

# Introduction

Rich Township High School District 227 has an outstanding history and tradition in interscholastic athletics throughout the state of Illinois. Our athletic teams have realized successful experiences at all levels of competition, and our coaching staffs have helped produce some of the state's finest student-athletes as well. We take pride in providing both our student-athletes and coaches with facilities, equipment, and opportunities that are second to none. We are excited that you have chosen to be a part of our athletic program.

This handbook will provide you with important information about the athletic programs in our district. As a coach of an athletic team in High School District 227, there are numerous expectations you will need to meet. Many of them are explained in this handbook, so please read it carefully. This handbook also will answer questions you may have regarding athletic policies and procedures within High School District 227.

We welcome your coaching participation in High School District 227 athletics and extend to you our assistance and best wishes for a successful experience for everyone involved.

# Table of Contents

	Page
The Role of District Personnel .....	4
High School District 227 Board of Education .....	4
Superintendent of Schools .....	4
Principal .....	4
Assistant Principal for Athletics and Activities .....	4
Cardinal Athletic Principals .....	5
Administrative Responsibilities of Coaches .....	6-7
Program Organization .....	6
Publicity .....	6
Instructions to Athletes & Parents .....	6, 7
Athletic Safety Guidelines .....	8-10
General Responsibilities .....	8
Bloodborne Pathogen Exposure Control.....	9, 10
Severe Weather .....	10
Special Instructions for Coaches.....	11-15
General Expectations .....	11, 12
Administrative Responsibilities .....	11
Instructional Skills and Performance .....	11
Interpersonal Relations .....	11
Professional Responsibilities .....	12
Pre-Season Responsibilities .....	12, 13
Personal Preparation .....	12
Communication .....	13
In-Season Responsibilities .....	13, 14
Cooperation with School Personnel .....	13
Supervision of Athletes and Facilities .....	13
Conduct .....	14
Communication .....	14
Post-Season Responsibilities.....	15
Supply and Equipment Return .....	15
End-of-Season Summaries .....	15
Administration and Communication .....	15
Special Instructions for Athletes .....	16
Requirements for Participation .....	16
Physical Education Exemption Procedures .....	16
Code of Conduct (Sportsmanship) .....	16, 17

# Table of Contents

	Page
Hazing .....	17
Attendance .....	17
Insurance .....	17
Athletic Awards .....	18, 19
N.C.A.A. Academic Eligibility .....	19
Athletic Injuries & Treatment .....	19, 20
Training Room.....	19
Referrals to Physicians .....	19
Reporting of Injuries .....	20
Emergency Procedures.....	28
Coaches Conduct.....	21-22
General Conduct .....	21
Conduct During Athletic Contests .....	21, 22
I.H.S.A. Sportsmanship By-Law .....	22
Athletic Travel .....	23-25
Overnight Trip Guidelines .....	23
Dismissal Time for Athletic Contests.....	23
Travel Limitations .....	23
Transportation .....	24
Meals & Expenses .....	25
State Meets .....	25
Attendance at State Competitions & Clinics.....	26
Squad Reduction.....	27
Sunday & Holiday Contests & Practices .....	28
Appendix A: Athletic & Athletic-Related Activity Policies & Procedures.....	29-31
The Athletic/Activity Board .....	29
Disciplinary Procedures .....	30
General Rules .....	31
Appendix B: Exposure Control Procedures for Athletes .....	32
Appendix C: Procedures for In-School Interviews & Photographs .....	33

# **The Role of District Personnel**

## **High School District 227 Board of Education**

The Board of Education is responsible directly to the taxpayers of the district and is the policymaking body for its high schools.

## **Superintendent of Schools**

The executive function is delegated to the Superintendent of Schools who is charged with the responsibility for efficiently executing the policies adopted by the Board of Education.

## **Principal**

The high school principal is the administrative head of interscholastic activities as well as all other activities of the school. The principal helps implement athletic policies as established by the Board of Education and Superintendent. As a member of the Illinois High School Association, the principal is the administrative head of the school and is directly responsible to the Illinois High School Association and to the Superintendent of Schools for conduct of the school's athletic activities.

## **Assistant Principal for Athletics and Activities**

The assistant principal for athletics and activities is assigned to administer the athletic and activity programs. It is the assistant principal for athletics and activities responsibility to assure that the athletic and activity programs are conducted within the rules and regulations of the Illinois High School Association, the South Inter-Conference Association (SICA), and High School District 227.

# Administrative Responsibilities of Coaches

## Program Organization

Head coaches are responsible for the organization and operation of all levels in their program. They must oversee all aspects of their sport and assure that the needs of all of their assistants are provided for with the assistance of the assistant principal for athletics and activities. The head coach will make recommendations to the assistant principal for athletics and activities regarding the hiring and appropriate level of placement of assistant coaches.

## Publicity

Coaches are responsible for their team's publicity. News media should be contacted with results after each contest. Information regarding team scores, individual performances, and key highlights should be made available. Statements should be kept positive and focus on team accomplishments. Eligibility and discipline situations are not public information and must be kept confidential.

## Instructions to Athletes & Parents

Communication is the key to having a successful program which is supported by the administration, student body, and community. It is imperative that students and parents be notified of expectations and program requirements so that they do not suffer consequences because of lack of information. In order to facilitate the communication of such information, each athlete and at least one parent must attend a Meet the Team meeting prior to competing in any contests. Information which must be communicated to athletes and parents includes, but is not limited to:

1. Philosophy
  - a. Value of athletics
  - b. Training Rules and Procedures
  - c. Playing time
  - d. Underlevels
  - e. Awards
2. Expectations
  - a. Goals
  - b. Leadership
  - c. Academic
  - d. Practice attendance

e. Hazing

3. Policies and Procedures

a. District Athletic Training Policy/Code of Conduct

b. Eligibility

c. Inherent risk/Injury treatment/Training Room procedures

d. Equipment

e. Transportation

4. Bloodborne Pathogens Exposure Control

5. NCAA Clearinghouse

# Athletic Safety Guidelines

## General Responsibilities

The coaches' responsibility for safety of their athletes begins on the first day of the season and continues throughout the entire season.

It is the coaches' responsibility to instruct all athletes in all aspects of safety including:

1. Inherent risks.
2. Proper technique.
3. Proper fit, care, and use of equipment.
4. Severe weather procedures.
5. Bloodborne pathogen exposure control.
6. Reporting injuries.

Coaches will also be expected to conduct safety checks of equipment and facilities.

Several obligations or duties have been identified as absolute requirements for coaches. These standards have evolved as a result of various case law proceedings and legal judgments and include:

1. **Duty to Supervise** — A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries, and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors.
2. **Duty to Provide a Safe Environment** — Coaches are considered trained professionals who possess high levels of knowledge and skills that permit them to identify foreseeable causes of injury inherent in defective equipment or hazardous environments. Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment, or disallow athletes' access.
3. **Duty to Teach Properly** — Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
4. **Duty to Condition Properly** — Practices must include a progression of cardiovascular and musculoskeletal conditioning activities that prepares athletes sequentially for more challenging practices and competitive activities.
5. **Duty to Warn** — Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
6. **Duty to Provide Emergency Care** — Coaches are expected to be able to administer standard first aid in response to a range of traumatic injuries.

## ***Bloodborne Pathogen Exposure Control***

Coaches have been classified into the Group II category in regard to occupational exposure. This means that the normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may occur as a condition of employment.

Exposure may occur in the following circumstances:

1. Injury/illness management.
2. C.P.R.
3. Mouth-to-mouth resuscitation.
4. Management of or casual contact with open wounds.
5. Handling soiled uniforms or towels.

Potentially infectious body fluids include:

1. Blood.
2. Semen.
3. Vaginal secretions.
4. Cerebrospinal fluid.
5. Peritoneal fluid.
6. Amniotic fluid.
7. Saliva in dental procedures.
8. Any fluid visibly contaminated with blood.

Urine, vomitus, feces, saliva, sweat, and tears are not considered potentially infectious unless they are visibly contaminated with blood.

Current High School District 227 and S.I.C.A. guidelines require that:

No students will be allowed to participate in practices or contests if they are bleeding. They must be removed from participation immediately and will not be allowed to continue until the bleeding is stopped.

District 227 has adopted the position that athletic uniforms stained with blood or other body fluids should be changed unless the stain is minor and a uniform change causes a major inconvenience, in which case the uniform must be disinfected.

Athletic injuries resulting in bleeding require the removal of the student athlete who is bleeding and should be brought to the attention of the official if a bleeding athlete is not removed from competition. Under no circumstances should a student athlete continue competition against a bleeding opponent.

The I.H.S.A. has indicated that it will follow National Federation guidelines concerning exposure control. The National Federation has asked the rules committee for each sport to consider this problem and include operational procedures for dealing with open wounds and body fluids in each of their rule books. Procedures regarding game stoppage and substitutions

vary by sport. Coaches must familiarize themselves with the rule for their sport.

When it becomes apparent that an athlete is bleeding, has an open wound, or blood on their uniform, the following sequence should occur:

1. The athlete should be removed from the competition at the earliest opportunity.
2. The coach should refer the athlete to the athletic trainer or other appropriate medical personnel.
3. If an athletic trainer or other medical personnel are not available, the coach should administer appropriate first aid following the universal precautions.
4. The athlete may return when appropriate treatment has been administered. Appropriate treatment involves the stoppage of bleeding, the covering of wounds, and the disinfecting or changing of uniforms.
5. Towels and uniforms that have been contaminated (cannot be disinfected) with blood or other potentially infectious body fluids must be immediately bagged in a biohazardous waste garbage bag.
6. Biohazardous garbage bags containing towels should be passed on to the lockerroom manager. Bags containing uniforms laundered at home should be sent home with the student. Wash in hot, soapy water with colorfast bleach.
7. First aid materials that have been contaminated with blood or other potentially infectious body fluids should be discarded in a biohazardous waste garbage bag.
8. Notify the athletic trainer when exposure control supplies have been used from the training kit.

Questions concerning the Rich Township High School District 227 Bloodborne Pathogen Exposure Control Plan should be directed to your school nurse.

## **Severe Weather**

Coaches need to be alert to severe weather problems. Review appropriate procedures regarding tornado warnings, extreme temperatures, and lightning. The South Inter-Conference League by-laws include the following:

At any time when the safety of athletes may appear to be compromised due to severe weather, any school official present is authorized to act on behalf of the safety and welfare of the athletes involved.

You do not need to wait for officials to act if weather presents a hazard to safety.

# Special Instructions for Coaches

## I. General Expectations

### A. Administrative Responsibilities

1. Head coaches are responsible to the principal and the assistant principal for athletics and activities for their entire program. This includes all levels and team personnel.
2. The head coach is responsible to ensure that all volunteer coaches have been approved by the principal and the assistant principal for athletics and activities before they can assist or direct athletes in any manner.
3. Coaches must not allow unsupervised students to have access to the training room, coaches' offices, or equipment rooms.
4. The head coach, assistant principal for athletics and activities, and the principal must approve the transfer of an athlete from one sport to another.
5. It is the responsibility of each coach to ensure that the names of all athletes out for their team are on the current eligibility list.
6. Coaches must receive approval from the assistant principal for athletics and activities and the principal before an athlete may be dropped from a team.
7. Coaches must not encourage or allow an athlete who quits or is dropped from a team for disciplinary reasons to participate in open gym or another sport in that particular season without permission from the assistant principal for athletics and activities.
8. No head coach or assistant is to schedule or change a contest date or time. All scheduling, including buses, are to be done through the assistant principal for athletics and activities office.

### B. Instructional Skills and Performance

1. Coaches are expected to be prompt and consistent in meeting their team for practices and contests.
2. Team performance and accomplishments are expected to be commensurate with ability.
3. Drills and techniques should demonstrate the coach's understanding of fundamentals and should be sequential in design.
4. Motivational methods should be positive in nature and result.
5. Coaches should ensure that their use of criticism is constructive and communicated in an appropriate manner.
6. Coaches are responsible for planning, organizing, and teaching fundamentals, strategies, techniques, and rules of the sport.

### C. Interpersonal Relations

1. Coaches are expected to cooperate with the teaching staff, parents, members of the news media, and other citizens to ensure good public relations.
2. Coaches should promote respect by example through their personal appearance, manners, behavior, language, and conduct during practices and contests and whenever in the presence of their athletes.

## D. Professional Responsibilities

Coaches are responsible to:

1. Attend all scheduled coaches' meetings, approved clinics, and designated inservice programs. It is recommended that they should review films, magazines, and books related to their sports for professional growth and improvement.
2. Cooperate with the assistant principal for athletics and activities and other coaches/sponsors to enhance the total athletic program.
3. Communicate to the assistant principal for athletics and activities any plans for returning to the building late at night or having early morning, Saturday, or holiday practice. All building procedures must be cleared with the assistant principal and director of building and grounds.
4. Keep daily attendance records and written practice plans that reflect the date, intended use of equipment, and skill instructions with a brief description.
5. Provide instruction on the proper use of equipment so that equipment is not destroyed, lost, or misused by athletes.
6. Ensure that school athletic equipment is **never** sold or given away to students.
7. See that no athlete receives equipment or is allowed to practice without clearance from the assistant principal for athletics and activities office.
8. Ensure that athletes use the weight room only under the direct supervision of an authorized adult supervisor is in the weight room area with them.
9. Supervise athletes who are at school at the coach's request or obligation. Endeavor to protect the safety and health of the athletic participants by promoting safe conditions of the area of athletic participation and equipment used by the participants, the good health of students who participate, and the safe transportation of athletes, as may be furnished by the school district.

## II. Pre-Season Responsibilities

### A. Personal Preparation

1. Coaches must schedule the date of issuance of equipment and uniforms with the assistant principal for athletics and activities and equipment manager.
2. All work orders regarding facility needs should be submitted to the athletic director at least one week prior to the first practice.
3. Head coaches and assistants are required to submit and review transportation requests with the assistant principal for athletics and activities secretary.
3. Head coaches are responsible for satisfying mandatory attendance requirements at I.H.S.A. rules interpretation meetings.
4. Head coaches and assistants are required to review the I.H.S.A. handbook, I.H.S.A. Terms and Conditions, the South Inter-Conference Association League code, and the High School District 227 Coaches Handbook for rules and regulations that pertain to their specific sport.

## **B. Communication**

1. Coaches should develop practice schedules, team policies, and tryout parameters; discuss them with the assistant principal for athletics and activities; and explain them to all students prior to the actual tryouts for any athletic team.
2. The head coach and assistants should use the following statement for eligibility purposes; “Is there anyone here who did **not** attend this high school for the entire year last year?” All coaches are required to submit a list of names of these students to the assistant principal for athletics and activities office the following day to check on the eligibility status of those in question.
3. The head coach should develop a list of candidates, identified by grade level, to submit to the assistant principal for athletics and activities for the purpose of determining whether a student is eligible.
4. Head coaches should check with the assistant principal for athletics and activities to see that officials and workers have been assigned for all home contests.

## **III. In-Season Responsibilities**

### **A. Cooperation with School Personnel**

All coaches are responsible to:

1. Turn into the assistant principal for athletics and activities office a roster complete with names, uniform numbers, height, and weight, etc. as soon as squads are determined.
2. Schedule a “Meet The Team” night for your athletes and their parents. Coordinate this date with the assistant principal for athletics and activities.
3. Follow District 227 guidelines for handling injuries and completing injury report forms for student health records and insurance purposes.

### **B. Supervision of Athletes and Facilities**

All coaches are responsible to:

1. Make sure emergency medical card pack accompanies the team before leaving the locker room for all contests and off-campus practices.
2. Check on all athletes for injuries after all contests and practices.
3. Be present in and supervise the locker room and bus loading area, at all times that their athletes are present.
4. Make sure that all athletes are dressed and gone before leaving the locker room area.
5. Remain in the building after a trip until all athletes have departed.
6. Ensure all facility and locker room doors are locked and secure.

## **C. Conduct**

All coaches are responsible for:

1. Providing an atmosphere conducive to good sportsmanship and assisting visiting team coaches and officials when appropriate.
2. The teaching of sportsmanship and appropriate conduct for athletics both in and outside of the competitive areas.
3. Teaching student-athletes to use only legitimate and ethical means in attempting to win a game.
4. Following all Coaches Conduct and Athletic Safety Guidelines as outlined in the High School District 227 Coaches Handbook.

## **D. Communication**

1. All coaches are responsible to review team membership, training rules, and expectations with their athletes.
2. All coaches should distribute game and practice schedules as well as maps to opponent's school to all team members.
3. All coaches must inform athletes of their responsibility to hand in all school equipment and that they will have to pay for any items that are missing, lost, or damaged.
4. Coaches should discuss with all team members their conduct expectations:
  - a. at school
  - b. during contests
  - c. on road trips
  - d. away from school and in the community
2. All coaches must inform assistant principal for athletics and activities and secretary with the date and reason whenever an athlete drops or quits the team.
3. The head coach must inform the assistant principal for athletics and activities any time an athlete is moved from one level to another.
4. All coaches are responsible to check weekly bus schedules as soon as it is received from the athletic department.
5. All coaches should check weekly eligibility lists for student progress and communicate with the student and parents regarding deficiencies prior to the student becoming ineligible.
6. All coaches are responsible for reporting game scores and other pertinent information to all daily media outlets immediately following a home contest or as requested.
7. All head coaches are responsible for supervising and providing guidance to assistant coaches, assigning their respective duties, and conducting staff meetings as necessary.

## **IV. Post-Season Responsibilities**

### **A. Supply and Equipment Return**

All coaches are responsible to:

1. Ensure that all equipment and uniforms are returned. Coordinate collection of uniforms, equipment, and training room supplies with the assistant principal for athletics and activities, equipment manager, athletic trainer, and assistant coaches.
2. Submit a list of student-athletes to the Assistant Principal for Athletics and Activities with detailed information of those who failed to turn in school issued equipment.

### **B. End-of-Season Summaries**

1. Head coaches are responsible to submit an inventory report to the athletic director with repair recommendations.
1. All coaches must submit end-of-season report (alpha listed) to the athletic secretary with recommendations for awards.
2. Head coaches are expected to develop a list of supply and equipment needs for the following year to discuss with the assistant principal for athletics and activities for budget consideration.

### **C. Administration and Communication**

Head coaches are responsible to:

1. Communicate with the assistant principal for athletics and activities regarding next year's schedule.
2. Evaluate the total program and submit any recommendations for the program to the assistant principal for athletics and activities.
3. Communicate with assistant principal for athletics and activities regarding off-season activities and summer programs.
4. Review out-of-season participation regulations with assistant principal for athletics and activities.

# Special Instructions for Athletes

## Requirements for Participation

In order to be able to participate in practices or contests, an athlete must have satisfied the following:

1. A valid physical must be on file with the school nurse. Physicals are valid for one calendar year and should be scheduled between June 15 and August 1.
2. A signed parent permission form must be on file with Assistant Principal for Athletics and activities for each sport of participation.
3. A current medical emergency card must be on file with Assistant Principal for Athletics and Activities for each sport of participation.
4. Each athlete and at least one parent must attend a school-sponsored Chemical Awareness Meeting prior to initial participation and a Meet the Team night for each subsequent season of participation.
5. Each athlete must be passing four subjects each week and must have passed four subjects at the end of the previous semester. Physical education and driver education do not count toward these totals.

## Physical Education Exemptions Procedures

Juniors and seniors participating in interscholastic athletic programs and enrolled in at least five (5) subjects may request to be excused from Physical Education during their athletic season(s). Students excused under this provision will be assigned to study hall.

Athletes wishing to exempt from physical education because of their athletic participation should obtain an exemption form from their Assistant Principal for Athletics and Activities. These forms are available one week after the first team practice.

Athletes should complete the form, obtain the signature of their coach, and return it to their counselor who will certify that the form is properly completed and that the request is valid.

The counselor will make appropriate schedule changes and inform athletes of the date they are expected to return to physical education class. It is the responsibility of the student to return to physical education class if team membership is terminated.

## Code of Conduct (Sportsmanship)

Participation in athletics is a privilege that includes responsibilities to the school, team, community, and the athletes themselves. In play and in conduct, student athletes represent all of these groups. To these ends, and in addition to following the District 227 Athletic Policies and Procedures, we expect our athletes to exhibit and to model five basic traits:

1. Exemplary moral character on and off the field.
2. Enthusiasm for self, team, sport, other programs, and the school.
3. Confidence in self, team, and coaching staff.
4. Commitment to academics, athletics, and the school community.
5. Good sportsmanship, which includes fair play and courteous treatment of teammates, opponents, and officials, while representing the school and community in a respectful manner.

## Hazing

Hazing includes any humiliating or dangerous activity expected of a student in order to join a group regardless of that student's willingness to participate. Hazing is a violation of District 227 policy and can not be dismissed as simple initiations, tradition, or rites of passage.

To increase awareness of hazing activities a district brochure has been created to clarify common practices and provide basic steps to prevent an occurrence.

Athletes should obtain a copy of this brochure from their coach or assistant principal for athletics and activities and familiarize themselves with its content.

## Attendance

When an athlete is absent from school, the athlete may not participate in any extracurricular activity that day. This is done primarily as a safety factor for the athlete as well as the school. Preapproval by the principalship is an exception. The general procedure to be followed is:

1. If an athlete is absent (on the daily absentee list) or misses **any part** of the school day, the athlete must get permission from the principalship to participate in any activity. A note from home is **not** sufficient to permit participation.
2. It remains the responsibility of the individual athlete to present evidence of mitigating circumstances which justify such a request. Failure to do so will mean that the athlete cannot practice or participate in the specific student activity on that day.
3. Athletes are expected to be in school the day following a contest if school is in regular session.

## Insurance

High School District 227 does carry limited accident insurance on student-athletes. Encourage parents to review their family health insurance to determine if it offers the kind of protection they believe is adequate, making sure it offers coverage for athletic participation. If they would like to obtain additional information concerning the District 227 accident coverage, they should contact the High School District 227 business office during regular business hours.

## Athletic Awards

In all sports, coaches recommend players for awards based on the athlete's level of participation and dedication. Unless there are unusual circumstances, athletes who do not finish a season for any other reason than an injury do not qualify for awards. Coaches consider training, cooperation, sportsmanship, and attitude in making up the list of athletes recommended for awards. These items being satisfactory, athletes may qualify for an award if they have played a sufficient length of time in a sport season; injuries may be taken into consideration.

Athletes are only awarded one varsity or minor letter. If an athlete participates in more than one sport and qualifies for an additional award, an emblem or pin is awarded to place on the letter.

Certificates are given to all participants. It is the responsibility of each coach, with the approval of the Assistant Principal for Athletics and Activities, to establish criteria for awards in each sport. These criteria should be discussed with athletes and parents prior to the season. An athlete who has never received a varsity letter in a particular sport, but who has participated in that sport for four years may, at the coach's discretion, receive a varsity letter after the fourth year of participation.

1. The following are award recommendations as set by the conference:
  - a. The varsity "R" - 8 inches high
  - b. The junior varsity "R" - 6 inches high
  - c. The sophomore "R" - 4 inches high
  - d. Numerals (awarded to freshman participants) - 3 inches high
2. An identifying emblem/pin attached to the monogram, designating the sport.
3. A certificate denoting participation, or the earning of an award in, a given sport.
4. Only one "R" may be awarded for any level of competition.

### Some common guidelines for awards are as follows:

1. **Baseball and Softball** — By playing in one-half of the innings for the season or one-third of the games as a pitcher.
2. **Basketball** — By playing one-half of the quarters of the level of participation
3. **Bowling** — By playing in one-half of the total number of games
4. **Cross-Country** — By averaging eighth or better in a season
5. **Football** — By playing in one-half of the quarters of the level of participation
6. **Golf** — By placing among the first five in the conference meet or by averaging 1 ½ points a match in dual meets
7. **Gymnastics** — By competing in one-half of the scheduled meets
8. **Soccer** — By playing in one-half of the quarters of the level of participation
9. **Tennis** — By playing in one-half of the scheduled meets
10. **Track and Field** — By averaging two points a meet in varsity dual meets; by placing first through sixth in the S.I.C.A. Conference Meet. Relay members receive the same number of points as relay team
11. **Volleyball** — By playing in one-half of the total number of games
12. **Wrestling** — By wrestling in one-half of the matches of the level of participation

13. **Athletic Manager/Student Trainers** — Students who serve as managers or trainers for a sport may be awarded a letter at their participation level.

## **N.C.A.A. Academic Eligibility**

N.C.A.A. Bylaw 14.3 (commonly referred to as Proposition 16) requires that all high school graduates wishing to participate in athletics at Division I or Division II universities must meet certain academic standards in order to be eligible to compete during their freshman year in college. These standards are described in the N.C.A.A. Guide for the College-Bound Student-Athlete which is available from your guidance counselor or assistant principal for athletics and activities.

N.C.A.A. Division I and Division II schools have established an Initial-Eligibility Clearinghouse to determine the eligibility of incoming freshmen. This Clearinghouse not only serves as a central receiving, processing, and evaluation center, but is also responsible to certify student-athletes for participation during their freshman year by evaluating their high school academic records.

It will be the responsibility of each student desiring to participate in athletics at a Division I or Division II university to meet with their counselor to complete a release form authorizing their high school to send academic information to the Clearinghouse. This form also authorizes the Clearinghouse to send its eligibility certification information to universities approved by the student. **Coaches should instruct students to check with their counselor to familiarize themselves with these academic requirements.**

## **Athletic Injuries & Treatments**

### **Training Room**

The athletic training room is a health care facility. It is open for treatment after school and before practice and contests. Each training room is staffed by athletic trainers who are certified by the National Athletic Trainers' Association. They will administer treatment to athletes that have been injured as a result of their participation in interscholastic athletics. Athletes should report for treatment and injury check prior to practice and contests. They should also report after practices and contests for follow-up treatment. The athletic trainer will notify appropriate coaches that the athlete has reported.

Athletes are expected to use the facility only when they require treatment, care, or preventive assistance. Proper behavior is expected. No athlete may remove any equipment from the training room without permission from the athletic trainer.

## Referrals to Physicians

The athletic trainer may make medical referrals to appropriate physicians if conditions indicate such need. A medical referral form will be given to the athlete when the need for further medical assistance is warranted. This form allows the athletic trainer to communicate information regarding the suspected injury and symptoms to the physician. It also allows the physician to communicate specific diagnosis, restrictions, treatment, and rehabilitation instructions to the athletic trainer. If an athlete sees a physician without referral from the athletic trainer, a note from the physician is required before the athletic trainer can proceed with treatment or rehabilitation.

## Reporting of Injuries

It is the **athlete's responsibility to report** to the athletic trainer and coach all athletic injuries associated with athletic participation within 48 hours. When an athletic trainer learns of such an injury appropriate coaches will be notified. Similarly, when a coach learns of such an injury, the coach will notify the athletic trainer.

If an injury is discovered after the athlete has returned home, the athlete should go to their own physician and report such to the athletic trainer and coach as soon as possible the following day.

## Emergency Procedures

The athletic trainer will notify a parent or guardian in case of emergency. If the parent or guardian cannot be reached, the athletic trainer will contact the alternate name on the student's emergency card. The athletic trainer shall follow the direction of the designated adult with respect to securing additional health care and related transportation services for the student athlete.

If the designated adults cannot be reached, the athletic trainer will call the paramedics, if necessary.

If, in the judgement of the athletic trainer, the injury is limb or life threatening, the paramedics will be called **first**, then the parent or guardian notified.

Coaches, athletes, parents, and athletic trainers are encouraged to communicate on all phases of an injury.

# Coaches Conduct

## General Conduct

District 227 has a long standing tradition of ethical conduct and sportsmanship on the part of both the players and coaches. Since it is our goal, as coaches, to help mold adolescents into responsible adults, it is imperative that the actions of our coaches be consistent with the expectations we have for our athletes. We must act in a manner that reflects positively on our program, our school, and our district. We believe that coaching is teaching and see no place for disruptive, unprofessional language or conduct. To that end, coaches should:

1. Refrain from foul or abusive language
2. Avoid physical contact or any other contact with athletes (members of the same or opposite gender) that could be misconstrued by the public
3. Set and maintain the highest ethical standards
4. Display the same respect for authority that is expected from athletes

## Conduct During Athletic Contests

Some coaching conduct during competition has received negative fan and media attention during the last few years. All District 227 coaches are expected to do everything within their power to correct this negative image and to keep athletic contests within the proper perspective.

Fan attention should focus upon a contest of skilled athletes — **not** on coaches conduct. The actions of the coaches should demonstrate to the fans of both teams that coaches and players are not enemies, but competitors during the contest.

In that spirit, the following guidelines have been established:

1. Coaches must visibly show a mutual respect for each other, the opposing team, and the opposing fans.
  - a. When an introduction ceremony is used and the number of participants and other conditions permit, players will shake hands with the opponents as they are introduced.
  - b. When an introduction ceremony is used, coaches will meet to shake hands as they are introduced.
  - c. Immediately following the game, the coach of the losing team will approach the winning coach and initiate a congratulatory handshake. After this gesture, both coaches will immediately direct their teams to their respective locker room/bus.
  - d. If the head coach is interviewed by the media following the contest, a designated assistant will accompany the team to the locker room/bus.
2. In addition to the above, coaches of both teams are to strictly adhere to the S.I.C.A. Conduct of Coaches Section of the By-Laws.
  - a. Coaches should not visibly or audibly protest the decisions of officials during the game or in any place where a crowd might see or hear them.
  - b. Coaches should avoid a display of temper.
  - c. Coaches should not use tobacco products at any time on the field or playing area or before his players.

- d. The coach should not go on the field or playing area during the game except with the permission of an official.
- e. In sports where bench conduct is emphasized, coaches, assistant coaches, and players must be seated unless permission to stand is granted by the official or game rules.

### **I.H.S.A. Sportsmanship By-Law**

Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the I.H.S.A. or the school may assess.

# Athletic Travel

## Overnight Trip Guidelines

High School District 227 policy in general has confined participation in athletic events necessitating overnight trips to I.H.S.A. sponsored tournaments. Schools may be allowed one non-I.H.S.A. overnight trip per year for each gender provided the following guidelines are adhered to:

### In-Season

- A. Board funds cannot be used for overnight trips.
- B. A request by the coach through the assistant principal for athletics and activities/principal can be made for Booster Club funding.
- C. The district chaperone policy must be considered. A male coach accompanying female athletes or a female coach with male athletes must use chaperones from staff members, coach's spouse, and/or parents/relatives.
- D. Schools will be limited to one boys' and one girls' sport competition overnight per year.
- E. Decision for overnight trips will be forwarded to the Superintendent through the District Director of Student Activities.

### Pre-Season

- A. Requests for pre-season trips must be initiated by the coach to the assistant principal for athletics and activities/principal prior to January 1 of the school year preceding the trip.
- B. The guidelines used for in-season trips regarding funding and chaperones will be followed.
- C. Coaches must outline in their requests how they will handle students who are members of the teams but cannot go.
- D. Decisions for pre-season overnight trips will be forwarded to the Superintendent through the District Director of Student Activities.

## Dismissal Time for Athletic Contests

The coach in charge of a squad whose team must be dismissed early should submit a list of athletes to be excused to the assistant principal for athletics and activities who will forward the information to the attendance office prior to the day of the contest. Time to be dismissed will be determined prior to each session by the assistant principal for athletics and activities and the principal.

## Travel Limitations

High School District 227 has a 375-mile round-trip limitation.

## Transportation

All athletes are required to use transportation (bus or van) provided by the school to and from all off-campus contests and practices. Only team members, cheerleaders, and school personnel will be permitted to ride on High School District 227 vehicles. Athletes may not participate in an away contest if they drive themselves to an event or if they use alternate transportation without prior permission from the assistant principal for athletics and activities.

Athletes are expected to ride the bus or van back to school. Bus or van drivers are not permitted to stop to allow students to leave the bus or van because they might be closer to home.

In extenuating circumstances, parents may need to drive their own children home from a contest. Parents must communicate this need to the coach prior to transporting their athlete home. Under no circumstances are athletes allowed to ride with anyone other than their own parents to or from a contest.

All personnel using High School District 227 transportation are expected to observe the following:

1. Enter and exit buses through the designated drop off/pick up areas..
2. Do not board the bus until the coach is there to supervise.
3. No food consumption on the bus.
4. No abusive language.
5. Appropriate conduct is expected.

Coaches are expected to:

1. Ride the bus with their team.
2. Have their team ready to depart from school at the assigned departure time.
3. Communicate with the bus driver regarding return trip times.
4. Check the bus for equipment and litter when trip is completed.
5. Supervise their athletes from the time they arrive at school for departure until the time the athletes leave the school property after the return trip.

If it is necessary for school personnel to drive their own vehicles, reimbursement will be made at the standard district rate per mile. Employees transporting students in private vehicles must register in advance with the District Business Office by submitting the Request to Transport Students by Personal Vehicle form to the assistant principal for athletics and activities. These forms are available from the principal.

If a coach transports students by High School District 227 van, special precautions must be observed:

1. The coach must possess a valid driver's license.
2. Students may not operate the vehicles or the CB radios.
3. Vans must be free from litter upon return.
4. A trip ticket must be completed and submitted to the Assistant Principal for Athletics and Activities

## **Meals & Expenses**

Requests for meal and travel expenses will be made by the assistant principal for athletics and activities after consultation with the head coach. Departure time, number of days, type of sport activity, and numbers of persons involved will influence the amount of anticipated expenses. This amount must have the approval of the principal and Director of Business Affairs.

All expenses are to be accounted for by receipts from the establishments which are patronized.

The head coach is responsible for all financial transactions and must turn in an accurate accounting of the trip by submitting a expense statement upon return.

## **State Meets**

All schools are expected to participate in all contests in I.H.S.A. state series competition. Only qualifying athletes, alternates, and approved practice partners will be sent by the school. Travel, meal, and lodging accommodations and expenses will be arranged by the assistant principal for athletics and activities with approval from the principal and Director of Business Affairs.

# Attendance at State Competitions & Clinics

Plans regarding coaches attendance at in-state clinics and state competitions shall occur at budget preparation time. Requests by individual coaches to attend should be made in writing to the assistant principal for athletics and activities. All budget allocations for this purpose must be approved by the assistant principal for athletics and activities, principal, and Director of Business Affairs.

The following recommendations have been approved by the Administrative Council in order to avoid class coverage problems for coaches attending state tournaments and in-state clinics:

1. Clinic Attendance:
  - a. Sports with three or more coaches will be allotted two school days for clinic attendance (example: two coaches could attend a clinic for one day or one coach could attend a two-day clinic during school time).
  - b. Sports with fewer than three coaches will be allotted one school day for clinic attendance.
  - c. One day travel to clinics shall not exceed 200 miles one way.
2. State Finals Attendance:
  - a. In team sports, if a team is participating, the head coach and all assistants may attend. In individual sports, the head coach and the event coach of the individual qualifiers may attend (diving coach, weight coach, etc.)
  - b. For safety and supervision purposes in some sports (i.e. wrestling and tennis), additional coaches may attend based on the number of participants. Clinic days may be used for state tournament attendance for coaches who would not otherwise qualify to attend by the above parameters.

# Squad Reduction

One of the most difficult tasks facing many of our coaches during pre-season practices is eliminating potential candidates from their squads.

The following sports have historically been involved with squad reductions:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Volleyball	Basketball	Baseball
Cheerleading	Girls Basketball	Softball
	Bowling	

The most important element to keep in mind when facing squad reduction or cutting athletes after tryouts is the high priority that athletics have in the lives of the youngsters trying out for squad membership. Coaches should demonstrate professionalism and sensitivity in the manner with which they cut young adults from their squads.

The following guidelines should be followed in order to avoid creating unnecessary difficulties when faced with the need to limit squad membership:

1. Criteria by which squad membership will be determined should be explained to candidates prior to tryouts.
2. After the squad is selected, the reason for not making the squad should be explained to each candidate individually.
3. Athletes not making the squad should be encouraged to continue their involvement in the sport by playing in community leagues, and summer camp programs, or by helping as a manager or a statistician.

# Sunday & Holiday Contests & Practices

Athletic practices and contests shall be prohibited on Sundays, Thanksgiving Day, Christmas Day, New Year's Day, and Good Friday with the following exceptions for teams involved in state series tournament:

1. Teams will be allowed to practice on Sunday if they are scheduled to participate in the first round of the state series on Monday.
2. Teams and individuals will be allowed to practice on Sunday if they advance beyond the first round and are scheduled to participate in subsequent rounds on Monday or Tuesday.
3. A team involved in the state championship football game on the Friday or Saturday following Thanksgiving will be allowed to practice on Thanksgiving Day.
4. Principals should contact the Superintendent if they desire to exercise any of the above exceptions.

# Appendix A

## Athletic & Competitive Activity Policies & Procedures

One purpose of the athletic and competitive activity program is to provide students wholesome competition on an interscholastic level. A necessary corollary to this purpose is the development in students of a sense of dedication and the establishment of high standards of conduct and attitude. Because participants represent their school, they are expected to represent high standards of morality and conduct. Student conduct is expected to be exemplary the year around.

In order to participate in the athletic and competitive activity programs, the student and his/her parents shall be required to attend a mandatory pre-season meeting at which parents and the student will be informed about training and participation rules and the function of the Athletic/Activity Board.

Misconduct among participants shall include offenses such as the possession or use of tobacco in any form, possession or use of alcohol or drugs, theft, dishonesty and other misconduct. Students who are found to be involved in such misconduct will face disciplinary action according to procedures outlined in section B, Disciplinary Procedures. When alcohol or drugs in any form are present at student parties, it is recommended that students involved in athletics or activities leave the party immediately.

A participant who admits to a drug, alcohol or tobacco related problem to a school staff member **before a reported rule violation** occurs will be referred to the principal. The principal will hold a conference with the student and his/her parents. After considering all information pertinent to the student's problem, the principal will decide the best course of action to help the student. The principal will confer with the Director of Student Activities at the district office before releasing the decision.

### A. The Athletic/Activity Board

The Athletic/Activity Board is the disciplinary arm of the athletic and competitive activity program. It is composed of the following individuals:

- Athletic/activity director — Chair
- Selected members of the coaching/activity staff
- District 227 central administration representative

The Student Assistance Program Coordinator will receive notification of all Board meetings. When there is a need for the Athletic/Activity Board to meet because of a rule infraction by a student in a competitive activity.

The Board shall meet after a request has been presented to the athletic/activity director by the activity sponsor or coach to consider a disciplinary case involving an athlete or individual in a competitive activity (Cheerleaders, Chess Team, Flag Squad, Mathletes, Pom Pon Squad, Scholastic Bowl Team, Science Bowl Team, and Speech Team.

The Athletic/Activity Board shall weigh the evidence that is presented and, after considering the best interests of the student and the school, make a decision on the disposition of the student's case.

## B. Disciplinary Procedures

After a participant has been given an opportunity for due process and there is reason to conclude that the student has violated Athletic/Activity Policies based upon available information, he/she will be suspended from practices and/or competition pending a disciplinary review and decision by the Athletic/Activity Board. The parent will be notified in writing of the rule violation and will be requested to attend a Board meeting related to their student. The Board will meet at the earliest opportunity but no later than ten school days from the date of written notification of the Board meeting to consider the status of the student and render a decision. Generally, the following process will be observed for both in/out-of-season violations.

1. The Athletic/Activity Board verifies that the participant has been made aware of rules of the sport or activity.
2. Upon notice to the administration, either verbal or written, of an alleged violation of the rules, the student will be informed by the athletic/activity director of the nature of the offense and suspended from practice and/or competition. The athletic/activity director will notify the student to appear at a meeting of the Board. Parents will be notified of the rule violation and requested to appear at the meeting. If the violation occurs out-of-season, the participant will be informed by the administration and the same procedures will be followed.
3. The Athletic/Activity Board will meet to review the situation. The Board may invoke one or more of the following:
  - a. Dismiss the charges.
  - b. Place the student on probation for a specific length of time.
  - c. Invoke a suspension.
    1. A minimum penalty for first violation of possession/use of alcohol, tobacco in any form, or drugs will be 25% of the scheduled contests. (Tournaments, multiples, invitations, and doubleheaders count as one contest at the participant's level of competition).
    2. When a suspension is invoked for a drug, alcohol, or tobacco violation, the student must attend and successfully complete an educational program recommended by the Athletic/Activity Board. The cost of educational programs will be the responsibility of the student's parent.
    3. The penalty for theft and dishonesty will be established by the Board after review of the severity of the infraction. When a suspension is invoked, the Athletic/Activity Board will determine the season in which the penalty will begin.
    4. Drop the student from the sport or activity for the remainder of the season.
    5. Drop the student from participation in athletics or activities for the remainder of his/her time in high school.

The decision of the Board will be communicated in writing to the parent of the student.

## **2. C. General Rules**

Suspected violation and/or rumors are to be directed to the student's immediate coach or sponsor. It is hoped that the coach or sponsor can serve in a counseling role and directly inform the participant of the allegations and the importance of correcting an improper image. The District Director of Student Activities should be consulted if any doubt exists regarding the convening of an Athletic/Activity Board.

Adopted by the Board: August, 2004

# Appendix B

## Exposure Control Procedures for Athletes

While the risk of one athlete infecting another with H.I.V./AIDS during competition is close to non-existent, there is a remote risk that other bloodborne infections diseases can be transmitted.

For example, Hepatitis B can be present in blood as well as other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. Cover any open wounds before competing.
2. Report any open wounds that occur during practice or competition to the contest official and/or your coach.
3. If an open wound occurs, avoid contact with other individuals until the contest is stopped and you are removed from competition.
4. Seek immediate treatment for open wounds from the athletic trainer or other appropriate medical personnel. If the athletic trainer or other medical personnel are not available, seek treatment from your coach.
5. Return to competition only after appropriate treatment has been administered.
6. Appropriate treatment involves the stoppage of bleeding, the covering of wounds, and the disinfecting or changing of uniforms.
7. Towels and uniforms that have been contaminated (cannot be disinfected) with blood or other potentially infectious body fluids must be given immediately to the trainer or coach to be bagged in a biohazardous waste garbage bag.
8. Biohazardous waste bags containing uniforms laundered at home should be taken home without being opened. Wash in hot, soapy water with colorfast bleach.
9. In general, use good hygienic practices. Shower after each practice or competition, using liberal amounts of soap and water. Avoid sharing towels, cups, and water bottles.
10. Never wipe blood or blow your nose on school towels. Use disposable towels or tissues.
11. Current District 227 and South Inter-Conference Association League guidelines require that:
  - a. No students will be allowed to participate in practices or contests if they are bleeding. They must be removed from participation immediately and will not be allowed to continue until the bleeding is stopped.

# Appendix C

## Procedures for In-School Interviews & Photographs

The following procedures should be followed by reporters and photographers when conducting in-school student interviews and/or photography sessions. By establishing a controlled open door policy, these procedures protect students and cause the least amount of disruption to the school day while providing the best possible cooperation between District 227 and members of the community press.

The existence of these written procedures does not mean the District must approve every reporter's request for an in-school interview. District officials have the right to deny permission to enter school grounds based upon individual requests. However, it generally is in the district's best interest for reporters to see District 227's efficient operations.

### Procedures:

1. All requests for on-site interviews and/or photography sessions must have approval of either the superintendent or principal.
2. The principal has been designated as the primary contact for all school-level media requests. Those involved in the proposed article subject — superintendent, principal, activity director, teachers, students, parents, etc. — must be informed of the reporter's and photographer's intentions prior to the interviews. Requests made by reporters or photographers who misrepresent themselves or their purposes will not be honored.
3. Dates and times at which reporters and photographers would like to enter school grounds for students news-gathering purposes other than a public event (for example, sports, musical presentations, etc.), should be cleared by the superintendent or principal prior to their entrance on to school property.
4. After obtaining permission from the principal or superintendent to proceed with the in-school student interview, a reporter or photographer must be accompanied by the activity director or staff member assigned by the principal or superintendent.
5. Principals, teachers, or staff members approached by a reporter or photographer whose purposes are questionable may direct the reporter or photographer to the superintendent.

# Notes

# Notes

# Notes