



ANSLEY-LITCHFIELD  
ACTIVITIES HANDBOOK

# **Ansley-Litchfield Spartans ACTIVITY HANDBOOK**

## **Section 1 – Intent of Handbook:**

This handbook is intended to be used by students, parents and staff as a guide to the rules and regulations as well as general information concerning the Ansley-Litchfield Spartans Athletic Teams and activities, as appropriate. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

When used in this Handbook, the term “administrations” shall mean the superintendent and/or the principal of Ansley Public Schools and Litchfield Public Schools. This handbook does not create a “contract.” The administrations reserve the right to make decisions and make rule revisions at any time to implement the athletic program and to assure the well being of all athletes. The administrations will be responsible for interpreting the rules contained in the handbook. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during athletic activities including games, practices, and traveling to games and practices. Should a situation or circumstance arise that is not specifically covered in this handbook, the administrations will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

## **Section 2 - Extra-Curricular Activities**

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The athletic program for the Ansley-Litchfield Spartans is designed to provide opportunities for those students who desire competitive activity in athletics. The rules and regulations set forth in the Title IX guidelines on sex discrimination as well as requirements established by the Nebraska State Activities Association will guide these programs. (See attached NSAA Athletic Bylaws.) All students are welcome to try out for any of the interscholastic teams available to them with the understanding that they agree to follow the guidelines established in this handbook. Junior High students will be allowed to participate in the same activities as high school; volleyball, football, cross country, wrestling, basketball, and track. Practices will extend past the school day and most activities are during the school week.

## **Section 3 – Activity Philosophy**

Activities are considered an integral part of our schools’ programs of education which provide experiences that will be helpful to boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society.

A great athletic tradition is not built overnight; it takes the hard work and dedication of many individuals over many years. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values

of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the student's educational experiences. As a member of an interscholastic team, the student has certain responsibilities to uphold. An athlete is one who accepts these responsibilities. Participation is a privilege that carries with it responsibilities to the schools, teams, student bodies, communities and to the students themselves. In their play and their conduct, students are representing all of these groups. The student bodies, the communities, and other communities judge our schools on our athletes' conduct and attitudes, both on and off the area of competition. Make your schools proud of you and your communities proud of your schools, by your performance and your devotion to high ideals.

### **Section 4 – Safety**

The Ansley-Litchfield Spartans' philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, adhere to all safety instructions, and to exercise common-sense.

### **Warning for Participants and Parents**

**The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.**

### **Section 5 – Team Travel**

The Ansley-Litchfield Spartans require that activity team members travel to and from out-of-town events as a unit. This builds team chemistry and unity. An athlete may be signed off the bus by his/her parents only and with coach approval. Any exceptions to this rule must be approved by an administrator prior to departure to the event. Only those people involved with the activity will be allowed to travel in the school vehicle. When an athletic team is required or will be away from home all day for a contest, or if the return home is exceptionally long, arrangements will be made to feed the team members. The activity director will make the decision on when the teams will be fed.

### **Section 6 – Attendance and Academics**

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contest, he/she should contact the coach or sponsor in advance.
3. On the day of a contest or practice, students arriving after 10:00 a.m. will not be allowed to participate in extracurricular activities.

4. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
5. Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

## **Section 7 – Academic Grade Standard for Activities Participation**

1. Special reports or down slips will be mailed starting the 3rd week and ending the 9<sup>th</sup> week of each quarter. The student will have a warning week to raise their grades. If after this warning week the student is still failing in two classes the student will then be ineligible to participate in co-curricular activities. The reports are intended to provide parents with information concerning the student's lack of progress.
2. A down/failing list will be compiled and forwarded to the teachers on a weekly basis.
3. Teachers are required to have their students' grades updated on PowerSchool each Monday by 10:00 a.m. Parents are also encouraged to check their child's grades on this system. If parents or students need the login and password to check their grades on PowerSchool, they need to contact the secretary in the high school office.
4. The ineligibility runs from Tuesday to the following Monday. If there is no school on Monday, than the eligibility is push back to where as the second day of the school week will be the first day of ineligibility.

## **Section 8 – Team Selection, Playing Time, and Parent/Coach Conferences**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Lineup decisions are primarily the result of careful consideration about our own team's chemistry and our opponent's strengths and weaknesses. Playing time is earned by hard work, proven performance. Coaches take a season-long view about each player's time on the field/court.

Delegating playing time is a zero-sum exercise, meaning that one person benefits from playing while another person endures. The decision to give one player more time on the field means another player will get less. As such, all good coaches know that with each decision, however well-considered, comes the likelihood that someone will be disappointed. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative: Student participants must demonstrate that they can and will represent themselves and their schools in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success: Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success

in promoting a positive school spirit. Characteristics for purposes of this criterion include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

3. If you are concerned about a sport-related issue that requires you to speak directly with a coach, we ask that you wait at least 24 hours after the event. Cooler heads are inevitably more productive. We always enjoy chatting with parents at the conclusion of games, but cannot address non-emergency issues at that time. We also cannot interrupt practice sessions.
4. If a parent requests a meeting with a head or assistant coach regarding any aspect of their child's involvement in extracurricular activities, the following procedures shall apply to the conference:
  - a. The parent and the student will both be present
  - b. The coach will be present. If the discussion is with an assistant coach, the head coach will be present.
  - c. An administrator or athletic director will be present if requested by either the coach or parent.
  - d. If the administrator needs to be present, the administrator will set up the meeting at a mutually agreed time.
  - e. Any variation of this policy must be approved by the administration.

Strong teams have strong benches. Players who keep focused on the game while not on the court greatly increase their chances of success once they enter the game. Spirited bench players almost always infect their teammates with optimism and extra energy.

### **Section 9 – Conduct**

**Sportsmanship** – All parents (and players) are expected to demonstrate the highest level of sportsmanship while representing the Ansley-Litchfield Spartans athletic program. Please cheer for our team's efforts and successes. Parents and other fans should never celebrate our opponents' mistakes.

**Parent Expectations** – Officials are off-limits for parents. Refrain from yelling at the referees – before, during and after the match – no matter what the perceived error or injustice. Coaches believe players must learn to perform under adversity, and to not waste emotion or effort on things not within their control.

Take the time to learn more about rules and strategy. What sometimes seems like a blown call or a poor coaching decision often looks much different if you have a more detailed appreciation for the nuances of a sometimes-complicated sport.

Consider it a sign of trouble if a player looks into the stands repeatedly for parental approval or disapproval during a game.

### **Section 10 – Pre-Practice Requirements**

All athletes must meet the following requirements before they start practice.

1. Return a signed sports physical to the school office or Athletic Director

#### **Starting, Dismissal and Length of Practice**

All starting times of practices will be designated by the individual coach. All athletes are expected to be on the field or court at the time set by the coach. In order for athletes and their parents to plan accordingly and for the welfare of the athlete, the following is suggested concerning the length of practices. This is just a guideline and the coach must

use his/her own judgment – Senior High Athletes 2 hours. It is recommended practices be completed by 6:15 pm and 6:00 pm on Wednesdays.

### Participation on Other Teams

As per NSAA guidelines, any individual who is a member of any Ansley-Litchfield Spartans interscholastic athletic squad cannot participate in any other organized sport, in school or out of school, during the period that he/she is a member of an interscholastic squad. EX: Town team basketball or League volleyball.

### Off Season Practice Regulations

In order that we may always have a well-rounded athletic program, the following guidelines will be followed concerning off-season unorganized practices:

1. No athlete will use the school facilities without the permission of one of the coaches. That permission will be granted by the Athletic Director upon request from one of the coaches.
2. Nothing will be done by any coach or athlete to take away from the sport in season.
3. Coaches will encourage their athletes to participate in another sport during the off-season.
4. No individual will be allowed to change sports during a season unless they have the approval of the coach of the sport they are dropping.
5. If an individual is dropped from a squad because of disciplinary reasons, by the coaching staff, they may not practice for the next sports season using school facilities or under the supervision of a coach until the sport which he/she was dropped from is completed.

## **Section 11 – Drug and Alcohol Violations**

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extracurricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also their schools and communities in all of their actions. Special conduct rules exist for the reasons that:

- a) Participants in extracurricular activities assume a responsibility for leadership and are representatives of our schools. The student bodies, the communities and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their schools and communities proud.
- b) Activities are a privilege. Extra-curricular activities have an important place in the educational program of the Ansley and Litchfield Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy. The rules of conduct apply to actions of the student, regardless of whether they occur on or off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct adopted by each school.) These rules apply to conduct which may occur at any time during the school year beginning with the official starting day of the fall sport season established by the NSAA and extending to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

## Drug and Alcohol Violations:

Students who are found to be in violation of the following paragraphs shall be subject to disciplinary action, which applies to ALL CO-OP activities.

1. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, inhalants or being under the influence of any of the above; or possession of drug paraphernalia. (NOTE: The term “under the influence” for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, “possession” of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug. For example, being at a student party at which other students are drinking that school officials may reasonably determine that the student was in “possession” of the items as well.)
2. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substances or inhalants.

### **OFFENSES COUNTED AGAINST A STUDENT RESET AT THE BEGINNING OF EACH SCHOOL YEAR.**

Students may be suspended from participation in non-athletic activities for violating the rules and standards of behavior outlined in the student handbook adopted by the Board of Education of each individual school.

**First Offense** – Suspension from CO-OP programs (other than practice) for designated activities for 20 calendar days from date of finding. This does not include attending public events held at the school. During this suspension, the student will be required to attend and participate in all practices or rehearsals at the coach/sponsor’s discretion, and may be required to travel with the team at the coach’s discretion and be with the team during the contest.

**Second Offense** - Dismissal from the team or group for the remainder of that season without lettering privileges, as well as a suspension from all CO-OP activities for the remainder of that season. Extra CO-OP activities include any event sponsored by a school organization that is outside the regular classroom activities.

**Third Offense** –Ineligible for all CO-OP activities for the remainder of the school year.

## **Section 12: State Qualifiers Protocol**

In the event that a team, or team members, qualify for state finals competition, the following guidelines will be used per sport to determine who will travel with the team. No exceptions will be made to these guidelines:

1. Football: The entire football team will travel when qualifying for the state final game, as the potential exists for every player to be able to participate.
2. Volleyball: The varsity squad only will travel to state level competition.
3. Wrestling: Members of the wrestling team who qualify individually will travel to the state competition.
4. Basketball (Boys and Girls): Varsity Team members only will travel to state level competition.
5. Cross Country: Only team members who qualify individually will travel to state competition, unless the entire teams qualifies.
6. Track: Team members who qualify in individual events will travel to state competition. For relay teams who qualify, the coaches may select one alternate to travel with the team as well.

Only teams whose student managers take an active role in the game may take managers with the team when traveling to compete in state events. Limit of 3-4 managers will be enforced for all team sports, and the managers who travel must be in Junior High.

### **Section 13 – Concussions**

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed healthcare professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain



injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed healthcare professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administrator may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed healthcare professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106  
Date of Adoption: [Insert Date]

## **Heat and Hydration Protocol**

<http://nsaahome.org/sports-medicine/>

## **Lettering Requirements for Ansley-Litchfield Spartans**

Each time an individual letters in a sport, they will be awarded a letter certificate by the coach of that sport at the conclusion of the year. The first time an individual letters in any sport, a standard chenille letter representing Ansley-Litchfield Spartans Athletics will be awarded during an awards ceremony.

Athletes are expected to show respect for coaches and their rules, games officials, other players and their school. It is further expected that an athlete will complete their season of competition and return all issued equipment in satisfactory condition during a period of time set by their coach.

All lettering requirements are based on varsity competition. To earn a letter in any varsity sport, the following factors are taken into consideration:

- Completion of the sport
- Care of equipment
- Cooperation with team, coach and faculty
- Contribution, participation, attitude, and conduct displayed during the season
- Use of self-discipline
- Regular attendance of practice
- Coach's discretion

### **FOOTBALL**

1. Coach's recommendation and/or,
2. Participation in 25% of all varsity quarters

### **VOLLEYBALL**

1. Coach's recommendation and/or,
2. Participation in 25% of all sets played

### **CROSS COUNTRY**

1. Coach's recommendation and/or
2. Place in a major meet

### **WRESTLING**

1. Coach's recommendation and/or,
2. Score 20 varsity team points or wrestle in 10 varsity matches

### **BASKETBALL**

1. Coach's recommendation and/or,
2. Participation in 25% of all varsity quarters

### **TRACK**

1. Coach's recommendation and/or,
2. Place in a varsity meet