

SOUTH COUNTY



Athletic Handbook

2023 - 2024

PURPOSE

The purpose of the South County Vipers Athletic Handbook is to provide the athletes, cheerleaders, and their parents and coaches with all the information they will need concerning athletic programs, eligibility, training rules, discipline, practice schedules, etc.

PHILOSOPHY

Franklin and Waverly High Schools believe that an Interscholastic Athletic Program should provide opportunities for students to develop their talents in a well-organized manner under the guidance of the Athletic Director and the Coaches. Therefore, the following goals are set forth:

- To give public witness to Franklin and Waverly High School's belief in the development of the whole person—spirit, mind and body—by competing with a full positive effort, self-control, and exemplary conduct.
- To supplement our Academic Program by providing for the development of physical skills and personal character.
- To provide an opportunity for students to learn the value of hard work, discipline, self-sacrifice, and teamwork.
- To manage an Athletic Program in accordance within the letter and spirit of the rules and regulations of Franklin High School, Waverly High School, the Illinois High School Association, and other athletic associations to which we belong.

To achieve these goals, the student athletes, coaches, and administrators will work together to abide by the regulations of Franklin and Waverly High School's Philosophy. By adhering to high ethical standards, we will maintain the best possible climate for personal growth, spirited competition, and loyal community support.

RESPONSIBILITIES OF ATHLETIC DIRECTORS

- Organize and administer the overall program of extracurricular athletics for the school district at the level for which they are assigned
- Provide input in the selection, assignment, and evaluation of coaches when asked
- Foster good school-community relations by keeping the community aware of and responsive to the athletic programs
- Organize and schedule all interscholastic athletic events
- Hire officials, as required, according to the event
- Arrange transportation for athletic contest
- Requisition program supplies
- Arrange for visiting teams needs while visiting South County events
- Plan and supervises recognition programs for athletes and their teams
- Show an active interest in all athletic events offered by the school
- Makes sure all eligibility rules are being followed properly

- Sees that playing fields/floors are ready for each competition
- Sees that all awards are ordered and helps coaching staff to administer the awards
- Schedules district facilities in a fair and equitable manner
- Sees that athletic and academic eligibility are administered properly
- Calls meeting with staff when necessary
- Works with Administration in case of cancellation or rescheduling of events
- Prepares and distributes all athletic schedules, including practice schedules
- Works with all coaches in the coordination of programs through all grade levels
- Assists the principal and Board of Education in resolving conflicts that may arise in sports
- Performs other duties as may be required by the administration or Board of Education of the two schools

RESPONSIBILITIES OF COACHES

- Is responsible for the overall supervision of their program
- Is responsible for assuring that the rules and regulations of the IHSA/IESA and the conferences that they are in are abided by at all times
- Is responsible for direct supervision of all athletes on their team
- Is responsible for attending an IHSA rule interpretation meeting for their sport as well as all other meetings concerning their sport or team
- Is responsible for planning and scheduling a regular program of practice when in season
- Must work closely with the Athletic Director in scheduling interscholastic contests
- Is responsible for submitting budget request for the sport
- Maintains necessary attendance forms, insurance records, accident reports, and similar paperwork
- Must oversee the safety conditions of the facility or playing area when their athletes are present
- Enforce discipline and sportsmanship behaviors at all times and establish and oversee penalties for infractions of standards by individual athletes
- Conducts themselves in a professional and positive manner at all times
- Keeps an up-to-date and accurate inventory record of all equipment, supplies, and uniforms for their sport
- Fills out an accident report in a timely manner and reports it to the Athletic Director and school administration and the parents of the injured athlete
- Contacts all local media with contest results immediately following each home contest and in some cases away contests as well as all team and individual stats as requested by media for weekly reports and coverage
- Must inform players and parents of practice times, bus departure times, games times, and return home times when at all possible
- Provide a copy of the individual coach's team rules to the Athletic Director and building administrator prior to the start of the season and the parent meeting
- Is responsible for conducting a Mandatory parent meeting before the first

- practice or soon after
- Is responsible for securing the proper personnel for their sports contest. I.e. scorekeeper, clock keeper, starter, timer, announcer, etc.....
- Is the last person to leave the facility following practices, contests, and all other events scheduled pertaining to their sport (exception- Custodians). Coaches must see that lights are turned off, the facility secured, and the area returned to normal.
- Must keep an up-to-date eligibility list
- Must ride the team bus to and from all contests unless prior permission is granted by administration. Coaches must take whatever reasonable steps necessary to control athletes on bus rides
- Perform other duties as may be requested by the administration or the Board of Education
- Is responsible for turning athletic award winners into the Athletic Director prior to the awards night
- Is responsible for submitting a typed roster to the Athletic Director as soon as the team is selected, with all other important team information

STUDENT/ATHLETE RESPONSIBILITIES

Students are to be reminded that participation in South County Viper athletics is a privilege that includes responsibilities to the school, the team, the community, and to the athletes themselves. In play and in conduct, student athletes represent all these groups. Expectations include:

- Exemplary moral conduct on and off the field
- Enthusiasm for self, team, sport, other programs, and the school
- Confidence in self, team, and coaching staff
- Commitment to academics, athletics and the overall school community
- Good Sportsmanship, which includes fair play and courteous treatment of teammates, opponents, and officials, while representing the school and community in a respectful manner.
- Athletes are required to attend all practices and contests
- Treat with respect all equipment, supplies, and uniforms of both school districts
- Ride to and from all away South County contests on the team bus unless prior permission has been granted and other arrangements made with the coach and/or administration
- Communicate with the coaching staff any problems or concerns along with injuries that the athlete may be experiencing
- Be in compliance with all team, school, conference, and IHSA rules and regulations

SPORTS AVAILABLE

The following interscholastic sports are offered to the students of Franklin and Waverly High School under the co-op name *South County Vipers*: Boys and Girls Cross Country, Boys and Girls Basketball, Volleyball, Boys and Girls Golf, Boys and Girls Track and Field and Cheerleading. Through cooperative agreements with New Berlin High School students may participate in Football, Baseball, and Softball. Students participating in Co-Op sports will be governed by their home school athletic procedures and rules.

CHAIN OF COMMAND

Franklin and Waverly High Schools ask that anyone who wishes to discuss a point of concern should use the following chain of command in an attempt to resolve the concern peacefully or to have your questions answered. It is believed that all concerns can be resolved at the earliest possible level with all parties involved by following this procedure:

1. Coach of the sport
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education

REQUIREMENTS FOR PARTICIPATION

Before a student may participate in athletics he/she must:

1. Be in compliance with all rules and regulations contained in the athletic or student handbooks.
2. Meet any requirements as set forth by the IHSA.
3. Have a recent physical examination by a doctor. The appropriate form must be turned into the office. A physical is good for one year from the date on the physical.
4. Pay the participation fee within one week after the first practice.
5. Sign a form stating that they have received and read the Athletic Handbook.
6. Submit a copy of their birth certificate or hospital record to the office.

PARTICIPATION FEE

High School-South County Vipers

Boys Basketball	\$20.00
Girls Basketball	\$20.00
Cross Country	\$20.00
Volleyball	\$20.00
Cheerleading	\$20.00
Track & Field	\$20.00
Golf	\$20.00

Season Passes

Viper Athletes	FREE
Adult Pass	\$50.00/year
Family Pass	\$100.00/year
Student/Senior Citizen Pass	\$25.00

AFFILIATIONS

The South County Vipers are members of the MSM Conference and the Illinois High School Association.

Club Sports

Athletes may NOT participate in or on club sports or leagues during the same sports season based on IHSA rules.

ELIGIBILITY SYSTEM

All students must be academically eligible in order to participate in extracurricular activities. This includes athletics, drama, and music events, club-sponsored activities, school social events, work passes, and cooperative vocational education training, as well as any other school-sponsored events. Exceptions are made for graduation and related activities, cheerleading tryouts, play auditions, awards banquets, Jr. Sr. Prom, and assemblies/events approved in advance by the principal.

Eligibility Students must be academically eligible in all subjects in order to participate in athletics. **Eligibility is based on academic standing for the semester** and a student cannot be ineligible in a class until the class has met a minimum of 4 times. Teachers are required to submit their ineligible list to the office by 8:10AM on Friday (or the last school day of the week). Eligibility will be posted on Friday and be in effect Monday through Saturday of the next week. Once a student is classified as being ineligible, **this classification remains until a new list is submitted**. Students are responsible for checking the eligibility each week and repeated ineligibility during the sport season could result in dismissal from the team. Students are responsible for checking eligibility each week.

ATTENDANCE AT SCHOOL

To participate in any athletic contest, the student must be in attendance at school for the entire 4th period and homeroom on the day of the event, unless special permission is granted by the administration.

TEAM RULES

Each head coach/sponsor is responsible to carry out the rules of the athletic handbook in conjunction with his/her own team rules. The coach must make sure

that each team member has a written copy of team rules during the first week of practice. Parents and athletes must sign a form indicating that they have read and understand the Athletic Handbook before a student may practice. These rules must be approved by the athletic director and principal prior to their issuance and must be on file in the high school office.

BEHAVIORS ALL COACHES WILL RECOGNIZE AS INAPPROPRIATE

First Degree “Minor” Violations:

1. Tardiness to practice, game, or bus
2. Detention
3. Eligibility
4. Curfew Violation
5. Dress Code Violation
6. Inappropriate language or behavior
7. Unexcused, skipped/missed practice or game

Penalty: Violations for these acts are up to the coach’s discretion. Examples might include time out of games or extra work to be done at practice.

Second Degree “Major” Violations:

1. Insubordination in school
2. Insubordination in sports
3. Saturday Detention
4. In or Out of School suspension
5. Unsportsmanlike conduct at game or practice

Penalty: 1 Game suspension 3 violations will result in dismissal from the team.

Third Degree “Severe” Violations:

1. Use or possession of alcohol, tobacco, and drugs
2. Threats or acts of violence and any activity involving dishonesty or intentional damage to the property of another
3. Theft - possession of stolen property
4. Destruction of school property

Penalty Phase:

1st Violation: Loss of 25% of games.

2nd Violation: Loss of 50% of games

3rd Violation: Loss of 100% of the season

4th Violation: Indefinite suspension from all extracurricular activities

*****Self-report Clause: If a student reports a violation within 48 hours of the offense, the penalty will be lowered to 1 contest. Student reporting must meet with a school nurse and complete 1 hour of counseling. A student may only use the “Self-report Clause” once in their high school career.***

Administrative Investigation Process:

Discovery: Violations of training rules must be made known to the school administration through:

- a. A student / athlete admission to a rule violation, or*
- b. An incident is reported in the media and is verified by law enforcement, or*
- c. An incident is directly reported by law enforcement to the school, or*
- d. An incident is witnessed and/or verified by school district officials, coaches, or teaching staff member, or*
- e. A parent reporting their own child.*

Hearing

Student-athletes are entitled to a full hearing for all disciplinary situations which fall under Major and Severe infractions. A hearing with the students, his/her representatives, the Coach, the Athletic Director, the Principal, and the Superintendent, will be held within two school days of a written request from the student-athlete. Appeals after the hearing may be made directly to the Board of Education by written request. Pertinent documents will be presented during the hearing process.

HEALTHY TRAINING HABITS:

Besides the rules that individual coaches and sponsors will give the students, there are certain training rules that will be expected of all athletes. They will be in effect 7 days/week - year round. The use or possession of tobacco in any form, the sale, possession, purchase, consumption, or being under the influence of a controlled substance, including, but not limited to, intoxicants, drugs, steroids, narcotics, or alcohol is prohibited at all times. Random drug testing of up to 10% of athletes may be conducted at any time. This includes the sale or possession of so-called "look-alike" drugs, or any substance presented as being a controlled substance, intoxicant, drug, narcotic, steroids or alcohol. Threats or acts of violence, and any activity involving dishonesty or intentional damage to the property of another are prohibited at all times.

HIGH SCHOOL RANDOM DRUG TESTING: (not currently active)

All High School athletes participating in an extracurricular activity may be randomly tested throughout the school year. Procedures in the event of a positive result---Whenever a high school student athlete's test result indicates the presence of illegal drugs or banned substances, or the MRO (Medical Review Officer) rules a specimen adulterated, the following will occur.

- (1) The Building Principal or Athletic Director, within 24 hours, will notify the parent/guardian/custodian first, then the student and Athletic Director of any positive results. A written notification from the Building Principal, by form letter will be sent to the parent/guardian/custodian by certified mail. The Building Principal may keep all test results for a period of up to four years or until graduation.

- (2) The student will be notified and be required to submit weekly urine specimens, via the vendor, for five weeks at parent/guardian/custodian or student expense.
- (3) If the parent/guardian/custodian or student wishes to contest the results, the vendor will arrange for the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from the first notification of positive test results.
- (4) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then negative results may be reported.

A. First Positive Result:

For the first positive result, the student athlete will be given the option of:

1. Within five days, have an appointment with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education) for a chemical dependency assessment and then follow the recommendations of the counselor. (If treatment is recommended, it must be with a Certified Chemical Dependency Counselor). The student must also submit to weekly urine testing for five weeks. Parent/custodian is responsible for all expenses; student athlete will be suspended from competition for two weeks. Student will be required to attend practice or,
2. Denial of participation in interscholastic athletics for the remainder of the current school year and the next school year.

B. Second Positive Result

If a student wishes to continue to participate in the program after a second “positive” test, the student must agree to a suspension for the remainder of the sports season or a suspension of four calendar weeks during competition, whichever is longer, in addition to substance abuse counseling *by a counselor approved by the Board of Education*. The student will still be required to attend practice. Counseling must begin before the student will be allowed to return to competition even if the full suspension has been served. Follow-up weekly testing will be performed for the remainder of the season for that sport at parent/guardian/custodian expense.

C. Third Positive Result

A third “positive” test will result in automatic suspension from participation for the remainder of the student’s time in the District’s high school.

HONOR CLAUSE:

A. Any athlete who presents himself/herself to the head coach or the athletic director as having a substance abuse problem will retain full practice and playing privileges as long as the following conditions are met:

1. The admission of the said abuse is initiated by the athlete and is not made as a means of escaping disciplinary action. The athlete will give up playing privileges until the drug test shows natural decay.
2. The athlete and parents are referred and begin to receive counseling at a recommended treatment center within 2 weeks

of admission.

3. The athlete and parent/guardian/custodian consent to weekly urine drug testing at the parent/guardian/custodian expense for five weeks.
4. The MRO determines that quantitative levels of the illicit or banned substance do not reflect current use but natural decay.

The provisions are written to allow an athlete the opportunity to seek help. However, while this voluntary admission with request for help may not be used to escape normal disciplinary actions it may be used to decrease disciplinary actions.

Information discovered by the school of public knowledge of an infraction subsequent to the admission will be taken as an attempt to escape normal disciplinary action and will nullify this option for the athlete.

The coach in each sport shall determine, within the guidelines of this Handbook, whether an athlete in that sport has violated any of the provisions of this Handbook and the appropriate penalty for each violation. If the athlete disagrees with the determination that a violation has occurred or with the punishment imposed, the athlete shall inform the Principal, and request, in writing, review of the decision by the Athletic Disciplinary Committee.

GRIEVANCE PROCEDURE

The Athletic Disciplinary Committee shall consist of the Principals, and the Athletic Directors, unless the Athletic Director is the coach who imposed the penalty. In such a case, the third member of the Committee shall be a coach of another sport selected by the Principal. The Principal shall select the teacher.

The Athletic Disciplinary Committee shall meet the next school day after the request for review is received. The committee shall hear from the coach and the athlete and shall conduct an appropriate investigation before deciding whether to affirm or reverse the decision of the coach to impose a penalty under this Handbook. Due deference shall be given to the decision of the coach.

The athlete may appeal the decision of the Athletic Disciplinary Committee to the School Board. The School Board shall review the evidence on which the Athletic Disciplinary Committee based its decision and hear any further evidence as soon as possible after the decision of the Disciplinary Committee.

Any other situation that may arise, not mentioned in the handbook, will be dealt with according to the coach of that sport, athletic director, and administration.

UNIFORMS

The schools will provide uniforms for all athletic teams including Cheerleading. These are purchased on a rotating basis. Normally in basketball and volleyball, the varsity uniforms are passed down to the junior varsity when new varsity uniforms are purchased. Athletic uniforms are to be left in a location designated by the coach when leaving the school after a contest.

PRACTICES

Practices are normally held after school with the ending time determined by the athletic director, with input from the coaching staff. However, practices may be scheduled at other times at the coach's discretion. Coaches are expected to set a normal ending point for practice so the players and parents can plan accordingly. If, on a particular night practice will end at a different than normal time or is scheduled for a different time, the players should be told that fact the day before. When possible, practice schedules will be announced at the beginning of the Month.

If school is dismissed early due to bad weather all athletic practices will be canceled. Practices on Sunday or on school holidays such as Thanksgiving, Christmas, etc. will not be permitted unless approved in advance by the principal. Any practice on those days will be optional for the students.

Decisions on canceling contests in the case of inclement weather, bad road conditions, etc. will be made by the administration and athletic director.

Normally contests will be canceled on days when no school is held because of bad weather. The administration and athletic director will make the decision.

Coaches must be given 24 hours notification when an individual wishes to attend a practice session. Permission should be acquired from the coach prior to the beginning of practice, any individual attending practice without permission of the coach could be asked to leave the gym.

TRANSPORTATION - PRACTICES

Franklin and Waverly School Districts will provide transportation to and from South County athletic practices when the practices are mandatory sessions during the season of the sport and are not on school holidays. Transportation will not be provided for open gym sessions. Athletes may travel to practice sessions by other means if the school administration has written permission from the parent or legal guardian in the form of an approved transportation waiver, which can be found on the school website or obtained from the Athletic Director.

TRANSPORTATION - GAMES

The athletic director and director of transportation shall arrange for transportation of all athletic teams and for buses to all away contests and to the alternate school (Waverly or Franklin) for home contests. However, no transportation will be provided after contests considered to be home games. Only qualified licensed drivers will be allowed to drive district vehicles to contests.

Athletes and coaches are required to ride district transportation to and from away athletic contests. An exception to this is made for coaches when their team is participating in a tournament and they need to arrive early or leave late from the

tournament. No one will be allowed to ride to any away contest with anyone except the team bus unless the administration and coaches give prior approval. Coaches should require a call from a parent and/or written permission from the parent or guardian.

Students may ride home with their parents/guardian from away contests if the parent signs the appropriate form at the contest. These forms are usually in the possession of the sponsor, bus driver, or coach.

Students will be released to persons other than their parents/guardian only if prior approval is received from the Principal. This will require personal or telephone contact with the principal and written permission from the parents/guardian. The principal will then notify the coach and/or bus driver that permission has been obtained.

A student who does not follow the rules on the bus may be suspended from riding the bus and/or suspended from participation.

EARLY DISMISSAL FOR CONTESTS

At various times, athletes may need to be excused from school early to go to an athletic contest. The coach of the team is to notify the teachers in advance of the time of dismissal and the names of participants.

Athletes leaving early are expected to turn in their assignments and get the next day's assignments before they leave. If they are to take a test, they will either take it earlier in the day or the next school day (this is up to teachers).

INJURIES

If an athlete injures himself at practice or during an athletic contest, the athlete should immediately make the coach aware of his injury. The coach must fill out an accident report and notify the parents as soon as possible.

If an athlete has an injury requiring a doctor's care he will not be allowed to participate until the student is released to participate by the doctor. This should be in written form.

If a student has a medical excuse from PE, he/she will not be allowed to participate in athletics until released by the doctor.

Any athlete receiving an injury can obtain proper medical care and sports rehabilitation from any of the following sports care centers: Sports Care of Illinois, Regional Orthopedic and Sports Medicine Center.

VOLUNTEER AND NON-TEACHING COACHES

All volunteer and non-teaching coaches of South County Viper Sports must attend a registered ASEP clinic for coaching and first aid prior to or shortly thereafter the start of the sport that they are intending to assist. This may be done on-line as well.

OFF-SEASON PROGRAMS

Open Gyms

Open gyms must be approved by the athletic director and are always to be operated for the benefit of all students in the school districts. They must be properly announced to the student body, and supervised by the coaching staff. Open gyms are not mandatory for participation in a school sport, and all IHSA bylaws must be properly followed.

Off-Season Programs

All off-season programs must comply with the 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.

- a. Those programs that are currently “in-season” will always take precedence over any off-season program. Athletic specialization is not deemed to be of importance and should not be encouraged by any coach.
- b. IHSA contact days in the summer need to be documented by the coach of each sport meeting during the summer time.

Summer Shutdown

All South County Viper indoor athletic facilities will shut down each summer in the middle of July, an exact date will be determined by the Athletic Directors and school administrators of each building. At this time, there is to be no use of the facilities until the fall sports begin legal practice times set forth by the IHSA.

By Signing below, I acknowledge that I have received a copy of the South County Viper Student-Athlete Handbook.

Student-Athlete Signature

Parent/Guardian Signature(s)

Date

Sport