WICHITA COLLEGIATE SCHOOL

OFFICIAL ATHLETIC HANDBOOK

9115 E. 13th St. N. | Wichita, KS 67206 | (316) 634-0433

WCS BRAND & VISUAL SPECIFICATIONS

Primary Royal Blue:	#0047BB	Josefin Sans (Headers/Badges)	
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Navy Blue Accent:	#071D49	Spartan Head Logo:	Must face RIGHT at all times
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SECTION 1: SPARTAN ATHLETIC IDENTITY & PHILOSOPHY

1.1 Spartan Athletic Identity

FOR THOSE WHO HAVE PASSED & FOR THOSE TO COME

REACH FOR EXCELLENCE

THINK CRITICALLY • LIVE ETHICALLY • PERSEVERE HONORABLY • COMMUNICATE EFFECTIVELY

The Foundation

"For Those Who Have Passed and For Those to Come. Reach for Excellence"
Athletics at Wichita Collegiate School is bigger than any single season, player, or coach. Participation in a Spartan uniform is an act of **stewardship**:

- **Honoring "Those Who Have Passed":** We carry the torch built by past Spartan athletes, coaches, and alumni. We honor their dedication by playing with intensity, taking pride in our facilities, and representing WCS with class.

- **Building for "Those to Come":** We leave the program in a better place than we found it. Every time a Spartan athlete steps onto a court, field, or track, they are setting the standard for the Middle Schoolers and youth watching them from the stands.

The Standard: The 4 Throughlines

We **Reach for Excellence** by embodying our 4 Throughlines daily:

- **THINK CRITICALLY (In Strategy & Preparation):** Studying film, knowing the game plan, and bringing a high athletic IQ and emotional intelligence to every competition, etc.
- **LIVE ETHICALLY (In Sportsmanship & Equity):** Showing relentless respect for opponents, officials, and teammates—ensuring boys' and girls' programs elevate one another, etc.
- **PERSEVERE HONORABLY (In Grit & Competition):** Treating productive struggle as growth. Fighting through adversity with discipline, resilience, and unshakeable pride.
- **COMMUNICATE EFFECTIVELY (In Leadership & Unity):** Talking constantly on the court/field, actively listening to coaches, and resolving conflicts with active listening, maturity, and respect.

1.2 Purpose & Core Philosophy: The Spartan Way

Interscholastic athletics at Wichita Collegiate School advances our educational mission by developing well-rounded student-athletes who embody **The Spartan Way:**

- The **discipline** to show up every day with purpose, prepared and focused to build habits that long outlast one's season of competition.
- The **resilience** to embrace adversity, confront challenges, and learn from failure, developing a tenacious mindset prepared to overcome any obstacle.
- A deep sense of **community** that recognizes and honors the role each individual plays in the overall success of the team, our school, and the greater community.

1.3 Diversity, Equity, & Non-Discrimination

Wichita Collegiate School employs individuals and serves students without regard to race, color, religion, sex, national origin, age, marital status, disability, veteran status, or citizenship status. WCS is committed to equal opportunity in all personnel actions, policies, and program administration. Encountering different perspectives and backgrounds is essential to helping students think critically, make informed judgments, and grow into respectful leaders.

SECTION 2: EXTRACURRICULAR CODE OF CONDUCT

2.1 Code of Conduct Standards

Representing Wichita Collegiate School is a privilege. Members of our community are expected to Proba Te Dignum "prove themselves worthy" by showing character, courtesy, and pride at all times:

- Maintain appropriate academic progress.
- Demonstrate outstanding sportsmanship toward coaches, school officials, game officials, teammates, and opponents at all times. Good sportsmanship is required.
- Attend all scheduled classes, practices, games, and team events.
- Show full respect for WCS property and the facilities of host schools.
- Refrain from the use or possession of tobacco, vaping products, alcohol, or other drugs.

2.2 Student in Good Standing Policy

"Student in Good Standing" status identifies students who are acceptably fulfilling the academic and citizenship obligations of WCS.

- Virtually all extracurricular activities, contests, and open privileges are dependent on maintaining Good Standing.
- **Loss of Status:** Any student who loses Good Standing is barred from participating in extracurricular practices, scrimmages, and competitions until status is formally reinstated by administration.
- Continued failure to meet expectations may result in loss of enrollment or denial of contract re-issuance.

2.3 Substance Abuse Policy (AOD)

The possession, witnessed use or supply of AOD (including tobacco inhaled through vaping or juuling) by students at school and school-sponsored activities (on or off campus) is prohibited. An infraction will be handled by the Head of the Division, Dean of Students of the Division, and the Head of School.

The Athletic Department works directly with school administration on all Substance Abuse Policy violations. Any student-athlete in violation will immediately lose their "Student in Good Standing" status and is barred from competition until that status is restored.

- Witnessed Use Defined: Confirmed by direct observation (staff, faculty, or parents), student admission, or positive test results. Rumors without confirmation are not subject to athletic consequences.
- Cumulative Offenses: Offenses carry over from sport to sport throughout the entire school year.

2.4 On Campus Offenses or at School-Sponsored Events

Violations on campus or at school events result in school disciplinary consequences, loss of Good Standing, and immediate suspension from all team activities (including practice).

- First Offense: To return to the team, the athlete must have their Good Standing restored by the Division Head, receive approval from the Head Coach, and deliver a formal apology to the team.
- Subsequent Offenses: Handled directly under the Upper School Handbook guidelines (up to suspension pending expulsion).

2.5 Off Campus Offenses

Off-campus violations follow all-school intervention steps, along with these athletic consequences:

- 1st Offense: Formal apology to the team + 1-game suspension. *(May practice with the team)*
- 2nd Offense: 2-game suspension across successive competitions. *(May practice with the team)*
- 3rd Offense: Suspended from all athletic activities for the remainder of the school year.

Note: The all-school Substance Abuse Policy supersedes athletic handbook language if conflicts arise. Violations carry over across sport seasons within the same academic year.

2.6 Hazing & Anti-Bullying Policy

WCS strictly forbids any form of hazing, bullying, or cyber-image harassment. Hazing is defined as any action taken or situation created intentionally or negligently to produce mental or physical discomfort, embarrassment, or ridicule.

- Permission or consent of the student does not alter this policy.
- Violations will result in immediate disciplinary review, suspension, or dismissal from the team.

2.7 Dual-Sport Participation

Students may participate in more than one KSHSAA-sponsored sport or co-curricular activity during the same season if approved by administration, coaches, and parents.

- **Eligibility:** Student-athletes must maintain required academic standing (e.g., minimum GPA requirements).
- **Primary Sport:** Prior to practice starting, signatures from the Athletic Director, student, a parent/guardian and head coaches must occur to establish a designated "Primary Sport". In event conflicts, the Primary Sport takes precedence. (See Dual-Sport Participation Agreement in Appendix)

SECTION 3: ELIGIBILITY & ACADEMIC STANDARDS

3.1 KSHSAA & AVCTL League Rules

Wichita Collegiate School is a member of the Kansas State High School Activities Association (KSHSAA) and the Ark Valley Chisholm Trail League (AVCTL). All KSHSAA and league regulations are strictly enforced.

- **Age Limit:** A student who turns 19 years old prior to August 1 is ineligible for interscholastic competition.
- **Semester Rule:** Upper School students must have passed a minimum of five (5) credit courses in the previous full semester to be eligible. Summer school courses do not substitute for spring semester failures under KSHSAA rules.

3.2 Academic Eligibility Standards

Upper School	KSHSAA 5-course pass rule per semester. • Weekly academic standing monitored by the Academic Support Coordinator in coordination with administration. • Loss of Good Standing = Ineligible for competition.
Middle School	CSAL Alignment: Must maintain 70%+ in ALL classes. • Grades checked every two weeks by the Academic Support Coordinator in coordination with the administration. • Below 70% = Ineligible to practice/play until grade is 70%+.

3.3 Attendance Requirements & Game Day Expectations

- **Full-Day Requirement:** Student-athletes must attend **all classes** on a school day to participate in practices, scrimmages, or contests that day. Approved medical/administrative absences must be documented in advance.
- **Post-Event Attendance:** Chronic absenteeism on days following athletic contests will result in Loss of Good Standing at the discretion of the Division Head.
- **Suspensions:** Any student serving an in-school or out-of-school suspension is ineligible for all practices and contests during the suspension period (including weekend days).

3.4 Transfer & Prospective Student-Athletes (Rule 19)

Under KSHSAA Rule 19 (Undue Influence), WCS staff and coaches must adhere to strict guidelines regarding prospective students:

- **Official Status:** A student is an official WCS athlete only after an enrollment contract is executed and the deposit is secured by the school.
- **No Direct Contact:** Coaches must never make initial contact with a prospective student-athlete. All inquiries must be directed to the Admissions Director.
- **Summer/Off-Season Workouts:** Non-enrolled or prospective students cannot participate in team practices, workouts, or camps.

SECTION 4: TEAM MEMBERSHIP & PROGRAM STRUCTURE

4.1 Middle School Program Progression

Middle School athletics introduces competitive sports at WCS, focusing on **skill development**, sportsmanship, teamwork, effort, and learning the US system.

- **Participation:** WCS strives to accommodate all interested students, creating multiple teams per grade level when roster sizes allow.
- **Developmental Focus & US Progression:** Middle School athletics prioritizes skill development and long-term growth over short-term results. Roster placement on an "A" or "B" team reflects current skill, not a permanent trajectory. Playing on an "A" team in Middle School does not guarantee a future Upper School Varsity spot, nor does "B" team placement limit an athlete's potential to earn a Varsity role as they mature.

4.2 Upper School Program Progression

- **Sub-Varsity (9th / JV):** Transitional levels that emphasize fundamental execution, tactical understanding, and preparation for varsity play.
- **Varsity:** Focused on fielding the most competitive team. Selection is based on skill, effort, production, experience, and team fit. Grade level does not guarantee roster placement or playing time.

4.3 Travel & Transportation Policies

- **Official Vehicles:** Student-athletes must ride school-provided transportation to and from all away contests.
- **Alternate Travel:** Parents wishing to transport their own child home from an away contest must notify the coach directly in person or via written release.
- **Student Drivers:** Driving to practices/events without school-provided transport requires a signed Student Transportation Permission Form on file in Bound.

4.4 Athletic Awards, Lettering, & Ceremonies

- **Varsity Letter Criteria:** Established by head coaches and approved by the AD. Criteria includes practice attendance, application of coaching, sportsmanship, and Varsity competition.
- **Awards:** Varsity letter winners receive a certificate, letter, sport pin, and service bar. Subsequent letters earn additional bars. Middle School athletes receive participation/lettering certificates.

SECTION 5: HEALTH, SAFETY, & RISK MANAGEMENT

5.1 Physicals & Health Forms

- **Annual Requirement:** No student may participate in tryouts, practices, or contests without a valid KSHSAA physical signed by a licensed physician.
- **Bound Uploads:** Physical forms must be completed after April 1 for the upcoming academic year and uploaded directly to the school's digital management system (Bound).

5.2 Concussion Protocol & Kansas Head Injury Prevention Act

In compliance with K.S.A. 72-135, any athlete exhibiting signs or symptoms of a concussion must be removed from play immediately.

CONCUSSION EVALUATION & RETURN TO PLAY

1. Immediate Removal: Athlete is removed from practice/contest.
2. Medical Evaluation: Must be evaluated by an MD or DO.
3. Written Clearance: Cannot return to play on the same day.
4. Graduated Protocol: Must complete a 6-step return-to-play progression under athletic trainer/physician supervision:
    Step 1: Symptom-limited activity
    Step 2: Light aerobic exercise (5-10 min bike/jog)
    Step 3: Sport-specific non-contact drills
    Step 4: Non-contact training drills & resistance work
    Step 5: Full contact practice
    Step 6: Unrestricted game play

5.3 Injury Reporting & Athletic Trainer

- **Accident Reports:** Coaches must file a formal accident report with the Athletic Trainer and AD within **24 hours** of any significant injury.
- **Medical Releases:** If an athlete is placed under medical restrictions by a physician, a written formal release from the doctor must be provided before returning to participation.

5.4 Ergogenic Aids & Banned Supplements

The use of non-FDA approved performance-enhancing supplements, anabolic steroids, creatine, or substances banned by KSHSAA, NCAA, or USADA is strictly prohibited.

SECTION 6: COACHING RESPONSIBILITIES & OPERATIONS

6.1 Supervision & Student Interaction Standards

- **1-on-1 Interactions:** Coaches must avoid 1-on-1 meetings with students behind closed doors. Meetings with students of the opposite sex require another coach or administrator present.
- **Locker Room Supervision:** Adults must supervise locker rooms. Opposite-sex coaches must never enter an active locker room unannounced; an adult of the same gender must check the space first.
- **Duty of Care:** Coaches must remain on site until all student-athletes have been picked up or departed campus safely.

6.2 Student Communication via Personal Electronic Devices

Faculty, staff, and coaches who need to communicate school business with students via a personal cell phone must use school-approved communication channels or applications (Remind, Email, & Bound). Communication with students outside these approved methods is strictly prohibited.

6.3 Coaches Check-ins/Checklist

Head coaches will receive a checklist that will be reviewed with Athletic Department administration in their bi-weekly meetings.

6.4 Rule 10 Coaches Guidelines

Rule 10 coaches (non-licensed faculty) play a vital role in Spartan athletics.

- **Supervision:** Unsupervised status requires completion of approved NFHS/ASEP/ACEP coaching credentials.
- **Renewals:** Contracts are evaluated annually based on performance and head coach/AD recommendations.

6.5 Facilities, Locker Rooms, & Key Control

- **Security:** Coaches are responsible for locking all facility doors, turning off lights, and securing equipment after every practice or contest. NEVER PROP A DOOR!
- **Keys:** Keys are issued to coaches individually and must never be loaned to students or non-authorized personnel.

6.6 Purchasing, Budgeting, & Equipment Inventory

- **Purchase Orders:** All equipment and apparel purchases must be approved by the Athletic Director via a formal Purchase Order before placing orders.
- **Resale Items:** Student-purchased gear must be paid for in full before ordering.
- **Inventory:** An inventory must be kept and updated each year.

6.7 Professional Development & CPR Certifications

- **Mandatory Training:** Coaches must maintain valid CPR/AED certification/training and complete annual KSHSAA rules exams, first aid, and concussion modules prior to the first practice.
- **Clinics:** Head coaches are encouraged to attend at least one professional coaching clinic annually, budgeted during post-season planning.

6.8 Evaluation of Coaches & End-of-Year Debrief

Within **4 weeks** of the season's conclusion, head coaches complete a formal self-evaluation, conduct assistant coach evaluations, review student-athlete survey data, and participate in an end-of-year program debrief with the Athletic Director.

SECTION 7: APPENDIX

Emergency Action Plan (EAP) - Quick Reference (Full EAP's on Drive)

IN THE EVENT OF A MEDICAL EMERGENCY

1. STABILIZE: Coach in charge stays with the injured person.
2. CALL 911: Direct assistant/administrator to call 911 & get Athletic Trainer immediately.
3. ADDRESS: Provide location details to 911 (9115 E 13th St N).
4. NOTIFY: Contact parents/guardians immediately.
5. REPORT: Accompany athlete to hospital & submit report in 24 hrs.

DUAL SPORT PARTICIPATION AGREEMENT (see next page)

Dual sport participation (participating in two Collegiate sports simultaneously)

WICHITA COLLEGIATE SCHOOL

DUAL SPORT PARTICIPATION AGREEMENT

Dual sport participation (participating in two Collegiate sports simultaneously) will be approved on an individual basis by both head coaches and the administration. It may work for some athletes and for some sports, but not for others. Signing this agreement indicates an understanding of; and agreement to abide by; the following conditions:

1. The athlete must have the permission of the head coaches of both sports for dual participation.
2. The athlete must designate one sport as his/her primary sport.
    a. The athlete is expected to attend all competitions in his/her primary sport when they are on conflicting dates unless given permission by the primary sport coach.
    b. If the head coach feels that the student's performance in his/her sport is adversely affected by the student's participation in the other sport, it remains the option of that coach to reduce or curtail the student's level of participation in their activity.
3. The athlete is expected to attend all practices in his/her primary sport.
    a. Missed practice time in the primary sport must be pre-approved by the head coach of that sport and an appropriate alternate workout provided.
4. Alternate practice times for the secondary sport will have to be determined and attended by the secondary sport coach when conducted on school property.
    a. The athlete must be supervised at all times while at the alternative practice when held on school property just as he/she would be supervised in a normal practice setting.
5. The athlete cannot assume that special treatment will be given in the secondary sport regarding missed practices or games due to their commitment to the primary sport.
    a. Having missed practices and/or games, there is no expectation for the coach to play the dual sport athlete over another athlete who is only on that team.

ATHLETE'S NAME: _____ GRADE: _____

PRIMARY SPORT: _____ SECONDARY SPORT: _____

_____ _____

SIGNATURE OF ATHLETE **DATE**

_____ _____

SIGNATURE OF ATHLETE'S PARENT/GUARDIAN **DATE**

_____ _____

SIGNATURE OF PRIMARY SPORT HEAD COACH **DATE**

_____ _____

SIGNATURE OF SECONDARY SPORT HEAD COACH **DATE**

_____ _____

SIGNATURE OF ATHLETIC DIRECTOR OR DESIGNEE **DATE**



WICHITA COLLEGIATE ATHLETICS