

# Introduction

Rich Township High School District 227 has an outstanding history and tradition in interscholastic athletics throughout the state of Illinois. Our student-athletes are provided with facilities, equipment, coaches, and opportunities that are second to none. We are excited that you have chosen to take advantage of those opportunities.

This handbook will provide you with important information about the athletic programs in our district. When you become a member 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 participation in High School District 227 athletics and extend to you our assistance and best wishes for a successful experience.

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# 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.

## Athletic Director

The athletic director is assigned to administer the athletic program. It is the athletic director's responsibility to ensure that the athletic programs are conducted within the rules and regulations of the Illinois High School Association, the South Inter-Conference Association, and High School District 227.

## Cardinal Athletic Principles

The athletic program will:

1. Be a well-coordinated part of the school curriculum.
2. Justify the use of tax funds and school facilities because of the educational aims achieved.
3. Be conducted by school authorities in full compliance with the provisions of Title IX.
4. Provide opportunities for many students to participate in a variety of sports in every season.
5. Foster training in conduct, game ethics, and sportsmanship for participants and spectators.
6. Encourage respect for conference and state rules and policies under which the school program is conducted.

# Sports Offerings

Each District 227 school offers a comprehensive sports program in accordance with the highest tradition of athletic competition and in proper perspective to the overall educational program of the District.

Shown below is a complete list of sports that are offered each season. Students may participate in no more than one sport each season. Most fall sports begin in mid-August and run through October. Winter sports begin the first week in November and continue through February. Except for indoor track, spring sports start around the beginning of March and continue through May.

Indoor track starts approximately February 1. Initial tryout schedules for fall sports will be listed in the sports sections of local newspapers during the first week in August. Tryout dates for sports in winter and spring seasons will be announced during the school year.

## Fall

### Boys

Cross Country  
Football  
Golf  
Soccer

### Girls

Cross Country  
Golf\*  
Volleyball  
Tennis

## Winter

### Boys

Basketball  
  
Wrestling

### Girls

Basketball  
Bowling  
Gymnastics\*

## Spring

### Boys

Baseball  
Gymnastics\*  
Tennis  
Track

### Girls

Soccer  
Softball  
Track

\*District Co-op Sports

# 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 High School District 227 Athletic Policies and Procedures, athletes are expected 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, traditions, 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 athletic director and familiarize themselves with its content.

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 round.

# Athletic & Competitive Activity Policies & Procedures for District 227

In order to participate in the athletic and competitive activity program, 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 administrator directing athletics and 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.

# Athletic & Competitive Activity Policies & Procedures for District 227

## 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.

# **Athletic & Competitive Activity Policies & Procedures for District 227**

## **C. General Rules**

Suspected violations 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 director student activities should be consulted if any doubt exists regarding the convening of an Athletic/Activity Board.

# Athletic & Competitive Activity Policies & Procedures for District 227

## 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.

## 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.**

# 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.

## Physical Education Exemption 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.

# Equipment

Athletes are responsible for all items of equipment they are issued. A complete record of all equipment issued will be kept for each athlete.

Lost equipment, or equipment that is damaged, must be paid for at the replacement cost. Athletes will **not** be issued equipment for subsequent sports, and will **not** receive awards until equipment records have been cleared.

It is expected that athletes will take **PRIDE** in their equipment and wear it only at authorized contests and practices unless otherwise approved by coaches.

# 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.

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

# 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.
2. If an open wound occurs, avoid contact with other individuals until the contest is stopped and you are removed from competition.
3. 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.
4. Return to competition only after appropriate treatment has been administered.
5. Appropriate treatment involves the stoppage of bleeding, the covering of wounds, and the disinfecting or changing of uniforms.
6. 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.
7. Biohazardous waste bags containing uniforms laundered at home should be taken home without being opened. Wash in hot, soapy water with colorfast bleach.
8. 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.
9. Never wipe blood or blow your nose on school towels. Use disposable towels or tissues.
10. 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.

# Athletic Injuries and Treatment

## Training Room

The athletic training room is a health care facility. It is open for treatment after school and before practices and contests. Each training room is staffed by athletic trainers who are certified by the National Athletic Trainers' Association. Athletic trainers 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 practices and contests. They also should report after practices and contests for follow-up treatment. Athletic trainers will notify appropriate coaches that athletes have reported.

Athletes are expected to use the facility only when they require treatment, care, or preventive assistance. Proper behavior is expected. Athletes may not remove equipment from the training room without permission from athletic trainers.

## Referrals to Physicians

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

## Reporting of Injuries

It is the ***athletes' responsibility to report*** to athletic trainers and coaches all injuries associated with athletic participation within 48 hours. When athletic trainers learn of such injuries, appropriate coaches will be notified. Similarly, when coaches learn of such injuries, they will notify athletic trainers.

If injuries are discovered after athletes have returned home, athletes should go to their own physicians and report such to athletic trainers and coaches as soon as possible the following day.

## Emergency Procedures

Athletic trainers will notify parents or guardians in case of emergencies. If parents or guardians cannot be reached, athletic trainers will contact the alternate name on student's emergency card. Athletic trainers shall follow directions of designated adults with respect to securing additional health care and related transportation services for athletes.

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

If, in the judgement of the athletic trainer, injuries are limb or life threatening, the paramedics will be called **first**, then parents or guardians will be notified.

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

## 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

# 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 district:
  - 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 games of the games.
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.