

Oakwood CUSD #76

Coaches Athletic Handbook



"Developing Better Athletes, Better People"

"Expect Victory"

Our Oakwood CUSD #76 Mission:

A whole community investing in the whole child

Our Oakwood CUSD #76 Vision:

To be the school district of choice that engages, inspires, and values the whole student.

Our Oakwood CUSD #76 Slogan:

Whole Community~Whole Child - Invests...Educates...Impacts

Oakwood CUSD #76...Our Core Values:

- achieves **knowledge** through innovative learning.
- acts with **integrity** towards all in an honest and ethical manner.
- models **respect** in our everyday relationships with each other.
- sets **high expectations** for academic success and provides students with the skills to achieve career and college readiness.
- values **teamwork** and collaboration between school and community; staff and students; and all stakeholders.
- enriches the **community** through a unified campus.

INTRODUCTION

This manual is being prepared for use during the school year so that all coaches will have similar guidelines when confronted with any problems or concerns that may arise. Regardless of how complete a manual may be, it cannot anticipate all of the situations that will occur. It is meant as a document to guide the direction of school athletic (extra-curricular) policy. Each coach should be advised that the first general policy that governs the athletic program is that of loyalty to each coach in the Athletic Department. It is important that coaches keep this in mind and make this a part of their own philosophy. It creates a weakness in the department when coaches criticize other coaches in the presence of individuals who are not directly involved in coaching. This will be considered a most serious issue as it is divisive and weakens our unified approach to developing character and leadership traits through our individual sports. The problem of morale must start with the staff before it can be transferred to any team or individual. The purpose of this handbook is designed to inform coaches of their duties and responsibilities and to be a reference guide that will promote communication and teamwork for personal success as well as program success. The handbook contains the athletic department's procedures,

regulation, and paperwork expectations. The information compiled will provide consistency among and between all coaches, interscholastic teams, and student-athletes.

This athletic handbook has been created to inform coaches, student-athletes, and their parents of the rules, regulations, and information that helped develop the rich tradition of competition in Oakwood #76 athletics and activities. Participation in athletics is a privilege that carries degrees of honor, integrity, responsibility, and sacrifice. With participation being a privilege not a right in athletics and activities at Oakwood #76, those who participate shall be expected to follow the rules established by the athletic department, student handbook, and athletic organizations. While an attempt has been made to answer as many questions as possible and provide information on all aspects of athletic and activity participation, it is possible that you may have some questions that are not answered here. Please contact the athletic director and/or principal for this information. The athletic department will enforce all rules and regulations as described in this Athletic Handbook and sports/activity-specific rules distributed by the individual coach. Parents/guardians and student-athletes/activity members are asked to sign an acknowledgment document located at the end of this handbook to verify the handbook has been reviewed and all participants will be subject to the rules and regulations.

ATHLETIC PHILOSOPHY

The athletic experience is an essential part of many students' overall education. Athletics plays a significant role in developing character and leadership traits that will add value to them, their school, and their community that will enhance confidence and self-worth as citizens. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are integral parts of our athletic program. To this end, the goal at every level of athletics is to strive for excellence. Student growth and development are positively impacted when students engage in a strong academic program and participate in a strong athletic program. While learning fair play, teamwork, and self-discipline, student-athletes must be challenged at the level of skill they bring to the sport. Student-athletes, male and female, shall be afforded the opportunity to participate at the most appropriate level to achieve optimal personal growth. Student-athletes must have the opportunity to develop their skills and reach their maximum potential in a well-coached environment.

ATHLETIC DEPARTMENT MISSION STATEMENT

To provide a dynamic environment that promotes academics, competitiveness, self-discipline, teamwork, and leadership.

GOALS

To develop better athletes and better citizens through character and sportsmanship which will become lifelong traits.

1. To encourage student-athletes to achieve success by maintaining academic eligibility rules and to keep athletics in proper perspective.
2. To develop good citizenship, honesty, emotional control, dependability, and respect for rules, property, and authority.
3. To provide an opportunity to exemplify and observe good sportsmanship.
4. To maintain a high standard of credible and positive performance and conduct on and off the field.
5. To teach and emphasize the fundamental skills of the various sports as a necessary ingredient in achieving individual and team success.
6. To stress the importance of physical fitness, conditioning, health habits, and safety in athletics.
7. To provide opportunities to develop lasting friendships with teammates and opponents.
8. To provide a well-planned and well-balanced program of interscholastic athletics for as many students as possible.
9. To provide high-quality leadership for all athletic programs so as to exemplify to students a desired behavior to be developed from each athletic program.
10. To provide opportunities for the development of unity, belonging, team pride, teamwork, and commitment.

DIVISION OF SKILL AND PLAYER DEVELOPMENT

Junior Varsity athletic programs offer those students in grades nine through twelve who do not yet possess the skills required of Varsity athletes the opportunity to participate in a competitive setting. Junior Varsity athletes are in the process of gaining valuable knowledge,

experience, and advanced skills required for Varsity competitions. Exemplary sportsmanship is a high priority and winning is a goal. However, measurements for success will not be determined by victories and defeats, but by the personal development of the individuals and teams.

Occasionally, Junior Varsity athletes may participate in Varsity contests based on the decision by the coaching staff that the athlete has made sufficient progress. This should not be misinterpreted as an absolute move to the Varsity level.

The Varsity athletic program is an advanced program. Students in grades nine through twelve who compete at the Varsity level must exhibit high-level skills and abilities. Varsity athletes are program leaders both off and on the field/court. Exemplary sportsmanship and winning are high priorities.

CODE OF ETHICS FOR COACHES

The function of a coach is to teach attitudes, proper habits, knowledge, and skills. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he or she serves as a model in the education of the student-athletes and, therefore, shall never place the value of winning above the value of character building. The coach must constantly uphold the honor of dignity of the teaching profession. In all personal contact with the student-athlete, officials, athletic directors, school administrators, the Illinois High School Association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

1. The coach shall support and enforce school rules for the prevention of drug, alcohol, and tobacco use and abuse and under no circumstances shall authorize the use of these substances.
2. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
3. The coach shall be thoroughly acquainted with contest, state, league, and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.
4. Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with booster clubs and administrators.

5. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials or against each other. Public criticism of officials or players is unethical.
6. Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
7. A coach shall not exert pressure on faculty members to give student-athletes special consideration.
8. It is unethical for coaches to scout opponents by any other means than those adopted by the IHSA and/or conference.

ATHLETIC EXPECTATIONS

All coaches, student-athletes, parents/guardians, and administrators will be responsible and accountable for promoting and upholding the athletic department's expectations.

All student-athletes are expected to:

- Recognize that academic achievement comes first.
- Communicate openly with coaches and parents/guardians about all matters pertaining to his/her sport.
- Attend and arrive on time for practices, games, meetings, etc.
- Promote school spirit as a representative of his/her sport while demonstrating support for all school programs and extracurricular activities.
- Understand playing time and team philosophy is at the sole discretion of the coach.

All parents/guardians are expected to:

- Understand that coaches have autonomy in all decisions regarding playing time, style of play, strategy, line-ups, playing time, etc.
- Demonstrate support and enthusiasm for the entire team rather than their son/daughter exclusively.
- Be positive and constructive in the development of their child as a student-athlete.
- Communicate in a reasonable manner to the appropriate authority regarding athletic concerns related to your son or daughter.
- Understand they are role models.

All coaches are expected to:

- Communicate openly and clearly with all athletes, parents/guardians, and administrators.
- Advise parents of your philosophy as a coach and expectations of their son/daughter.
- Advise parents and students/athletes of the transportation policy.
- Regularly participate in professional development opportunities to enhance, improve, and stay current with best coaching practices.
- Help develop each student-athlete in fulfilling his/her potential regarding the strategy, skill, fitness, and psychological aspects of the respective sport.
- Make decisions regarding all team matters.
- Understand they are role models.

All administrators/athletic directors are expected to:

- Appoint, maintain, and support competent and knowledgeable coaches.
- Require regular participation in professional development opportunities for coaches.
- Supervise all coaches in a fair and thorough manner.

DUTIES AND RESPONSIBILITIES OF COACHING PERSONNEL

Head Coach Job Description: Qualification: (Please note: IHSA/IESA Guidelines)

Job Goal: To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride in accomplishment, acceptable social behavior, self-discipline, and self-confidence.

Reports to: Athletic Director and/or Principal

Supervises: Students and Assistant Coaches

General: The success of athletic programs has a strong impact on the community's image of the entire school system. Public perception is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Duties and Responsibilities:

- Be responsible for all matters pertaining to the organization and administration of coaching the team under his/her direction.
- Abide by all rules of the state associations (i.e. rules interpretation online) as they pertain to the respective sport and the rating of officials.
- Ensure that the media is informed of statistics immediately following each competition (local, Danville, Champaign-Urbana News-Gazette).
- Arrange for pre-season meetings with students and parents to provide information and discuss team rules, regulations, and expectations for your program.
- Coach individual participants in the skills necessary for excellent achievement in the sport involved.
- Distribute and discuss the following items with all students/athletes (secure necessary signatures)
 - Any State Regulations (IHSA/IESA), Rating of Officials
 - Student-Athlete Policy Manual (Substance Abuse)
 - Parent Consent/Emergency Card
 - Medical Consent/Physical Statement Form
 - Eligibility Requirements
 - Plan and conduct all practice sessions
 - Be responsible for technical development and supervision of all levels in assigned sports - Facilities clean, closed down properly (lights off, etc.), and secured
 - Provide athletic website address for listing team events and practices
 - Promote respect by example through appearance, manners, behavior, language, and conduct.
 - Ensure proper warm-up and conditioning programs in an effort to reduce risks of injury.
 - Supervise assistant coaches, assign duties, and conduct staff meetings as necessary at all levels. Perform coaches' evaluations at the completion of the season on all assistant coaches that they supervise.
 - Properly supervise all athletes at practice, in transit, and at games.

- The locker room area must be properly supervised at all times when in use by student-athletes.
- Inspect all equipment and oversee the issuance and collection of equipment/uniforms. All uniforms and equipment must be returned to the Head Coach by the Awards Recognition ceremony (banquet).
- Maintain an equipment inventory, keep records, enforce rules regarding the care of equipment, and advise the Athletic Director as to reconditioning needs. Provide a copy of the inventory record to the Athletic Director.
- Monitor the academic progress of team members during the season.
- Be responsible for drafting and submitting budget requests to the Athletic Director.
- Submit proper end-of-season information (award lists, end-of-season reports, schedule, etc.)
- Assist students in college placement.
- Support youth programs by offering clinics and other assistance in an effort to provide program continuity.
- Assure that no athlete participates without proof of proper medical screening and informed consent from parents/ guardians.
- Be selective with comments about staff members and athletes when discussing the sports program with the community. If you can't say anything positive; don't say it unless in the privacy of a coaches' meeting.
- District Purchasing procedures are to be followed (See faculty handbook).

Evaluation: Will be conducted by the athletic director and reviewed by the principal in accordance with performance responsibilities.

Assistant Coach Job Description Qualification: (Please note: IHSA/IESA Guidelines)

Job Goal: To carry out the aims and objectives of the sport as outlined by the head coach, athletic director, and school administration. Also, to instruct athletes in individual and team fundamentals, strategy, and physical training necessary to realize a degree of individual and team success. In addition, to help each participating student achieve a high level of skill, an appreciation for the value of discipline, sportsmanship, and an increased level of self-esteem.

Reports to: Head Coach

Supervises: Students

Duties and Responsibilities:

- Support the head coach in conducting the athletic program of the particular sport and the total athletic program.
- Coach individual participants in the skills necessary for excellent achievement in the sport involved.
- Assist the head coach in carrying out his/her responsibilities. (Pre-season, in-season, and post-season).
- Provide by example leadership, motivational techniques, and attitudes that help to produce positive efforts by participants.
- Plan and schedule with the head coach a regular program of practice (including holiday or vacation periods).
- Be responsible for the junior varsity and/or freshman programs where deemed possible.
- Properly supervise student-athletes at practice, in transit, and at games.
- Has a thorough knowledge of all the athletic policies and assumes responsibility for the implementation of such policies.
- Maintain discipline and work to increase morale and cooperation within the school sports program and school community.
- Promote respect by example through appearance, manners, behavior, language, and conduct.
- Perform other duties that are consistent with the nature of the position and that may be required by the head coach.
- In the case of an emergency or authorized absence of the head coach, assume all responsibilities as those of the head coach.

Evaluation: Will be conducted by the head coach in conjunction with the athletic director and reviewed by the principal in accordance with performance responsibilities.

COACH MEDIA RELATIONS

Parents, players, and fans enjoy reading the results of our competition in the local newspapers. It is important that the coach foster a relationship with the reporters in the area. All home game results (and visiting game results if out of the media coverage area), team and individual

statistics, and other pertinent information should be forwarded to the News-Gazette and Danville Commercial News. In reporting scores please be sure your information is accurate including the spelling of athletes' names. Coaches will guide student-athletes in the importance of showing respect to all competitors, officials, schools, and their communities when speaking with the media.

APPROPRIATE BEHAVIOR

- Verbal and/or physical abuse of officials or coaches by students/athletes may result in immediate disciplinary action from the team.
- The following behaviors will be considered serious violations of the athletic code and school rules and will result in disciplinary action:
 - Civil law and criminal infractions.
 - Theft or malicious destruction of individual, private, or school property.
 - Misconduct by an athlete that is potentially detrimental to the athletic program, school, or school district.

SCHOOL ATTENDANCE

Absence from School on Day of Extracurricular or Athletic Activity. A student must be in attendance for a minimum of four hours on the day of any extracurricular or athletic activity to participate or attend that activity unless approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for 1) a pre-arranged medical absence; 2) a death in the student's family, or 3) a religious ceremony or event. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

ABSENCE FROM SCHEDULED PRACTICE

A team will only function effectively when all participants are present. Any player who skips practice is hurting himself/herself and the team. A player must notify the coach in person of any practice he or she is required to miss. The coach will determine if the excuse is acceptable.

LOCKER ROOMS

The student-athlete is responsible to keep their locker locked and clean/neat at all times and to refrain from bringing any valuables to school.

ATHLETIC EQUIPMENT

- The student/athlete is responsible for all uniforms and equipment that is assigned to him/her.
- All uniforms and equipment must be returned to the Head Coach by the Awards Recognition ceremony (banquet).
- If items are lost or abused, the student/athlete must pay for a replacement.
- Uniforms are to be worn only at scheduled practices, contests, or on game day. Uniforms should be washed after EACH use.
- Athletes who do not return equipment/uniforms are ineligible to participate on additional athletic teams throughout the year until the school is reimbursed. In addition, if uniforms or equipment are not returned the student-athlete and or parent/guardian will be sent a bill for the replacement of the uniform/equipment including shipping costs.
- (105 ILCS 5/10-20.73) Modification of athletic or team uniform permitted.
 - (a) A school board must allow a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. The modification of the athletic or team uniform may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school board for such modification. However, nothing in this Section prohibits a school from providing the modification to the student.
 - (b) At a minimum, any modification of the athletic or team uniform must not interfere with the movement of the student or pose a safety hazard to the student or to other athletes or players. The modification of headgear is permitted if the headgear:

- (1) is black, white, the predominant color of the uniform, or the same color for all players on the team;
- (2) does not cover any part of the face;
- (3) is not dangerous to the player or to the other players;
- (4) has no opening or closing elements around the face and neck; and
- (5) has no parts extruding from its surface.

(Source: P.A. 102-51, eff. 7-9-21; 102-813, eff. 5-13-22.)

BUS BEHAVIOR

Athletes will be expected to conduct themselves appropriately at all times while riding to and from athletic contests. Any athlete(s) involved will pay for any damages to the buses. Said athlete(s), by this behavior, will be subject to dismissal from the team and school discipline. Each sport will have a coach on the bus to supervise their student-athletes.

WEIGHT/FITNESS ROOM

Student-athletes must be accompanied by a certified coach, teacher, or administrator when using the weight/fitness room and Multi-purpose room equipment. Clean and disinfect daily surfaces that are touched on a regular basis. This includes benches, a fitness room, weight room equipment, and multipurpose room mats. Wrestling mats must be cleaned daily before and after use. This would include use by the physical education classes.

HAZING / BULLYING (See Student Handbook)

Hazing is prohibited at all times. Hazing activities of any type are inconsistent with the educational goals of the school system. "Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose. **The term hazing includes but is not limited to;**

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- Any type of physical activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student, or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves a violation of state or federal law or of school district policies or regulations.

Note: The school district will act to investigate all complaints of hazing and will discipline the athlete accordingly. Discipline may include suspension and or expulsion from school.

PERFORMANCE ENHANCING DRUGS POLICY

A student-athlete who has been determined to have used, in or out-of-season, androgenic/anabolic steroids or other performance-enhancing substances shall be declared ineligible (See IHSA/IESA guidelines).

CONCUSSION POLICY

(See See IHSA/IESA guidelines and student handbook for details)

CHANGING SPORTS / QUITTING

Prior to the opening of each season, athletes will be allowed to transfer from one sport to another only on mutual agreement of the two coaches involved. An athlete who drops from the squad after the first contest is not permitted to join another squad during that season.

GYMNASIUM PROCEDURES

No one is allowed in the gym unless it is his or her designated practice period. At no time is it permissible for individuals or groups to work out in the gymnasium, unless under the direct supervision of a coach. Athletes practicing in the gymnasium for one sport will refrain from using equipment not specifically designated for their sport. Teams “in season” will have priority on gymnasium use.

SCHOOL SUSPENSIONS (Includes In School Suspension)

Students may not participate in any game, contest, practice, or school activity on any school day while suspended from school. This includes contests at away sites. The suspension is in effect until the student is readmitted to classes by an administrator.

CONFLICT RESOLUTION PROCEDURES

Participating in athletics can be an emotional and time-consuming experience. From time to time, conflicts between student-athletes and coaches may arise. The following process is in place for student-athletes and their parents to follow to resolve conflicts and/or issues between coaches and athletes.

Twenty-Four Hour Rule: Concerns that arise from practice and/or a competition need to be addressed in a scheduled meeting no sooner than the following day. Please reach out to the coach for a meeting time.

Step 1: Individual Student–Coach Contact

The student involved is to speak to the coach about the problem as soon as possible.

Step 2: Parent/Student – Coach Contact

The parent/student should set a time to meet individually with the coach, only after step 1 is completed. Meetings will not be scheduled 24 hours prior to or immediately following a contest or during an active practice session, or during a time when other coaches, parents, or athletes are present.

Step 3: Parent/Student-Athlete – Athletic Director contact

If a satisfactory resolution is not reached through direct contact with the coach, the parent/student-athlete should contact the athletic director. If the meeting with the parent/student-athlete and the athletic director does not result in a satisfactory conclusion, the athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution. Any comments, concerns, or issues brought to the attention of the Athletic Director will be addressed. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.

Step 4: Parent /Student-Athlete- Administrator/AD/Coach contact

If after Step 3, a satisfactory resolution has not been reached, the parent and student-athlete should contact the building principal to schedule a meeting with all concerned parties.

Step 5: Parent/Student-Athlete – Superintendent

If there is no resolution in Step 4, the parent/student-athlete should contact the superintendent to schedule a meeting with all concerned parties.

ATHLETIC REQUIREMENTS FOR PARTICIPATION

In order to participate in any sport the following requirements must be met:

1. Athletic Participation Fee
2. Sports Health Assessment Form completed by physician and parent/guardian and submitted to coach.
3. Parent/Athletic Acknowledgement/Emergency Medical Form completed and submitted to the coach.
4. All eligibility requirements must be satisfied.

SPORTS AWARDS INFORMATION and REQUIREMENTS (Varsity, JV)

The Athletic Administrator will determine a particular date for all in-season coaches and athletes to have their awards recognition ceremony. This ceremony will be held within three weeks following the end of the season.

BUDGET

Each varsity coach is responsible for filling out purchase requisitions to the Athletic Director for his/her sport. When preparing budgets, careful consideration should be given to quality, cost, and present inventory on hand. Use catalogs that are current and be specific when indicating items (include model #; sizes, brand name, and cost (including shipping cost)). Budget requests are to be submitted to the A.D. prior to being forwarded to the building principal for approval.

BUILDING USE

***Coaches will lock up the building and turn off the lights, as well as lock-up facilities after any scheduled usage.**

The Athletic Director, in cooperation with the coaches involved, will schedule the gymnasium usage. Careful consideration will be given to:

- Equality of male and female teams.
- Sufficient practice time for all teams.
- During inclement weather, when gym usage may be great for outside sports teams, every effort will be made not to disrupt the activities of indoor sports that are also in season. The indoor sport planned has first priority.
- Practice on non-school days may be scheduled only after consultation with the Athletic Director. The Athletic Director will notify the community of the times the building will be in use and the personnel authorized for the activities.

INCLEMENT WEATHER AND EARLY DISMISSAL GUIDELINES

No School: All practices and games are canceled unless special arrangements have been made with the Athletic Director and have administrative approval.

Early Dismissal for Inclement Weather: All practices and games are canceled for the remainder of the day unless special arrangements have been made with the Athletic Director that requires administrative approval.

EMERGENCY MEDICAL PROCEDURES (Athletic Trainer responsibility)

- Have a medical kit on site.
- Give immediate First Aid if appropriate.
- Contact an athletic trainer.
- If the trainer cannot be contacted and it is a medical emergency call 911 for police or ambulance.
- Be sure to contact the parent. Refer to emergency cards (InfoNow) for information.
- Call the Athletic Director to inform him of any serious emergency and provide a cell number. The second person to contact is the building principal.
- In addition, to avoid unnecessary delays in providing immediate emergency medical care for your athletes, every coach should have on hand the Athletic Emergency Forms for all

athletes. These forms should be kept in your first aid kit and be on hand at all home and away contests and practices.

END-OF-SEASON RESPONSIBILITIES

Head coaches are required to complete the following responsibilities at the end of their Season and submit them to the Athletic Director.

- End-of-season Sports Summary submitted to the Athletic Director: This report should include season records for all teams, outstanding records and achievements, All-Conference, All-State selections, and program recommendations. (Appendix C)
- Updated inventory. Uniform- (Appendix A-3), Equipment- (Appendix A-4)
- Evaluation of assistant(s) (form provided by the Athletic Director).
- Return all keys (if resigning from the position), medical/first aid kits, ice coolers, and emergency forms.

EQUIPMENT

All athletic equipment, per sport, is to be collected from athletes at the end of the season and stored in the athletic area assigned by the Athletic Director. Coaches are responsible for the issuing of equipment to players. The care and maintenance of equipment issued to participants is their direct responsibility. Missing and damaged equipment must be paid for at face value. The coach is responsible for making every effort to collect equipment. A list of players who have lost or damaged equipment issued to them must be submitted to the Athletic Director at the end of the season. Coaches are to work cooperatively with the Athletic Director by informing him of items that need to be reconditioned.

EVALUATION

The Athletic Director will meet with all head coaches at the end of the season for an evaluation of their coaching performance and program. Head coaches will have the responsibility of evaluating their assistants with input from the Athletic Director. At the conclusion of the season, head coaches will meet with the Athletic Director to review the evaluations. The building principal will be provided with a copy of all coach evaluations.

FUNDRAISING

Any coach who wishes to conduct a fundraiser with their respective team must obtain permission from the athletic director regarding the type of fundraiser prior to disseminating any information to athletes or parents. The athletic director will then forward this information on to the building principal for approval and notice to the district office (Superintendent). All information related to the fundraising needs to be placed in writing. Details related to how revenue is to be generated, expected income from the effort, expenses related to the fundraising, and how the revenue produced will be utilized must be included. All fundraising monies are required to be deposited in the high school office in the particular sport's activity account. All purchases must have principal approval prior to ordering (This includes Activity Accounts).

LIGHTNING POLICY

When sighting lightning, it is time to immediately clear the field. Play may resume 30 minutes after the last lightning sighting (See IHSA /IESA guidelines).

MEDICAL SERVICES

Athletic Trainer: Accessible at home contests and practices. The athletic trainer will be evaluated at the end of each sport season in collaboration with the head coaches, athletic director, and building principal.

PARENT PERMISSION

Each athlete is to return parent permission and drug testing consent forms during the sports registration periods. This form is to be signed by the parent/guardian and the student-athlete. Photocopies of these forms should be turned in to the Athletic Director or Athletic Trainer. (Main Office)

PHYSICAL EXAMINATIONS

Participants are required to receive a physical examination before they are allowed to participate in a practice, scrimmage, or game. Physical Examinations given in the month of June are acceptable for the next school year's interscholastic athletic program. Physical Examinations are good for one (1) year. Participants are to obtain the physical exam at their own expense. The **REGISTRATION/MEDICAL CONSENT FORM** must be handed to the Athletic Director or

Trainer during the sports registration period. The examining physician **must** include the current school year on the physical form.

PRACTICE / GAME CANCELLATION

In case of inclement weather, the Athletic Director will notify the student body, office, district, and media through the p.m. announcements.

RECRUITMENT

Recruitment means influencing or inducing a student to attend a particular high school for athletic purposes. A member school or any affiliated person or organization of that school may not recruit a student for athletic purposes.

RELEASE FROM CLASS

If it is necessary to have a team dismissed before the end of the school day for an event, the coach must secure permission from the building principal through the Athletic Director. The coach must submit a list of all the athletes and managers to be excused from class before 3:30 p.m. on the day preceding the dismissal to enable the Athletic Director or Principal ample time to notify the faculty. Coaches should remind their players that they are to leave the room, corridor, and school with the least amount of disturbance possible. No coach is to make private arrangements with another team to alter starting times without the prior approval of the Athletic Director. It is recommended that the transportation director forward a list of bus times to the HS secretaries in advance so that they can put this dismissal in the announcements (spring sports will be challenging due to rainouts).

SCHEDULING

All scheduling is arranged through the Athletic Director with the cooperation of the Varsity Head Coach. These schedules are done one year in advance minimum and every effort should be made to adhere to IHSA allowable contests.

TEAM BENCH

Other than players, coaches, medical personnel, and student managers, no other persons are permitted on or near the team benches. Coaches must enforce this rule with assistance from athletic personnel.

TEAM PICTURES

The Head Coaches will submit their recommended dates in advance to the Athletic Director. The Athletic Director will notify the Head Coach when these pictures will be taken and the photography company that will be used. Coaches are responsible for adhering to the scheduled date, assisting the photographer with the balance of the squad picture, and assuring that squad members are in game uniforms and presentable for the picture.

TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” (Title IX definition)

TRANSPORTATION

All forms of transportation are to be scheduled in cooperation with the Athletic Director, including the departure time. It is the coach’s (or his/her designee) responsibility to make contact with the Athletic Director to receive and verify bus information the day prior to a game, scrimmage, and/or practice. Any changes in the departure time or circumstances of the trip are to be made through the Athletic Director. In the event of a cancellation due to weather, the Athletic Director will contact the transportation department. Participants should not be allowed to drive a car or carry other players or personnel to a contest involving the team they are representing unless previously approved by the principal. The school district will provide transportation for athletic teams to and from games and scrimmages. It is the responsibility of the Head Coach to submit recommended bus times to the Athletic Director prior to the season starting. The following is a basic checklist for coaches for away contests regarding buses:

- ✓ The coach and or school staff member must accompany the team on the bus and is responsible for supervising student conduct.

- ✓ The coach will establish orderly procedures for loading the bus, including equipment and storage. No equipment will be stored in the aisles or doorways.
- ✓ Coaches and players are to display positive attitudes toward the driver. This also includes assistance with directions.
- ✓ Attention to the cleanliness of the bus will be maintained throughout the trip.
- ✓ The bus will be checked at the end of the trip to ensure no equipment was left behind and no damage was done.
- ✓ All participants must return to the school on the team bus unless previous arrangements have been made with the Athletic Director or coach. (Signed parent permission note)
- ✓ Players who ride on a bus or are conveyed by the coach are representatives of the school. Their appearance should be that of a neat and respectful representation of the school and community.
- ✓ In emergency or special situations, athletes may travel to or from an away contest with their parents only when a written request comes directly from the parent and is approved in advance by the Athletic Director and principal.
- ✓ Stopping to eat during athletic trips is not recommended unless prior approval from the Athletic Director is given. This practice increases the cost of transportation and at times brings negative attention to certain children who may not have the funds to purchase food. May I suggest that if the need for food on a trip is desired, you instruct your athletes to pack a snack. Please make sure they clean up if they consume the snack on the bus.

VOLUNTEER COACHES (ASEP Certification)

Application for appointment as an unpaid volunteer coach should be made through the athletic office prior to the season. An application and interview are required with the Athletic Director, Head Coach, and Building Principal prior to any recommendations to the board of education for approval. This approval is pending background checks, IHSA guidelines of ASEP certification, an IHSA Performance Enhancement Drug Test, and background checks for compliance laws.

Important Sources of Information for Parents

Oakwood CUSD #76 Website: www.oakwood76.org

(School Websites)

Illinois Elementary School Association: [IESA \(Illinois Elementary Schools Association\)](http://IESA.org)

(Rules and information for junior high activities, state tournament information)

Illinois High School Association: [IHSA \(Illinois High School Association\)](http://IHSA.org)

(Rules and information for high school activities, state tournament information)

National Clearinghouse Association: [NCAA.org - Official Athletics Website](http://NCAA.org)

(Contains information regarding requirements for scholarship qualifications and provides information how a student-athlete becomes academically eligible to receive a Division I or II scholarship)

National Association of Intercollegiate Associations: naia.org

(Contains information regarding requirements for small colleges.)

PARTICIPATION REQUIREMENTS (IESA/IHSA)

IESA (Oakwood Grade School)

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. The student must represent Oakwood Grade School.
2. Meet the age requirement set by IESA.
3. Birth certificate on file in the school office.
4. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."¹
5. A permission slip to participate in the specific athletic activity is signed by the student's parent/guardian.
6. Proof the student is covered by medical insurance.
7. Signed documentation agreeing to comply with the School District's policies and procedures on student-athlete concussion/head injuries and performance-enhancing substance policies.
8. An athletic fee needs to be paid before participating in a contest.

IHSA (Oakwood High School)

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

9. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."¹
10. A permission slip to participate in the specific athletic activity is signed by the student's parent/guardian.
11. Proof the student is covered by medical insurance.
12. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substances list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to the IHSA's Performance-Enhancing Substance Testing Policy.
13. Signed documentation agreeing to comply with the School District's policies and procedures on student-athlete concussions and head injuries.

PARENT MEETING - SEASON SCHEDULE

(A preseason informational meeting is required for each sport by the Head Coach)

OGS

Summer Meeting	Softball, Baseball
Fall Meeting	Girls' Basketball, Speech
Winter Meeting	Boys Basketball, Cheer, Spelling, Volleyball
Spring Meeting	Scholastic Bowl, Track

OHS

Summer Meeting	Football, Football Cheer
Fall Meeting	Cross Country, Golf, Soccer, Volleyball,
Winter Meeting	Boys Basketball, Basketball Cheer, Girls Basketball, Wrestling
Spring Meeting	Track & Field, Baseball, Softball, Scholastic Bowl

Specific sports rules will be shared at each parent meeting. The rules will add to the District Athletic Handbook expectations.

OGS ACADEMIC ELIGIBILITY

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. To be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must satisfy the Illinois Elementary School Association's scholastic standing requirements (of passing all classes.) Any student-participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met. Coaches may have additional rules that limit the number of times a student-athlete can be ineligible before they are removed from the team. Students that are ineligible will be allowed to attend practices and home games. Ineligible students are not allowed to travel and/or to attend away games. Grades will be accumulated from week to week, starting at the beginning of each quarter. Eligibility is checked every Friday at 8:30 am, or the last day of the academic week.

OHS ACADEMIC ELIGIBILITY

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. To be eligible to participate in any school-sponsored athletic events or extracurricular activities, a student must not appear on the weekly failing list. Students must pass five (5) classes, not including Drivers' Education, in the semester to be eligible for participation in the subsequent semester.

MULTIPLE SPORTS DECISIONS

Coaches will determine which sports (if any) may be combined during a season. This opportunity will be available to all students interested in predetermined sports. Student-athletes and parents and/or guardians may complete a primary sport designation form.

EXTRACURRICULAR TRANSPORTATION

All students must travel to extracurricular and athletic activities and return home from such activities with their team by use of school-approved transportation unless the coach allows parents to transport their child home.

- Only family members will be allowed to transport students.
- Students must be signed out at each event.
- If a student is riding home with a parent/guardian of another student, a note with the

parent's signature must be provided to the office during the school day at least on the day of the extra-curricular activity.

- If this process is violated, students will be required to ride the bus home for the remainder of the season.

An alternate stop will be provided at the district office as appropriate.

- Guardians must be present at the district office when the bus arrives.
- If the guardian is not present, the bus will continue to the original school drop-off with the student.

All expectations will be communicated to the parents before the start of the season. These expectations will be approved by the Athletic Director.

CODE OF CONDUCT

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct. Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance-enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit the legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;

6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff, school official, director, a participant from another school, game/contest official, or law enforcement officer; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. **Bullying** includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or student's person or property;
2. Causing a substantially detrimental effect on the student's or student's physical or mental health;
3. Substantially interfering with the student's or student's academic performance; or
4. Substantially interfering with the student's or student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatening or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members, if needed, may interview material witnesses or others with evidence concerning the case.
6. If the Administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

Sanctions for violations other than drug and alcohol, and nicotine will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:

- A specified period of time or percentage of events, competitions, or practices;
- The remainder of the season or for the next season; or
- The remainder of the student's school career.

Sanctions for alcohol and other drug violations, and felonies, or crimes against the school, will be based on the following:

First violation

A suspension for the remainder of the season until the beginning of that season the following year. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.

Second violation

A permanent suspension from extra-curricular activities.

Sanctions for nicotine will be based on the following:

First violation

A suspension for the remainder of the season.

Second violation

A suspension for the remainder of the season until the beginning of that season the following year.

Third violation

A permanent suspension from extra-curricular activities.

The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee. All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

IESA

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association. If applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

IHSA

Eligibility is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

COACH CONDUCT

The function of a coach is to educate students through participation in interscholastic competitions. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as the coaches' own, with the student-athletes welfare being uppermost at all times.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession.
- The coach shall strive to set an example of the highest ethical and moral conduct in all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials.
- The coach shall not indulge in conduct that would incite players or spectators against the officials.
- Public criticism of officials or players is unethical. Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

SPECTATOR CONDUCT (Games, Meetings, Events, Etc.)

Any person may attend school-sponsored or related activities, functions, meetings, extra-curricular activities, and athletic events held upon grounds of Oakwood CUSD #76 schools to which the public is invited or by operation of law are entitled to attend. Any student of Oakwood CUSD #76 may attend school-sponsored or related activities, functions and meetings, extra-curricular activities, and athletic events held upon grounds or sponsored by Oakwood CUSD #76 schools that the student is otherwise entitled or permitted to attend.

No person shall do any of the following acts while in attendance at school-sponsored or related activities, functions and meetings, extra-curricular activities, and athletic events held upon the grounds of or sponsored by Oakwood CUSD #76.

1. Do any act that is insulting or provoking in nature against any officials, employees, or agents of the district.
2. Do any act, which causes personal injury or which is intended to cause personal injury or that the person knows or should know creates a substantial risk of injury to any person.
3. Do any act which causes damage to property or which is intended to cause damage to property or which the person knows or should know creates a substantial risk of damage to the property of any person.
4. Do any act that is intended to disrupt the performance or continuance of any school-sponsored or related activities, functions and meetings, extra-curricular activities, and athletic events.
5. Do any act that is intended to impede or disrupt the proper observance of or participation in any school-sponsored or related activities, functions and meetings, extra-curricular activities, and athletic events.
6. Enter upon or remain in any area not reserved for spectators or persons otherwise in attendance at school-sponsored or related activities, functions and meetings, extra-curricular activities, and athletic events, or enter or remain in any area which serves as proper ingress or egress to any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events.

SPORTSMANSHIP

OAKWOOD GRADE SCHOOL - The following sportsmanship guidelines are aligned with IESA.

A player ejected from a contest must serve a two-game suspension and complete the NFHS Sportsmanship course. A player ejected a second time during the school year must serve a 5-game suspension and the school is responsible for paying a \$100 penalty fee. (The fee is the responsibility of the player.)

A coach ejected from a contest must serve a two-game suspension, complete the NFHS Sportsmanship course and the school must pay a \$100 penalty fee. A coach ejected a second time

during the school year must serve a 5-game suspension and the school is responsible for paying a \$250 penalty fee. All player/coach ejection consequences must be met, documented, and confirmed by the IESA before eligibility is reinstated for a player or a coach. (The fee is the responsibility of the coach.)

OHS - NATIONAL FEDERATION OF HIGH SCHOOL

Fans ejected from a contest must complete the NFHS Sportsmanship course and provide proof of completion to the member school the fan represents. Fans will also serve a two-game spectator suspension for the first offense and will be required to meet with the athletic director and the building principal. A fan will be required to meet with the athletic director and the building principal with any additional ejections and have a game suspension for the remainder of the season. The season is defined as a four-game minimum. If the remainder of the season is less than four games, the suspension will become a suspension the following spectator season. While a fan is completing their game suspension, the fan is not eligible to go to any events throughout the District until their suspension is completed.

STUDENT-ATHLETE CONCUSSION & HEAD INJURIES

Student-athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

ACCIDENTS / INJURIES

All accidents or injuries, at home or away, are to be reported to the trainer and/or coach immediately. The Athletic Director needs the report within 24 hours.

NCAA INITIAL ELIGIBILITY CLEARINGHOUSE

Parents of students who have aspirations of participating in athletics beyond high school are encouraged to look up the following website: www.ncaaclearinghouse.org to register and research pre-entry requirements. The Guidance Counselor and the Athletic Director will work with the Head Coach on these matters as necessary.

The NCAA (National Collegiate Athletic Association) regulates many college athletic programs. It establishes rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions: Division I, Division II, and Division III. Colleges and universities are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships. **It is the responsibility of the student-athlete and parents to be aware of the NCAA requirements. If you are planning to enroll in a college or university as a freshman and you wish to participate in athletics, you MUST be certified by the NCAA Initial-Eligibility Clearinghouse.** The NCAA Clearinghouse ensures consistent application of NCAA initial-eligibility requirements for all prospective student-athletes at all member institutions. Most students start thinking seriously about college when they are juniors in high school. If they want to participate in Division I or II sports in college:

- Be certain a student-athlete is on track to graduate ON TIME!
- Be certain a student-athlete is taking a CORE CURRICULUM that meets NCAA requirements.
- Review course history to determine if the G.P.A. will meet the minimum requirements set forth by the NCAA for the core curriculum classes taken.
- Register to take the ACT or SAT late in the junior year.
- Start the certification process AFTER the final junior year grades are posted on the transcript.
- Submit the NCAA Student Release Form to the Clearinghouse early in the senior year.

NOTE: General Admission Requirements to colleges and universities vary greatly. Students should consult the catalog of the institution they are interested in attending.

For current requirements regarding NCAA Eligibility, please visit ncaa.org and communicate with the guidance counselor at Oakwood High School. Additional eligibility requirements for NAIA Athletics can be found at naia.org.

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Appendix (Samples)

- A-1 Coache Eligibility Roster
- A-2 End of Season Sport Summary
- A-3 Coach Uniform Inventory Form
- A-4 Coach Equipment Inventory Form

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- 9:10-E2 Agreement to Participate

Acknowledgement of Receipt Form

