time of participation will be proportioned accordingly.
7. Final decisions are determined by the athletic director and coach.

Specific Requirements:

1. FOOTBALL.....participate in eighteen varsity Quarters.
2. VOLLEYBALL.....participate in one-third of the varsity games.
3. BASKETBALL.....participate in one-third of the varsity quarters.
4. TRACK.....A. Score 15 points during the season.  
B. Each relay team member will receive 1/4 of the total points received toward lettering.
5. MUSIC.....A. Vocal--General Requirements available from instructor.  
B. Band--General Requirements available from instructor.

6. SCHOLAR'S BOWL.....A. General requirements available from coach.
  7. CHEERLEADER.....A. Fulfill Cheerleader Constitutional requirements.
  8. CROSS COUNTRY.....participate in one-third of the varsity meets.
  9. BASEBALL.....
  10. SOFTBALL.....
  11. WRESTLING.....
  12. FORENSICS.....Qualifying for state champs or festival, or competing at 80% of available meets.
- Also, must be a student in good standing.

Requirements for the Provisional: (all sports)

1. Complete the season in good standing, meeting all requirements for a varsity letter, but did not meet the participation requirement.
2. Final decisions are determined by the A.D. and coach.
3. The award will be a certificate.



## **APPENDIXES**

- A - EMERGENCY MEDICAL PLAN PROCEDURES**
- B - TRANSPORTATION REQUESTS**
- C - USD 477 ACCIDENT REPORT**
- D - PARENTAL TRANSPORTATION WAIVER – AHEAD OF TIME**
- E - REQUEST FOR STUDENT TO RIDE WITH SOMEONE OTHER THAN PARENT/GRANDPARENT**
- F - PARENTAL TRANSPORTATION WAIVER – AT GAME**
- G - SUBSTITUTE REQUEST**

## APPENDIX A

**EMERGENCY MEDICAL PROCEDURES  
(AT HOME OR AWAY)****1. FIRST PRIORITY**

First priority is the safety of the athlete. Maintain breathing and control bleeding if any. If a neck injury is suspected, DO NOT move the athlete. In the event of a neck injury, compound fracture or other serious injury, a paramedic team should be called.

**2. SEEKING MEDICAL ATTENTION**

In the event of a serious injury, (fracture, dislocation, head injury, bleeding, etc.), medical attention should be sought. When an athlete is sent for medical treatment, an adult representative of the school MUST be with the athlete at all times. The parent(s) of the athlete must be notified. If a parent can't be notified, call the Athletic Director. If the Athletic Director cannot be reached, call the Principal or Superintendent, who can continue to attempt to contact the parent(s) of the child.

**3. MEDICAL RELEASE CARDS**

Medical Release Cards should be available in case of emergency. The head coach is responsible for this.

**4. RESPONSIBILITY OF ADULT IN ATTENDANCE**

The Head Coach shall visit with the athlete and parent(s) personally. Make sure everything is secure, as far as any arrangements for the athlete...or questions the parents have, before leaving the athlete. Treat these athletes as if they were your own children!

## APPENDIX B



## APPENDIX C

**SCHOOL ACCIDENT REPORT**

Verbal notification should be made immediately to the proper school authority.

**WRITTEN REPORT MUST BE SUBMITTED TO THE PROPER SCHOOL AUTHORITY WITHIN 24 HOURS FOLLOWING ACCIDENT.**

NAME OF PERSON INJURED \_\_\_\_\_ DATE OF ACCIDENT \_\_\_\_\_

EXACT PLACE OF ACCIDENT \_\_\_\_\_ EXACT TIME OF ACCIDENT \_\_\_\_\_

NATURE OF ACCIDENT \_\_\_\_\_

ACTIVITY ENGAGED IN \_\_\_\_\_

TEACHER/SPONSOR OF ACTIVITY \_\_\_\_\_

DISPOSITION OF INJURED PERSON (BE SPECIFIC) \_\_\_\_\_ ☐ TO DOCTOR ☐ PARENT CAME FOR STUDENT

\_\_\_\_\_ ☐ TO NURSE ☐ RETURNED TO ACTIVITY

\_\_\_\_\_ ☐ TAKEN HOME ☐ OTHER \_\_\_\_\_

\_\_\_\_\_ SCHOOL INJURED PERSON ATTENDS

COMMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE AND TIME OF FILING REPORT \_\_\_\_\_ PERSON FILING REPORT \_\_\_\_\_

APPENDIX D / E / F

## APPENDIX G