

**ILLINI WEST HIGH SCHOOL  
DISTRICT #307  
COACHES HANDBOOK**



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ILLINI WEST HIGH SCHOOL DISTRICT #307  
COACHING HANDBOOK

## **INTRODUCTION AND PURPOSE**

The following athletic guidelines and policies are approved by the Illini West High School District #307 Board of Education. It is the purpose of the Illini West district to build standards by which competition can be carried on with safety, ethical relations, and high expectations for all participants and spectators.

## **PHILOSOPHY**

The Illini West is committed to the idea that inter-scholastic competition in athletics is an important addition to the school curriculum and plays a vital role in the development of young men and women. A good athletic program is one that teaches those who participate that cooperation, as well as competition, are important parts of the society in which they live. Students are provided a unique opportunity to learn self-discipline, self-sacrifice, and loyalty to the community, the school, and the team. As with all learning experiences, all students are encouraged to participate in the broadest experience possible. The goal of the Illini West District is to teach victory and the acceptance of defeat and keep both in proper perspective. We believe that adherence to this philosophy will ensure the best possible experience for all Illini West students participating in the athletic programs.

## **GOALS**

- To encourage student-athletes to achieve academic success and to keep athletics in proper perspective.
- To reinforce the relationship between effort and achievement.
- To develop a good rapport with teammates, coaches, opponents, and officials.
- To provide opportunities to exemplify and observe good sportsmanship.
- To teach and emphasize rules and fundamental skills that are necessary to achieve individual success as well as team success.
- To stress the importance of physical fitness, conditioning, and safety in athletics.

## **COACHING PRIORITIES**

- To model character by teaching integrity, self-discipline, the value of team, dedication, and self-sacrifice.
- To provide communication that is both open and substantive to our student-athletes, their families, and our community.

## **ILLINI WEST HIGH COACHES' STANDARD OF PERFORMANCE**

IWHS maintains high expectations for all coaches. The primary goal of the Illini West extracurricular program is student-athlete success through team success. Team success is an extension of the efforts of many others, including parents, student-athletes, teachers, coaches, and managers. Team success is the responsibility of everyone. Likewise, failure belongs to everyone. Achieving success takes patients, time, and perseverance. All IWHS coaches are expected to meet this standard of performance at all times.

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There is no guarantee, no ultimate formula for success. There are, however, a multitude of means to increase the probability of success. It is the coach's responsibility to intelligently and relentlessly seek solutions that will increase the chance of prevailing in a competitive environment.

### **Illini West Extracurricular Standard of Performance for All Participants**

- 1. Exhibit a relentless and intelligently applied work ethic directed at continual improvement.**
- 2. Demonstrate respect for each person in the organization and the work he or she does.**
- 3. Be deeply committed to learning and teaching, which means increasing my own expertise.**
- 4. Be fair and demonstrate character.**
- 5. Honor the direct connection between details and the improvement process.**
- 6. Demonstrate self-control, especially when it counts most- under pressure.**
- 7. Demonstrate and value loyalty.**
- 8. Use positive language and have a positive attitude.**
- 9. Take pride in your effort as an entity separate from the results of that effort.**
- 10. Deal appropriately with both success and failure.**
- 11. Promote communication that is both open and substantive.**
- 12. Put the organization's goals and priorities ahead of my own, and be willing to go the extra mile for those goals.**

Regardless of your specific coaching role, it is vital to our organization that you do that job at the highest level possible. Consistent effort is a consistent challenge. A culture based on a standard of performance precedes results. Winning teams have a winning standard of performance before they are winners.

The top priority for all coaches is teaching in a way that models integrity and character. Coaches and players must become immersed in the inventory of skills, including attitudinal, that will lead to improved team performance. Coaches must also teach ownership in the team. Ownership occurs within the team when one individual and then another raises his/hers commitment and performance. Coaches must teach connection and extension. A team comprised of "independent contractors" unattached to one another is a team with little interior cohesion and strength.

### **The four most important characteristics of our coaching staff:**

- 1. Integrity and Character**



2. Communication Skills
3. Positive attitude/optimistic
4. Team concept.

## **EXTRACURRICULAR POSITIONS**

All extra-curricular positions are approved by the Board. Extra-curricular positions will be based on the number of participants in each activity or sport. It should be understood that the Board will make a final determination on extra-curricular offerings after receiving all relevant information from the principal and athletic director. The Board of Education shall review and appoint on an annual basis the coaches and sponsors of all extra-curricular activities.

Should a sport or an activity not have enough participants to function as a team or activity, then that sport or activity shall be canceled for the rest of the school year, and the coach or assistant shall receive 25% of his/her contracted stipend. This determination shall be made within 10 days of the start of each season, or for an activity within 10 days of the start of the school year.

## **ORGANIZATION AND ADMINISTRATION OF ATHLETIC PROGRAM**

The athletic program is governed by the rules established by the following organizations and administrations.

### **Illinois High School Association**

Illini West is a member of the IHSA. The purpose of this organization is to promote, develop, direct, protect, and regulate amateur interscholastic athletic relationships between member schools. Illini West strives to stimulate fair play, rivalry, and good sportsmanship among contestants, schools, and communities throughout the State of Illinois.

### **Prairieland Conference**

Illini West High School is a member of the Prairieland Conference, composed of 14 high schools. The following schools complete the conference: Astoria, Brimfield, Bushnell Prairie City, Cuba, Elmwood, Farmington, Havana, Illini West, Lewistown, Macomb, Peoria Heights, Valley, VIT, and West Prairie..

The management of these conferences is handled by the Athletic Directors, with final responsibility and authority vested in the Principals of the member schools.

### **Illini West High School District #307**

The Board of Education, responsible directly to the people, has the ultimate jurisdiction over athletics, which is an integral part of the total education program of the Illini West.

### **Superintendent of Schools**

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

The Superintendent recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling interscholastic athletics, approves all policies and procedures recommended by his staff, and is directly responsible to the Board of Education for the successful performance of the organization.

### **High School Principal**

The High School Principal, as the administrative head of the school, is the head of all athletic programs in their schools. At the Principal's discretion, the day-to-day operations may be delegated to the Athletic Director.

## **ATHLETIC CODE FOR COACHES**

### **The School/Student Body**

To be effective, a coach must be respected and lead by example. The coach should treat the faculty, players, and student body with the same honor and respect that he/she desires to be shown. Diligence, enthusiasm, honesty, and a love for the game are all part of the professional image that should be exhibited by all coaches.

### **School Personnel**

Coaches must work hand-in-hand with the Athletic Director, Principal, and other members of the staff to establish cooperation among all individuals involved in the athletic program.

It is important that assistant coaches, student managers, and statisticians be well-informed as to what is expected. In addition, they must cooperate fully with the maintenance staff, Transportation Director, and others similarly involved in the overall program of the school.

### **Fellow Coaches**

The person designated as head coach is responsible for the total program. One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and extra-curricular sponsors for the well-being of the total program.

The coach is an official representative of the school at the interscholastic athletic events. All coaches will develop an appropriate program that maintains a high level of participation and success for students in interscholastic athletics. This involvement will include all levels of competition. In this important capacity, these standards should be practiced:

- Develop an understanding of the role of interscholastic athletics and communicate it to the players, parents, and the public.
- Develop an up-to-date knowledge of the rules, strategies, safety precautions and skills of the sport and communicate them to players and parents.
- Develop, communicate, and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and other

- appropriate times.
- Develop fair, unprejudiced relationships with all squad members.
  - Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community.
  - Give the highest degree of attention to athletes' physical well-being.
  - Teach players respect, by precept and example, for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or the media.
  - Teach players strict adherence to game rules and contest regulations.
  - Attend required meetings, keep abreast of IHSA policies regarding the sport and be familiar with IHSA eligibility and contest regulations.

### **Coaches Conduct**

The coaching staff is one of the most visible parts of the Illini West High School District #307.

Coaches should be positive role models for the community and promote a positive image for the school district. We expect coaches to be positive examples of professional educators throughout the school building, at all practices and games, and throughout the community. The coaching staff should be positive with the student-athlete. Even though the athletic program is very competitive, it should also be enjoyable for the students to participate on the athletic teams. Sometimes negative motivation stimulates a team or athlete to perform better, but degrading the athlete in front of peers or parents is not acceptable.

We expect our coaches to uphold, promote, and enforce the District #307 policies, IHSA, and the West Central Conference Constitutions and By-Laws. We will not tolerate the use of tobacco or alcohol in front of students, by our coaches, when they are supervising students. We recommend coaches use common sense and good judgment in their legal right to use such substances. We will not condone the illegal use of chemicals by our staff. We will not tolerate unsportsmanlike conduct or intentionally breaking or circumventing established ideals of fair play, good sportsmanship, or those established by the above entities.

Coaches, who are ejected from athletic contests for unsportsmanlike conduct, will automatically have IHSA sanctions imposed. The Athletic Director will investigate each ejection. Depending on the severity of the incident, coaches may face further disciplinary action by Illini West High School District #307. Further disciplinary action may include but is not limited to a suspension from coaching duties or dismissal from the coaching staff.

At least one member of the coaching staff is expected to ride to and from all athletic contests.

### **Coach-Athlete Relationship**

- Illini West coaches are expected to maintain high professional standards of conduct in their relationship with students.
- This conduct will include but not be limited to the following:
  - Coaches are expected to remember that the student-athlete is a student first and an athlete second.



- No coach will use tobacco or alcohol in the presence of students during a school-sponsored event.
- Each coach will strive at all times to be the best possible role model for students.
- Socially acceptable and appropriate language shall be used when students are present. Racial, sexual, and obscene language will not be tolerated.
- Each coach shall instruct the athletes to respect officials and their decisions. This can only be accomplished if coaches themselves show proper respect to officials.
- Coaches should not discuss their private, social life with the athletes.

## **RESPONSIBILITIES OF THE COACHING STAFF**

The major responsibilities of coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches.

### **The Coach:**

- has full responsibility for the overall supervision of the program.
- is in charge of assignments and duties of assistant coaches working in the program. (head coach)
- is responsible for the general upkeep and protection of equipment and facilities under his/her jurisdiction.
- is responsible for assuring that the rules and regulations of the IHSA and West Central Conferences are abided by at all times.
- is responsible to make sure all proper paperwork and fees are completed before an athlete is allowed to practice or try out. NO EXCEPTIONS.
- is responsible for the general health and welfare of students in the sport and gives appropriate attention to athletes who are injured, ill, or otherwise incapacitated.
- is responsible for direct supervision of all athletes on their team.
- is responsible for conducting a parent meeting before the first practice or soon after.
- is responsible for athletic busing supervision.
- is responsible for monitoring the actions and conduct of assistant coaches and team members.
- is responsible for attending an IHSA rules interpretation meeting for the sport as well as seeding meetings. Meeting dates and times for each particular sport are found at [www.ihsa.org](http://www.ihsa.org)
- is responsible for distributing a written copy of team rules to athletes and parents at the team meeting. Copies should be given to the Athletic Director.
- is responsible for submitting a completed, typed roster to the Athletic Director as soon as the team is selected.
- is responsible for the accountability of all equipment issued. A complete inventory of the equipment used in their sport/program needs to be completed and submitted to the Athletic Director at the end of each season within 2 weeks of the last contest.
- is responsible for submitting budget requests for the sport. All purchases must go through the Athletic Director and nothing is to be ordered without a purchase order number.
- is responsible for holding an end-of-the-year banquet with the program and notifying the Athletic Director of the team's athletic award winners
- Other duties as assigned and appropriate.

### **Positive Attitudes/Good Sportsmanship**

Coaches are responsible for promoting fair play while stressing good sportsmanship at all times. The coach must be the leader, and the example must begin in practice. You, as a coach, set the tone for the importance of sportsmanship with your athletes. You establish ground rules. You define acceptable and unacceptable behavior and what actions are unsportsmanlike in your judgment. You set the standard for sportsmanlike behavior by what you say and do and by establishing expectations of your athletes and parents. You are the pivotal, most influential figure in heightening the code of sportsmanship among your athletes. You have the necessary tools-time with the athletes and the inherent authority of your role to set a gold standard of sportsmanship.

### **Sound Coaching Practices/Membership in Professional Organizations**

Players have a right to expect their coaches to have a genuine and up-to-date knowledge of that which they propose to teach. A coach must constantly take advantage of opportunities presented for his/her self-improvement. Coaches are encouraged to attend special workshops, clinics, and in-service training programs to keep up with the ever-changing sport. Keeping abreast of current literature in professional journals, newspapers, and magazines, and utilizing enrichment material available in other media forms is also encouraged.

### **Pre-Season Planning**

Coaches must make pre-season planning a priority well in advance of the starting dates for the sport. In addition, coaches are to plan and run well-organized practice sessions and construct viable game plans. All pre-season and off-season scheduling needs to be discussed with the Athletic Director and a copy of the schedule needs to be sent to the Athletic Director before pre-season and off-season workouts start.

### **Discipline**

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents. Each coach is responsible for the observation of school codes, training rules, rules of the game, good sportsmanship, and behavior of participants throughout the season whether at home or away.

In your position as coach, you will be provided one of the greatest opportunities to teach student-athletes the need for discipline. Your attendance regulations, contest tactics, as well as how you deal with rule violations, will reflect on your disciplinary abilities and greatly determine your effectiveness as a coach. It is important to be consistent when disciplining athletes, as they will pick up any inconsistencies that you might show. No one is perfect in regard to consistency, but coaches should strive to be as fair as possible.

### **Accountability for Athletic Equipment**

Athletes are responsible for all items of equipment they are issued. A complete record of all issued equipment will be kept for each athlete. Lost or damaged equipment will be charged to the athlete at the replacement cost. Athletes will *not* be issued equipment for subsequent sports until equipment is turned

back in at the end of the season.

It is expected that athletes will take PRIDE in the care of equipment and uniforms. Athletes are to wear uniforms only at authorized contests and practices unless otherwise approved by the coaches. Show all athletes how to wear equipment so it fits properly and delivers the best protection. Make sure all equipment is under lock and key. If any equipment needs repair, the athlete should be instructed to report it to the coach immediately. If clothing apparel or any other item is ordered for an athlete (t-shirt, hat, practice jersey, etc.), the athlete must pay the balance in full before receiving the item from the coach.

### **Athletic Storeroom and Storage**

There should be no unauthorized personnel in the equipment storerooms without proper supervision. The doors to these rooms should be kept locked when there are no coaches in these areas. All equipment should be stored properly and locked up after each practice and game. At the end of the season, a complete and updated inventory sheet should be turned in to the Athletic Director within two weeks of your last contest. All uniforms and seasonal equipment should also be collected and properly stored within those same two weeks.

Please keep your storage area clean and orderly. All coaches are expected to work together toward this goal.

### **Uniform Rotation**

Each sport will be on the district's [uniform replacement rotation](#). Requests for Athletic Director approval of orders for athletic or other uniforms must be accompanied by a drawing and/or photograph of the proposed uniform, along with the signature of the head coach/sponsor of the sport/organization signifying their approval of the uniform design and color scheme.

### **Weight Room**

Athletic teams may use the weight room only if a coach is supervising. Priority is given to athletic teams that are currently in season after the school day. Coaches need to cooperate with everyone involved in the use of these facilities efficiently.

Coaches whose teams use the weight room should pick up after themselves and follow procedures established for the facility. Turn off all lights and secure the room when leaving the area.

### **Supervision and Conduct of Athletes**

The coach in charge will understand that personal supervision of the locker room both before and after contests and practices is his/her responsibility. Ensure that proper decorum is maintained in the locker room at all times and that the locker room is left in a neat and orderly condition. Coaches will instruct their athletes about expected behavior on bus trips and proper conduct at athletic events held both at home and away. Any time athletes are on an athletic bus, a coach must also be on the bus. Under no circumstances will a coach leave the school until the coach has ensured that all of the athletes have left the building.

The coach in charge will hold the ultimate responsibility to properly control the players whether it is on the field, in the dressing room, during the course of an entire road trip, or in any other situation in which the students are representing the school as squad members.

### **Overnight Trips**

All overnight trips require prior approval from the Board of Education on or before the scheduled board meeting as listed below:

- Fall Sports/Activities: On or before the regularly scheduled July board meeting.
- Winter Sports/Activities: On or before the regularly scheduled November board meeting.
- Spring Sports/Activities: On or before the regularly scheduled February board meeting.
- Summer Sports/Activities: On or before the regularly scheduled May board meeting.

Overnight trips associated with IHSA culminating activities do not require prior approval.

\* Any participating athlete and coach attending a State function will receive \$10.00 per meal.

## **ATHLETIC TRAINING SERVICES**

Illini West High School District #307 employs a certified athletic trainer to care for athletic injuries of **high school athletes only**. The athletic trainer provides prevention, emergency care, treatment, and reconditioning of athletic injuries.

### **Injuries**

The athletic trainer and then the coach is accountable for the manner and procedure in which injuries are handled. If available, the athletic trainer should be summoned immediately to treat injuries. If the athletic trainer is unavailable, the coach is required to provide adequate first aid but should not provide more than basic first aid. Good common sense in handling injury situations is a must.

In the event of an emergency and the athletic trainer is unavailable, the coach is expected to:

- Administer necessary first aid.
- Call paramedics if necessary.
- Contact parents as soon as possible.
- Assist emergency personnel by providing pertinent information about the athlete's injury and/or medical history.
- Accompany the athlete to the hospital if a parent is not available, or designate an employee of the district or responsible adult to accompany the athlete until the parent arrives.

In order to protect you as a coach, the following practices should be followed:

- Provide proper supervision of the athletic area, locker rooms, shower rooms, and training areas.
- Always follow the instructions of a doctor.
- Never use any drugs, medicines, or local anesthetics for participants.
- After all practices and contests, make certain to check with your athletes for any

possible injuries.

- Even if the athlete sees the athletic trainer, document all athletic injuries by filling out an athletic injury report. Turn the report into the office secretary within 24 hours of the accident. This documentation is needed for the insurance company if claims are filed.
- Check all equipment regularly and maintain all facilities in top condition to assure safety at all times.
- Use common sense when handling injuries or sudden illness. Don't panic.
- If a trainer is available, the trainer and coach should confer as to the advisability of an athlete continuing to compete after an injury. The coach should honor a recommendation by the trainer that an athlete does not continue to participate. In the absence of a trainer, the coach shall make a decision regarding further participation that reflects the best interests of the athlete, not the best interests of the coach and team.

## **ILLINI WEST ACTIVITIES TRANSPORTATION**

All athletes involved in school-sponsored activities where the district provides transportation must utilize the district transportation to the activities. If allowed by the coach, athletes can be signed out to ride home with a parent. If riding a yellow bus, the sign-out sheet needs to be given to the bus driver prior to returning to Illini West. Coaches driving a white bus will need to turn in all proper paperwork to the Transportation Director the following day. It is the coach's choice to require the athletes to ride home on the bus.

### **For Games Played in LaHarpe or Dallas City**

If needed, a white bus will be provided and driven by a coach for home games being played in LaHarpe or Dallas City. All players driving their own vehicle will need to follow the white bus to the game and have their parent/guardian sign them out after the game and prior to them leaving the game.

### **Coaches Responsibilities**

Coaches are responsible to do the following:

- Double-check their bus times with the Athletic Director or Transportation Director.
- Check the bus personally to ensure:
  - o No equipment is left on the bus.
  - o Garbage is thrown away.
  - o No damage has occurred.
- Keep as much mud, snow, etc. off the bus as possible.
- Inform driver when and where to pick up for return trip.

### **Use of White Buses for Activity Transportation**

IWHS District has purchased and leased yellow school buses and purchased white activity buses to provide transportation for our students. Groups of 14 passengers or less will use one of the IWHS white activity buses (subject to availability). The sponsor/coach of the group will be required to drive the

vehicle for the event. Before a staff member drives an activity bus, a copy of his/her driver's license must be filed with the District Office for insurance purposes (District insurance covers authorized drivers when operating one of the school activity buses.) Sponsors/coaches who plan on driving will also need to attend an Activity Bus training session. Non-school persons are not at this time permitted to drive the student activity buses.

A quarterly cleaning schedule for the white buses and the van will be used. Each Coach/Sponsor and their student participants will be responsible for completing a full cleaning of one vehicle per year. While the Head Coach/Sponsor holds ultimate responsibility, we encourage you to make this a positive team-building and learning opportunity for students.

The district will provide a schedule, cleaning checklist, and necessary supplies each quarter to the assigned group.

### **Activity Trips North of Route 9**

For any game that is played up north of Route 9, students that live in LaHarpe or Dallas City will be picked up in LaHarpe or Dallas City. When needed students will be able to follow the bus to LaHarpe and leave their car at the shuttle bus pick-up/drop-off area. Once every athlete is on, the bus will continue en route to the game.

Please refer to the Transportation Handbook for the process of arranging transportation.

### **Summer Activities**

Coaches will be responsible for arranging transportation for summer activities. Teams may use white buses to transport teams depending on availability. Students may drive themselves to and from activities.

Parents and legal guardians may transport their students to extracurricular practices or events if a scheduling conflict prevents transportation with the team.

Parents who are transporting their own child to an extracurricular practice or event may transport other students (non-family members), with a signed parental permission form.

### **Summer Overnight Trip Funding Policy**

Each sport or activity group is eligible to request up to \$500 per year from the school district to assist with expenses for summer overnight trips. These funds may be used for motel rooms, meals, or registration fees related to the trip. Multiple requests may be submitted by the same sport or activity group; however, once the \$500 annual limit is reached, the group will be responsible for covering any additional costs incurred. Requests for funding must be submitted in advance and approved by the appropriate school administrators and the school board.

## **GENERAL INFORMATION**

### **Nonpublic School Students, Including Parochial and Home-Schooled Students**

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least four class periods, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

### **At-Will Employment**

All coaching employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all.

### **Stipend Payment**

**District Employees (Extracurricular) – Hired Prior to Start of School Year:** Any stipend to which the employee is entitled and has been hired for prior to July 1<sup>st</sup> will be paid over 12 months starting with the September payroll, subject to the provisions of the employee's Section 409-A Election (see "Payday/Paychecks" section).

**Head Coaches – Out of District:** A head coach who is not employed by Illini West High School District in a staff position other than coaching will receive their stipend after the athletic season for the sport they are coaching is over pending inventory information being turned in to the Athletic Director's Office. The Athletic Director will authorize payment by contacting the Superintendent's Office.

**Assistant Coaches – Out of District:** An assistant coach who is not employed by Illini West High School District in a staff position other than coaching will receive their stipend on the first payday following the end of the athletic season for the sport they are coaching.

### **Participation Requirements**

All participants must satisfy the following requirements before being allowed to participate in tryouts, practices, or games:

- Current sports physical - good for one calendar year from the date it was issued and turned in to the coach
- Insurance waiver signed or school insurance purchased
- Sportsmanship Code of Conduct signed by athlete and parent
- Student-Athlete Information sheet turned in
- Parent Permission sheet signed by a parent
- Must have met previous semester eligibility requirements

## **Attendance**

The athlete must be in attendance at school for at least 4 periods of the day to participate. If an athlete has a doctor's appointment, a note from the physician needs to accompany the athlete back to school in order to be able to participate that day in practice or the athletic contest. Pre-approval for funerals or other extenuating circumstances must be received from the Principal in order to be able to participate.

## **Team Roster**

A complete team roster shall be submitted to the Athletic Director at the start of each sports season. The roster shall include complete names, year in school of each athlete, and all other pertinent information that could be used for game programs such as uniform numbers, height, weight, position, etc.

## **Off-Season Programs**

All off-season programs must comply with existing IHSA guidelines. It will be understood that participation in all off-season programs is strictly voluntary on the part of the student-athlete. Coaches will never attempt to coerce an athlete into participation or threaten or display future prejudice if an athlete chooses not to participate. Coaches should remember that, particularly in the summertime, several programs may be going on at the same time, and that students may experience unreasonable demands upon their time and energy. Those programs that are currently "in season" will always take precedence over an off-season program. Athletic specialization is not deemed to be of importance and should not be encouraged by any coach.

### **Open gym procedure**

1. Contact AD to check gym availability.
2. On school days when students are present, an announcement must be made at school and notification must be sent on the district team Remind app.
  - a. AD will also post on our IW athletic social media page.
3. On non school days and students are not present, coaches must send a message on the district team Remind App and coaches post on sport specific social media pages. AD will also post on our IW athletic social media page.

## **Use Of The Building**

When a coach uses the building on weekends or when a janitor is not present, he/she will make sure all doors are locked and lights are off before leaving. If the building is used on days when school is not in session, the coach must keep all doors locked during the activity and allow no unauthorized person to enter under any circumstance. This means the coach must have a specific arrival time and use a single entrance door to gain access for those under his/her supervision. After all athletes have entered through the door, lock the door so no one has access to the building during practice. After all athletes have gone, the coach must walk around and check to make sure everything is secure and all lights are off before exiting the building.



### **Chain Of Command**

Anyone who wishes to discuss a point of concern should use the following chain of command in an attempt to resolve that concern. It is the hope that all concerns can be resolved at the earliest possible level with athletes, parents, and coaches.

- Coach
- Athletic Director
- Principal
- Superintendent

### **Fundraising and Sales**

No coach shall organize any fund-raising activity on behalf of any Illini West athletic program that does not have the approval and consent of the Principal. A fundraising form must be submitted to the Principal for approval prior to beginning any fundraising activity.

### **Use of Student Activity Funds / Purchasing Items for Program**

Each sponsor is responsible for all money handled.

All funds are deposited into the Student Activity Fund by completing a Deposit Form (posted on District Web Site) and turning the funds and form in to the high school office. Money should not be kept in the classroom. Students should not be counting any money unless approved by the building principal. Students should not bring deposits to the office – rather they should be delivered by a staff member. A safe is available in the high school office to store funds overnight if not ready for deposit. All monies collected must be turned in to the Activity Account and may not be used for any purchases. Teachers/Sponsors or organization student officers should be the only people filling out a deposit slip. Any money that is to be deposited needs to be turned in to the high school office by 2:00 PM each day. No funds may be kept to use as petty cash or to pay invoices.

Advance approval of all fundraisers must be received from the School Board. A Fundraising Request Form (posted on the District Web site) must be completed and turned in to the principal 10 days prior to the next School Board meeting for inclusion on the agenda. A copy of the approved Fundraiser Request Form will be given to the sponsor following Board approval.

Expenditure of funds is initiated by submitting a completed Payment Order (posted on the District Web site) to the principal for approval. Each payment order must be signed by the sponsor and two student members of the organization. The payment order must also be accompanied by an invoice or receipt indicating the purpose of the expenditure and to whom payment should be made. Checks will typically be written once per week – usually on Tuesdays.

Sponsors will receive monthly statements indicating the receipt and disbursement of their account funds.

## **Media/Publicity**

Coaches are responsible for their team's publicity. News media should be contacted with the 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.**

Each Illini West head coach will ensure that each and every varsity contest score is called into the following: WGEM, KHQA, Muddy River Sports, Whig, WCAZ, Journal Pilot, The Quill, Peoria Journal Star, The Hawkeye, McDonough Voice. The head coach will also send scores to the athletic director so they can post scores on social media pages.

## **Evaluating Officials**

The high school head coach will be responsible for the evaluation of all officials assigned to every home and away contest. Coaches are required to file these ratings online at [www.ihsa.org/schoolcenter](http://www.ihsa.org/schoolcenter). If officials are used for more than one game in a season, they must be evaluated for each contest they work. This needs to be done on a **weekly basis** and not done at the end of the season.

## **Coaching Requirements**

**All coaches must have a teaching certificate or have proper ASEP certification. In addition, all coaches must have completed all background checks, certifications, IHSA compliance requirements, and all district employment requirements before participating in a practice or competition.**

**Board-approved paid head or assistant coaches: These are recurring roles that MUST have the following completed prior to participating:**

- **District Requirements to be completed BEFORE working with students:**
  - Background Fingerprint Check
  - Faith's Law Form
  - New Hire Paperwork- See District Office
- **IHSA Requirements Training: ASEP Certified for all non-certified persons (teacher, retired teacher, or sub). Completed BEFORE working with students.**
  - Concussion Exam- good for 2 years.
  - Hate Speech and Harassment- Every season
  - CPR/AED- good for 2 years.
  - PES Exam- 1 time only

**Board Approved paid head or assistant coaches must complete all district training within 30 days. They are below.**

- **District Training**
  - Asthma Training
  - Bloodborne Pathogens
  - Diabetes

- **First/Aid CPR**
- **Food Allergies**
- **Grooming Behaviors**
- **Sexual Harassment**
- **Seizure Training**
- **Bullying**
- **Concussions**
- **Cultural Competency & Racial Bias**
- **DCS: Child Abuse and Neglect**
- **Ethics in Education**
- **McKinney-Vento Homeless**
- **Suicide Prevention**
- **Student Discipline**
- **Teen Dating**
- **AIDS**
- **Emergency Action Planning**
- **Fire Prevention**
- **GATA Training** Board-approved volunteers: These are recurring roles that **MUST** have the following completed prior to participating:
  - District Requirements to be completed **BEFORE** working with students:
    - Background Fingerprint Check
    - Faith's Law Form
    - Acknowledgment of District Policies (Forms)
      - Workplace Harassment and Misconduct Policy
      - Personal Technology and Social Media Use Policy
      - Drug and Alcohol-Free Workplace Policy
      - District Handbook Acknowledgment
      - Volunteer Agreement
      - Volunteer Uniform Waiver of Liability
  - IHSA Requirements Training: ASEP Certified for all non-certified persons (teacher, retired teacher, or sub). Completed **BEFORE** working with students.
    - Concussion Exam- good for 2 years.
    - Hate Speech and Harassment- Every season
- 

### **Volunteer Coaches**

**Volunteer coaches will follow IHSA guidelines for coaching requirements. They must have a teaching certificate or have proper ASEP certification. First, a volunteer coach must be requested in writing by the head coach. Next, the request must be approved by the administration before final approval by the Board of Education. The role of the volunteer coach will be addressed ahead of approval, keeping in mind volunteer coaches are not used ahead of paid coaches.**

- CPR/AED- good for 2 years.

- PES Exam- 1 time only
- District Training
  - Mandated Reporter Training
  - Grooming Behavior Training
  - Sexual Assault Training

Board Approved volunteers must complete all district training within 30 days. They are below.

- District Training
  - Asthma Training
  - Bloodborne Pathogens
  - Diabetes
  - First/Aid CPR
  - Food Allergies
  - Grooming Behaviors
  - Sexual Harassment
  - Seizure Training
- Visitors: Those who are not in a recurring role. Volunteering for a period of two weeks or less.  
These individuals must be supervised by our coaches at all times.

### **Evaluation of Coaches**

The Athletic Director will evaluate all head coaches after the conclusion of their season. All head coaches are required to evaluate their assistant coaches using the district form and return the evaluation forms to the Athletic Director within 30 days of the conclusion of the season.

### **Nondiscrimination Statement**

Illini West High School District 307 does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in its programs or activities.

## **SPORTSMANSHIP PLEDGE**

Illini West High School District #307 is placing a renewed emphasis on the sportsmanship of its coaches, athletes, parents, and spectators. Illini West expects the highest level of sportsmanship to be demonstrated at all of its school activities. In accordance with our renewed emphasis on sportsmanship, we have adopted the following guidelines to be exhibited by those in attendance at all activities.

- \*Respect our game, yourself, and others
- \*Respect our officials at all times
- \*Show sportsmanship in victory or defeat
- \*Be positive in your actions and comments
- \*Never single out an athlete with criticism
- \*Set a good example for us and those around you
- \*Cheer for good play
- \*Practice self-control
- \*Remember: This is a game; we are here to have fun!!!

Illini West is requiring all athletes and their parents to abide by this sportsmanship pledge.

Student Name\_\_\_\_\_

Student Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_