

**PAXTON-BUCKLEY-LODA
COMMUNITY UNIT SCHOOL DISTRICT NO. 10**



2023 / 2024

**EXTRA-
CURRICULAR
HANDBOOK**

PBL Superintendent

PBL Assistant Superintendent

High School Principal

High School Assistant Principal

High School Dean of Students / Athletic Director

Junior High Principal

Junior High Assistant Principal

Junior High Athletic Director

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INTRODUCTION

This Extra-Curricular Handbook has been developed for the purpose of establishing guidelines in the operation of the interscholastic athletic program at Paxton-Buckley-Loda Community Unit School District No. 10.

Regardless of how complete a handbook may be, it cannot anticipate all of the problems that will occur. It is meant as a guidepost to point out the direction of school and departmental policy.

Each coach/sponsor should be advised that the first general policy that governs the Athletic Director is that of loyalty to each coach/sponsor in the Extra-Curricular/Athletic Department. It is important that coaches/sponsors keep this in mind and make this a part of their own philosophy. It creates weakness in the department when coaches/sponsors criticize other coaches/sponsors in the presence of others who are not involved in coaching. This will be considered a most serious error. The problem of morale must start with the staff before it can be transferred to any one squad.

This handbook is designed to inform coaches/sponsors of their duties and responsibilities and to encourage their personal success as well as our success as a school.

PHILOSOPHY

Paxton-Buckley-Loda Community Unit School District No. 10 intends to provide for its students a rigorous, relevant interscholastic program that will be of benefit to them, and will meet the needs and interests of skilled students and provide them an opportunity to build lasting relationships with coaches and teammates.

The interscholastic programs will follow the general objectives and philosophy of PBL CUSD No. 10's educational aims and objectives. It should serve as a valuable supplement to the total education program and should function as a part of the whole curriculum. It will constantly strive for the development of a well-rounded individual, capable of taking his or her place in modern society.

Leadership should be of the highest quality, therefore, providing a better opportunity for the athletes to excel, and providing the potential for the athletes to become better persons and citizens. Measurements for success will not be judged on victories and defeats but upon the personal development of the individual in the program.

The interscholastic program is administered under the guidelines and jurisdiction of the Illinois High School Association, Illinois Elementary Association, the Illini Prairie & Twin County Conferences and ultimately by the Administration and Board of Education of the school district.

SYSTEM OF COMMUNICATION

Because of the magnitude of the interscholastic programs there needs to be a system of communication that is understood and followed by all coaches.

- A. The Athletic Director and Principal with guidance from the Superintendent and Board of Education are responsible for the total operation of the interscholastic program.
- B. The head coach/sponsor of each interscholastic program is responsible to the athletic administration and is also totally responsible for the operation of that interscholastic program. Problems or everyday operational procedures that cannot be solved among the staff should be brought to the attention of the athletic director by the head coach/sponsor.
- C. The assistant coaches/sponsors are directly responsible to the head coach/sponsor of that interscholastic program and should follow procedures that have been incorporated by the head coach/sponsor.
- D. It is imperative that communications be constantly open. Be direct and frank with your feelings within the department. It is important that conflict resolution be handled utilizing face-to-face communication.

- E. If you have a problem, share it with those who may be able to help solve it.
- F. In the event that a satisfactory solution cannot be reached, it is the prerogative and is highly encouraged of any staff member to seek a conference at the next step and beyond if necessary.

DUTIES OF THE ATHLETIC DIRECTOR

- 1. The Athletic Director shall work with all personnel in establishing an interscholastic program that will facilitate an efficient system toward interscholastic development. Athletic Director will continually monitor interscholastic programs and provide coaches/sponsors feedback for program improvement.
- 2. It shall be the duty of the Athletic Director to establish and recommend for the improvement of all athletic fields and athletic equipment pertaining to athletics on the junior high and high school level. The maintenance and the care of athletic facilities will be coordinated between the Athletic Director, Superintendent, and the maintenance department.
- 3. The Principal and Athletic Director shall recommend personnel selections to the Board of Education and Superintendent.
- 4. It shall be the duty of the Athletic Director, in cooperation with the coach/sponsor acting as an advisor in the scheduling of interscholastic events and to make final recommendations to the Principal.
- 5. It shall be the duty of the Athletic Director, in cooperation with the coach/sponsor, to employ and approve officials for all junior high and high school athletic contests and interscholastic events.
- 6. The Athletic Director will be responsible for the making of a budget and supervision thereof; the budget is to be approved by the Board of Education. The Athletic Director will prepare all budget requests and present them to the Superintendent for processing.
- 7. It shall be the responsibility of the Athletic Director to secure all scorers, timekeepers, etc., for each interscholastic contest.
- 8. The Athletic Director shall insure compliance with all Illinois High School Association, Illinois Elementary School Association, Illini Prairie and Twin County Conferences, and PBL CUSD No. 10 Rules.
- 9. The Athletic Director and Principal will be responsible for communicating and enforcing good sportsmanship of coaches/sponsors and players.

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

General Responsibilities:

Organize, coordinate, supervise coaches/sponsors and administrate the total interscholastic program.

Specific Duties:

- I. **Students / Teams / Coaches/Sponsors:**
 - Design and maintain student-athlete database
 - Confirm student-athletes' eligibility prior to the beginning of the season
 - Check and report student's weekly eligibility during the season
 - Confirm student's semester eligibility in January and June
 - Monitor and confirm student-athletes' physical expiration dates to make sure they are all current
 - Prepare team rosters
 - Send team info to the news media, opponents and program publisher
 - Prepare athletic awards
 - Prepare special awards – i.e. IPC or TCC awards, IHSA Scholar Athlete, All Conference
 - Provide driving directions for opponent sites to the teams, coaches/sponsors and parents

- Confirm buses and bus times when appropriate
 - Distribute early dismissal times to all teachers and administrators
 - Meet with head coaches/sponsors prior to and immediately after their season
 - Encourage coaches/sponsors to participate in professional development opportunities in their interscholastic program
2. Officials:
- Design and maintain officials database
 - Secure officials for athletic contests
 - Mail officials contracts
 - Confirm contests with officials prior to each season
 - Request official's payment checks
 - Re-schedule officials as needed
3. Opponents / Schedules:
- Design and maintain athletic contest database
 - Mail contest contracts to opponents
 - Generate seasonal and team level schedules
 - Distribute schedules to coaches/sponsors, administration, opponents, media, program publisher, and calendar company
 - Confirm contests with opponents prior to each season
 - Request contest entry fees
 - Make sure opponent has all necessary information – rosters, directions to the school, school information, etc.
 - Prepare Saturday/Spring Break contest list consisting of officials and opponent coaches/sponsors contact numbers in case of inclement weather for the spring season
 - Communicate contest cancellations and game reschedules to the opponent, administration and media
4. Other:
- Maintain the athletic department's financial account as well as generate financial reports
 - Prepare budget requests
 - Prepare quarterly reports
 - Prepare purchase orders
 - Update coach/sponsor's handbook
 - Handle incoming and outgoing interscholastic department mail
 - Encourage head coaches/sponsors to organize out-of-season open gyms and strength and conditioning sessions.
 - Monitor athletic program inventory

RESPONSIBILITIES OF THE HEAD COACH/SPONSOR

- I. The head coach/sponsor shall report to the Athletic Director and supervise all assistant coaches/sponsors assigned to that interscholastic event. The head coach/sponsor's basic function is to carry out the aims of the interscholastic program. He or she is responsible for the conformation of the squad with the policies and regulations of the Board of Education, School Administration, Department, Conference, and High School Association.
2. Responsibilities
- A. Entire Year Responsibilities
1. Be responsible for the basic organization of staff with regard to material to be used, methods, practice areas, time schedules, equipment and assignment of students to each level of the sport involved.
 2. Formulate behavioral objectives (team rules, expectations) for the coming season.
 3. Keep abreast of new knowledge and innovative ideas and techniques by attending clinics, workshops, and reading in your field and to encourage assistants to do the same.

4. Have understanding and knowledge of rules and regulations regarding the sport as presented in the I.H.S.A. & I.E.S.A. Handbooks. Keep abreast of rule changes.
5. Implement proper procedures for out-of-season practices and procedures, according to IHSA, IESA and PBL Athletic Department regulations.
6. Complete the IHSA sports rules interpretation presentation as required
7. Properly maintain their extra-curricular's Student Activity and General Fund Activity Accounts.
8. Properly maintain any funds raised by concession stands or other means, using forms online at the PBL Dashboard and High School Schedule Start Page.
9. Organize and schedule in-season strength and conditioning program.

B. Seasonal Responsibilities

I. Before Season

- a. Assume responsibilities for proper registration of all athletes/participants.
- b. Augment the accident reporting and insurance procedures.
- c. Provide accurate information needed to compile rosters and other reports.
- d. Clarify to athletes the letter award policy.
- e. Arrange for systematic issuance of school equipment.
- f. Meet with the Athletic Director to discuss program expectations and complete the required forms online at the PBL Dashboard and High School Schedule Page.
- g. Host a parent meeting that emphasizes goals, participant and parent expectations, and fan behavior.

2. During Season

- a. Share pertinent information for transportation, officials, and game management to the Athletic Director and Principal.
- b. Assume responsibility for constant care of equipment and facilities being used.
- c. Assume supervisory control over all phases of teams.
- d. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete/participant's greatest potential. Coaches/sponsors shall provide the Athletic Director and parents a copy of their practice schedules monthly.
- e. Apply discipline in a firm, positive, and consistent manner.
- f. See that building regulations and rules are understood and enforced.
- g. Emphasize safety precautions and be aware of the best training and injury procedures.
- h. Display ethical conduct during practice and contests.
- i. Report a summary of all contests and provide any publicity information that would aid the program and athletes/participants.
- j. Instruct players concerning rules and rule changes.
- k. Be responsible for in-service training and upgrading of the staff.
- l. Keep equipment locked up.
- m. Supervise dressing rooms before and after practices and games.
- n. Coaches/sponsors should assist the Athletic Director in checks on the scholastic progress of the athletes/participants in their sport.

3. End of Season

- a. Arrange the systematic return of all school equipment and hold the athlete/participant responsible for all equipment not returned.
- b. Arrange issuance of letters and special awards and provide the Athletic Director with a list of award winners at all levels of the program.
- c. Arrange cleaning, storing and inventorying of all equipment.
- d. Be concerned with the care and maintenance of facilities by making recommendations concerning additions and improvements.
- e. Recommend equipment purchase needs or repairs.
- f. Submit recommendations for future schedules.

- g. Maintain records of team and individual accomplishments.
- h. Submit reports as instructed by Athletic Director or Administration.
- i. Meet with the Athletic Director to discuss program effectiveness and success and complete the required forms using forms online on the PBL Dashboard and High School Schedule Start Page. Brainstorm ideas for program improvement and out-of-season training.

RESPONSIBILITIES OF THE ASSISTANT COACH/SPONSOR

- I. Assistant coaches/sponsors report to the head coach/sponsor and shall be responsible for the full understanding of their function and dimension within the staff. They shall execute the duties as set down by the head coach/sponsor.
2. **Responsibilities**
 - A. **Entire Year Responsibilities**
 1. Have understanding knowledge of rules and regulations presented in the IHSA/IESA Handbook.
 2. Keep abreast of rules and rule changes.
 3. Keep abreast of new knowledge, innovative ideas, and techniques by attendance at clinics and workshops.
 4. Assist head coach/sponsor in carrying out his responsibilities.
 - B. **Seasonal Responsibilities**
 1. **Before Season**
 - a. Assist head coach/sponsor in proper registration of all athletes.
 - b. Assist head coach/sponsor in making a systematic issuance of school equipment.
 - c. Assist head coach/sponsor in providing accurate information needed to compile eligibility lists and other reports.
 2. **During Season**
 - a. Assume responsibility for constant care of equipment and facilities being used.
 - b. Assume supervisory control over athletes/participants and teams and to assume assigned supervisory control over all athletes/participants in the program when such control is needed.
 - c. To be in regular attendance at practice sessions and contests.
 - d. Apply discipline in a firm and positive manner.
 - e. Emphasize safety precautions and be aware of the best training and injury procedures.
 - f. Display ethical conduct during practice and contests.
 - g. Provide head coach/sponsor with information needed in making game reports and publicity releases.
 - h. Instruct players concerning rules and rule changes.
 - i. Keep equipment locked up and equipment room organized.
 - j. Supervise dressing rooms before and after turnouts.
 3. **End of Season**
 - a. Assist in the return and inventory of school equipment.
 - b. Recommend athletes for letter awards.

THE ATHLETE/PARTICIPANT

- I. **Obligations:** The team's members should also be made aware of their obligations. They should know what their training rules are and why they are in effect. They should also know what the locker room and practice field regulations are and in what manner they are expected to obey them. They should have full knowledge of game discipline and control. Just as the coach/sponsor is expected to be loyal to the team,

coaches/sponsors should demand the same loyalty on the part of the individual team members to the team. It is not enough for the participants to know their obligations, but these obligations must be enforced. All these things will contribute to the team's morale in a positive way.

2. Athletes/Participants in School: In the school, the athlete/participant should dress appropriately. An athlete/participant should also make an effort to do the best possible job in the classroom. The coach/sponsor should insist that the athlete/participant be polite in all dealings with faculty members. An athlete/participant must be a good on-campus citizen, achieving a good reputation and commanding respect from those with whom he/she comes in contact.
3. Athletes/Participants in the Community: The coach/sponsor should alert the athlete/participant to his/her responsibility in the community. The athlete/participant represents the school and helps formulate community opinion of the school, as some people know the school only through the athlete/participant. This extends to other communities as well.
4. Athletes/Participants as Role Models: Though an athlete/participant may not realize it, younger men and women in the community may look to him or her as a role model or hero. They must be faithful to the image the youngsters see in them. They could distort a young athlete/participant's entire interscholastic outlook because of a lack of devotion or lack of awareness.
5. Coach/Sponsor's Aid to the Athlete/Participant: The coach/sponsor can be of great help by encouraging and checking the activity of each athlete/participant. Through Skyward, a coach/sponsor can see how a athlete/participant's grades are progressing and check the athlete/participant's course of study throughout the year.
6. Coach/Sponsor / Athlete/Participant Communication: Often athletes/participants will have a problem that they will bring to the coach/sponsor long before they confide in anyone else. No matter how trivial the problem may seem to an adult, it is important to the athlete/participant or he/she would not discuss it with the coach/sponsor. A coach/sponsor should know his/her limitations in this area; the role should be that of a good listener and the coach/sponsor should help as best he/she can. Criticizing other faculty members weakens the coach/sponsor's position.
7. Communication with Parents: Service can be rendered to the athlete/participant and the school if the coach/sponsor will forward information to the parents telling them the objectives of the team, the value of sports, the coach/sponsor's philosophy, and other information that may interest them and help gain their support.

COACH/SPONSOR'S CONCERNS

A. ATHLETIC DRESS:

Require our athletes/participants to dress appropriately when representing PBL Unit #10 at away contests or attending award night ceremonies.

B. INJURIES:

1. Require all athletes/participants to report injuries to you.
2. Report injury to trainers if necessary.
3. If parents are not present, call and inform them of necessary information.
4. If athlete/participant does not need emergency care, but is of a serious nature, notify parents of problem.
5. Fill out Accident Report Form.
6. Accident report forms can be picked up from the School. These forms should be completed and on file in the nurses or principal's office within three days.
7. Notify the Principal or Athletic Director if the injury is of a serious matter.
8. Head injuries must follow IHSA and School Board Policies.

C. MULTIPLE SPORT PARTICIPATION:

- I. The philosophy of PBL CUSD No. 10 Interscholastic Department is that if it is a workable situation, an athlete/participant may participate in two sports in one season. The following three (3) conditions must be considered in each situation:
 1. The athlete/participant must initiate the request and discuss with all coaches/sponsors and sponsors involved at the start of the season.
 2. The athlete/participant must be able to practice in both activities an adequate number of times.
 3. There shall be limited number of conflicts on contest dates in each activity.

D. INDIVIDUAL SPORT RULES:

- I. Head Coaches/sponsors of each sport should set up their own sport rules in regards to training, awards, conduct, etc. (Rules in Student Handbook must be strictly enforced in each sport, as well as general athletic office rules.) These rules should be shared with the Athletic Directors prior to the start of the season. Team rules shall not include or apply to hairstyles.

E. ATHLETE/PARTICIPANT ROSTER:

1. A list of all athletes/participants must be submitted to the Athletic Office after the THIRD practice session.
2. The list must be updated every time an *add* or *drop* occurs.

F. ATHLETES/PARTICIPANTS ABSENT FROM SCHOOL:

To be eligible to participate in or attend after school activities or practices, athletes/participants must attend the last four periods of the school day (four class periods, not including lunch), unless excused by the administration.

Athletes/participants who are absent due to illness for more than four periods, not including lunch, will not be allowed to attend an after-school activity or practice.

Athletes/participants who are unexcused for any part of the school day will not be allowed to practice or participate in any school activity or practice.

G. STAFF MEETINGS:

- I. The Athletic Director will conduct at least two (2) athletic staff meetings per year (beginning and end of school year). It is the responsibility of each Head Coach/Sponsor to attend these meetings.

H. SPORT RULES MEETINGS:

- I. All paid coaches/sponsors must view the online presentation of the IHSA Rules Interpretation meeting for each sport.

I. EARLY DISMISSAL:

1. The Athletic Office or Head Coach/Sponsor will give the teachers a list of early dismissals and the athletes/participants involved for each contest during the season.
2. The Athletic Office or Head Coach/Sponsor will give the attendance secretary the athletic rosters along with the early dismissal times for logging excused absences due to athletic contests.
3. It is imperative that each coach/sponsor keeps the Athletic Office informed of roster and schedule changes so proper notification is made to all involved in early athletic dismissals. Team managers should also be included.

J. PRESS AND PUBLIC RELATIONS:

1. Many area newspapers wish our school to call, fax or email, with sport results after home contests. Coaches/sponsors should make these calls whenever possible. Coaches/sponsors should not comment on student discipline or records. Press phone numbers are located in the Athletic Office. Coaches/sponsors can also use the fax machine in the Athletic Office to send results to the media.
2. All coaches/sponsors should promote their sport as often as possible. Check with the Athletic Office for specifics.

K. IHSA/IESA SPORTSMANSHIP:

1. TOTAL TEAM EFFORT IS NEEDED AND EXPECTED BY COACHES/SPONSORS, ATHLETES/PARTICIPANTS, AND FANS.

L. PRACTICE RULES:

1. Attendance at practices will follow the High School Handbook Policy in F. ATHLETES/PARTICIPANTS ABSENT FROM SCHOOL in this section.
2. The directives from physicians regarding injured athletes will be closely followed.
3. After reporting to practice areas, athletes/participants should not be in other areas of the school unless supervised.
4. All athletes/participants should be informed of the week's practice schedule in advance so this information can be taken home.
5. Other individuals not connected with this school shall not be used in any capacity in practice sessions unless approved by the Principal or Athletic Director and follow guidelines established by the IHSA and IESA.
6. No Sunday practice unless the Athletic Director and building administrator has granted special permission.
7. Coaches/sponsors need to be sensitive to the fact that parents make plans around the practice times given to them, especially the time given for the conclusion of practice.

M. COACH/SPONSOR'S CLINICS:

1. Coaches/sponsors should complete the Pre-Approval for Meeting/Convention Attendance form that is located on the PBL website. The request shall be submitted to the building administrator.

N. PRACTICES ON SNOW DAYS, EARLY DISMISSAL DAYS, AND EARLY DISMISSAL DAYS DUE TO HEAT:

1. If school is dismissed due to snow for either a full day or half day, no practice or contests will be held or attended unless approval is granted by the Unit Office.
2. Early Dismissal Day - Practices may begin on Paperwork reduction days after the dismissal of students. On School Improvement Days, practices may not be held until the normal school day dismissal time.
3. If school dismisses early due to heat, all athletic programs will be able to practice immediately following the dismissal, so long as the following guidelines are adhered to:
 - a). Provide ample hydration and extra breaks throughout the practice.
 - b). No practice shall last longer than 90 minutes.
 - c). Coaches/sponsors shall make proper adjustments based on the advice of the Athletic Director and Athletic Trainer including, but not limited to, practice length, rest time, gear (football pads), and overall physical exertion level.
 - d). Coaches/sponsors will communicate to both PARENTS and ATHLETIC TRAINER if ANY signs of heat exhaustion occur during practice.

BUDGET

Head Coaches/sponsors need to prepare estimated budgets for their programs and submit them to the Athletic Directors no later than May 1st. **DO NOT MAKE THIS A WISH LIST.** A list of sporting goods dealers and catalogs are available through the Athletic Directors or Unit Office.

When purchases are finally approved, the Athletic Director will do all ordering.

Once budgets are approved, coaches/sponsors are expected to stay “within” the budget.

PRE-SEASON MEETING

Head coaches/sponsors should arrange a meeting with the Athletic Director prior to their season starting. Assistant coaches/sponsors, if any, can also attend this meeting. Head coaches/sponsors shall complete the required forms using forms online.

AWARD NIGHTS

The Athletic Director with consultation from each head coach/sponsor will arrange dates/times for fall, winter, and spring sport award nights. The Athletic Director will notify all coaches/sponsors, athletes/participants, parents, staff, and the community of award night times, dates, and places. The event details will be posted on the district calendar.

Awards nights will be individualized by interscholastic program. The following guidelines must be adhered to:

- 1). There can be no cost to the athletes/participants or parents.
- 2). Please give all involved ample notice before the event (at least 3-5 days) This includes players, parents, administration, and media.
- 3). Every interscholastic program must have an awards "ceremony", and all athletes/participants in the entire program should be expected to be in attendance (freshmen through seniors).
- 4). You do not have to offer food, but if you do it must be paid for out of your own activity fund (or potentially a booster club request).
- 5). Your ceremony must take place in the PBL community (not somewhere in Champaign, for example). You may utilize the high school/commons. Please schedule in advance.
- 6). Please look at the practice schedules of the upcoming sports and work around those athletes/participants who are beginning another sport or co-curricular. An athletes/participants should not have to decide whether to go to practice or an awards ceremony.

CARE OF EQUIPMENT

All Coaches/sponsors should be aware that equipment issued for their interscholastic program must be taken care of in an orderly manner. All equipment must be returned at the end of the season to allow our interscholastic programs to continue.

The head coach/sponsor of each interscholastic program is responsible to set up equipment procedures that are to be followed by the assistant coaches/sponsors. Assistant coaches/sponsors are also responsible to help the head coach/sponsor whenever they are needed, including issuing and returning of equipment.

Inventory of equipment and uniforms shall be kept and submitted to the Athletic Director after completion of season.

WEIGHT ROOM

- 1). It is the Head Coach/Sponsor's responsibility to ensure that all student athletes/participants understand proper safety procedures when utilizing the weight room.
- 2). Students are not to use the weight room without supervision. Athletes should dress properly.
- 3). The weight room should be kept clean at all times. It is the supervisor's responsibility to see that this is done.

In accordance with IHSA guidelines, only students enrolled at PBL High School can attend conditioning sessions involving the weight room and/or open gyms.

OPEN GYMS

1. Must follow IHSA guidelines.
2. Time and area must be available for the program.
3. Program will not interfere with in-season sports.
4. Proper supervision must be available at all times.

END-OF-SPORT SEASON REPORTS

At the conclusion of each sport season the head coach/sponsor is required to submit to the Athletic Office the following:

1. Inventory
2. List of names of athletes/participants and awards requested. (All levels including managers, captains, etc.) The athletic office will provide a form for completion.
3. Program evaluations.
4. Complete the end-of-season reports using the forms online.
5. Scheduling suggestions for the following year
6. Preliminary budget for the following year (if applicable).

Assistant coaches/sponsors are required to help with the above items, if the coach/sponsor requests, before ending their coaching responsibilities for that sport. All of the above items should be presented to the Athletic Director no later than two (2) weeks following the conclusion of the sport season.

ATHLETIC ELIGIBILITY

- I. IHSA / PBL Board of Education Scholastic Requirements:
 - A. Scholastic requirements set by IHSA and the Paxton-Buckley-Loda Board of Education must be met.
 - B. Must pass five (5) academic classes in previous semester to be eligible for an activity.
 - C. Must be passing six (6) academic classes per week to be eligible, EXCLUDING P.E. OR WEIGHT TRAINING.
 - D. Meet all other eligibility requirements of IHSA.
EXCEPTIONS:
 - (1) Seniors in the ICE Program must be passing five (5) academic classes, WHICH CAN INCLUDE P.E. OR WEIGHT TRAINING or the current IHSA requirement.
 - (2) Students in Drivers Education must pass five (5) academic classes during the semester in which they are enrolled.

IESA/PBL Board of Education Scholastic requirements must be met.

- A. Must be passing all academic classes when eligibility is checked on Friday of each week.
- B. Meet all other eligibility requirements of IESA.

2. Student athletes/participants must also adhere to the Extra-Curricular Code of Conduct as stated in the High School and Junior High School Handbook.

In addition to the above, all student athletes/participants are required to present the following to the Athletic Office before starting active participation in a sport.

1. Current Physical IHSA/IESA Exam Form (signed by medical doctor or loss of eligibility for that sport season). Physicals are good for 395 calendar days from the date of the previous physical.
2. Athletic Insurance Waiver. Must be signed by the parent/guardian and the student.
3. PBL High School student athletes/participants must also complete the IHSA Steroid testing consent and concussion form as required by Illinois State Law.

In addition to the above rules and regulations, the Illinois High School Association and Illinois Elementary School Association have specific rules regarding attendance, residence, age, etc. This document is online at the IHSA/IESA website.

DAILY REMINDER SHEET FOR COACHES/SPONSORS

- I. Supervision is top priority and cannot be overemphasized. Please keep the following in mind:
 - A. No athletes/participants is to be present in the building until a coach is present. By the same token, a coach/sponsor should not leave the building after a practice and leave students alone in the building.
 - B. Do not give keys to students or community members.
2. Equipment room doors must be locked during any known lengthy absence.
3. All doors to the outside should be closed and locked during outside practices.
4. The gates of the outside facility (football, track/field, baseball, softball) must be locked at all times when not in use.
5. It will be the responsibility of the head coach/sponsor for the following:
 - A. All lights turned off after weekend practices.
 - B. Doors locked after weekend practices.
 - C. Ensure that coaches/sponsors are providing direct and proper supervision.
 - D. No spikes in the locker room or gym. Spikes are to be removed and cleaned outside of all buildings.
6. Take pride in the appearance of our facility, custodians cannot be expected to do the job entirely; everyone needs to help in keeping our facility clean.
7. Emergency or last minute PA announcements turned into the main office must be cleared with the Principal and/or the Athletic Director.
8. A copy of any materials, letters, handbooks, etc., that will be sent home to the athletes/participants must be reviewed by the Athletic Director and Principal prior to distribution to athletes/participants.
9. Cooperate with the faculty, administration, and fellow coaches/sponsors.
10. Keep the Athletic Director informed.

11. Work for your interscholastic program and be proud of it, but never lose sight of the fact it is just one phase of the total program and is not the program. The interscholastic program does not exist for the glorification of one individual or a handful of individuals.

QUITTING:

When a student athlete/participant quits a team, he/she will not be able to participate on another interscholastic program until the current season is completed. If the student athlete/participant receives clearance from the Head Coach/Sponsor and Athletic Director prior to quitting, he/she may be eligible to participate on another team during the same season.

STUDENTS INVOLVED IN MULTIPLE EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES:

Students who are involved in two (2) interscholastic programs or co-curricular activities or a combination of the two on the same date may choose the activity in which they will participate without fear of punishment from the other activity. Students need to be informed that if they miss, they may see reduced playing time due to missing, but this is not a punishment. Students must notify the sponsors.

In case of a conflict between two practices, the student shall be allowed to make a choice, without fear of punishment.

In case of a conflict between a practice and a regular season competition, the student shall attend the competition.

In case of a conflict between two competitions that are not at either state or national level, the student shall be allowed to make the choice of which competition to attend.

In case of a conflict between a state or national level of competition and a regular season competition, the student shall attend the state or national competition.

To be excused from an activity to attend a church function, the student must notify the director or coach of the activity in advance. No disciplinary action will be taken against the student for missing the activity.

TRANSPORTATION:

Students are to ride the school transportation to and from away activities with the group they represent, unless their parents or guardian call and make arrangements with the Administration/Athletic Director prior to the activity, or at the event if the parent makes satisfactory contact with the Administration/Athletic Director. The activity sponsor or coach may release students to their parents, guardian, or the approved designee, after the parent, guardian or the approved designee signs the appropriate sign-out sheet. This sign-out sheet shall be a form approved by the Administration/Athletic Director and retained on file.

Coaches/sponsors must accompany their teams, clubs, or groups on the bus. If they need to drive separately to an event, coaches/sponsors will notify administration and secure school personnel to supervise students on the bus.

Coaches/sponsors and athletes/participants should leave buses and vans litter free after returning from contests and report any problems to vans or mid-buses immediately to the maintenance department. Coaches/sponsors should utilize the mid-bus whenever possible for team travel in order to reduce transportation expenditures. 1-passes have been placed in 2 vans, both mid-buses, and 1 truck for trips to the Chicago area. Mid-buses and vans may be reserved by calling (217) 379-3314 or emailing Lynnette Rudin at lrudin@pbpanthers.org during business hours Monday-Friday 8:00 a.m. – 4:00 p.m.

OVERNIGHT TRIPS

A coach/sponsor must get prior Administrative approval for any overnight trips. Each student and parent must fill out the PBL Student Guidelines for Overnight Trips and Parent Consent form, using forms online on the PBL Dashboard and High School Schedule Start Page, prior to the trip and return the forms to the Athletic Director or building Principal.

CAMPS:

Coaches/sponsors may operate youth and high school summer camps. Coaches/sponsors are responsible for the scheduling, operation, and information about their sport camp. The Athletic Director will aid in scheduling camp times and places so conflicts are averted. Fees should be kept to a minimum to increase participation. Coaches/sponsors shall maintain proper record keeping for all camps. The required forms are online on the PBL Dashboard and High School Schedule Start Page.

DRUG TESTING:

The PBL Board of Education approved a drug-testing policy for extra-curricular participants in 2012. A third-party administrator randomly selects approximately ten (10) 9th-12th grade students each month throughout the school year who participate in an IHSA extra-curricular activity to complete a ten-panel drug test. Coaches/sponsors should familiarize themselves with the random drug testing policy.

SMOKING / TOBACCO / VAPING

PBL CUSD No. 10 has been designated smoke/tobacco/vaping free. There is no smoking, vaping, or tobacco use allowed on school property at any time.

DRUG AND ALCOHOL-FREE WORKPLACE

It is the policy of PBL CUSD No. 10 School Board that all district workplaces shall be free from drugs, tobacco, and alcohol. All employees and/or chaperones shall be prohibited from:

- The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on District premises or while performing work for the District.
- The distribution, consumption, possession of or being under the influence of alcohol while on District premises or while performing work for the District.
- Refer to School Board Policy No. 5.50

NON-DISCRIMINATION COMMITMENT

The district is committed to a policy of nondiscrimination and equal opportunity in its education programs and activities and employment. The district complies with all laws and applicable regulations that prohibit discrimination, harassment, and retaliation by and in the District, including the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
5. Title VII of the Civil Rights Act, 42 U.S.C. § 2000e et seq.
6. The Age Discrimination in Employment Act of 1967
7. The State Officials and Employees Ethics Act
8. The Illinois Human Rights Act
9. Sections 10-22.5, 27-1, and 20.60 of the School Code and 23 Illinois Administrative Code Part 200
10. Victims' Economic Security and Safety Act, 820 ILCS 108/
11. Illinois Equal Pay Act of 2003, 820 ILCS 112/
12. Illinois Genetic Information Privacy Act (GINA), 410 ILCS 513/ and Title II of the Genetic Information Non-discrimination Act (GINA), 42 U.S.C. § 2000ff et seq.

13. Employee Credit Privacy Act, 820 ILCS 70/

For students, this includes the requirement that no person, including a School District employee or agent, student, or other community member, shall discriminate against, harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic identified in Board policy 7:10, *Equal Educational Opportunities*.

For employees, this includes the requirement that no person, including another School District employee or agent, a student, or another community member, shall discriminate against or engage in harassment or abusive conduct on the basis of an employee's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

No student, parent/guardian, employee, or other member of the district community will be subjected to retaliation as prohibited under any law or Board policy, including those laws identified above. Retaliation is an adverse act imposed because a person has asserted a right or participated in a process involving the assertion of a right, including reporting a violation of law or Board policy or participating in the grievance processes used to process complaints based on alleged violations of law or Board policy.

Any person who believes any student, employee, or third party or the district generally has engaged in conduct prohibited by the laws cited above or Board policy, including discrimination, harassment, or retaliation, or who has inquiries about the application of the laws cited above or Board policy should contact a District Non-discrimination/Title IX Coordinator using the contact information below:

Nondiscrimination Coordinator/Title IX Coordinator

Tara Chandler – tchandler@pblpanthers.org

700 West Orleans, Paxton IL. 60957

Phone: (217) 379-9202

The following agencies may also be able to answer inquiries about some of the laws cited above:

1. U.S. Department of Education Office for Civil Rights (OCR) Chicago Office, JCK Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604 Telephone: (312) 730-1560 Facsimile: (312) 730-1576 Email: OCR.Chicago@ed.gov See www.ed.gov/ocr
2. U.S. Equal Employment Opportunity Commission (EEOC) Chicago District Office JCK Federal Building Chicago, IL 60604 Telephone: (312) 872-9744 Facsimile: 312-588-1260 Info@EEOC.org See www.eeoc.gov
3. Illinois Department of Human Rights (IDHR) Springfield Office 535 West Jefferson 1 st Floor Intake Unit Springfield, IL 62702 Telephone: (217) 785-5100 Facsimile: (217) 785-5106 Email: IDHR.webmail@Illinois.gov See www2.illinois.gov/DHR

The district will use the grievance procedures in Board of Education Policies 2:260 (Uniform Grievance Procedure) and 2:265 (Title IX Sexual Harassment Grievance Procedure) to process complaints based on alleged violations of law or Board policy. District administration also uses the following administrative procedures to process complaints of Title IX Sexual Harassment:

2:265 Administrative Procedure AP2

2:265 Exhibit EI

More information on the Board policies prohibiting discrimination, harassment, and retaliation can be found in Board policy, including, for example, Board policies 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited); 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment) More information about how to report discrimination, harassment, or retaliation can be found in Board policies 2:260 (Uniform Grievance Procedure) and 2:265 (Title IX Sexual Harassment Grievance Procedure). The Board's policy handbook is available online.

Training Materials to Train Title IX Team Members

The following materials have been used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process (the District's Title IX Team members):

Training Materials Used to Train Title IX Team Members

Investigator Training
Handout

Title IX Coordinator
Training Handout

K-12 Basic Compliance
Training Handout

BOOSTER CLUB AND FUNDRAISING:

The PBL Booster Club with approval from the PBL School District organizes all athletic fund raisers. Individual teams are not allowed to fund raise. Coaches/sponsors can submit requests through the Athletic Director for supplies and equipment. The Booster Club meets on the first Wednesday of the month.

Coaches/sponsors should only sell sport-specific apparel since the PBL Booster Club utilizes the selling of apparel to fundraise. Coaches/sponsors shall complete the required fund raising from as found on the PBL Dashboard and High School Schedule Start page.

PRE-EVENT OR CONTEST MUSIC:

Music to be played over a P.A. system during a school event or contest must be approved by the Athletic Director.

COACHES HOSTING TEAM EVENTS:

Coaches that wish to host team events should refrain from holding these events at private residences. These events should be held at school or restaurant. Coaches should communicate plans regarding team events with athletic directors and administration and receive approval prior to hosting an event.

VOLUNTEER COACHES/SPONSORS:

A. Requirements

- I. The volunteer coach/sponsor must meet the following requirements:
 - be a certified teacher, or
 - have successfully completed the ACEP or NFHS course before coaching in any manner, and meet any other requirements of the IHSA and the IESA
 - pass the Performance Enhancing (Steroid) Test (High School only)
 - complete the DCFS Mandated Reporter form using the form online at the PBL Dashboard

- Complete an approved AED program within two (2) years
 - Be at least 18 years old and not in High School
2. Volunteer coaches/sponsors shall be subject to background checks. Any criminal record could be cause for rejection.
 3. Complete the application using forms online on the PBL Dashboard and High School Schedule Start Page.
 4. Meet any other requirement of the Board of Education.
 5. Any volunteer coach/sponsor appointed shall be an assistant coach only. The volunteer coach/sponsor **who is not a current PBL certified teacher or ESP**, shall never be directly responsible for the supervision of students at practice, on buses or at games unless a certified staff member is present. **All volunteer coaches/sponsors should be qualified in the area of coaching that they are assigned and should never be allowed to perform functions that they are not qualified for, whether they are supervised or not.**
 6. Coaches/sponsors in Grades 6-12 do not need to be approved by the Board of Education as a volunteer in their particular interscholastic program in which they coach.

Example: *Junior high baseball coaches can assist high school baseball coaches.*
 7. Volunteer coaches/sponsors shall be approved one (1) time per year for a particular interscholastic program.

Example: *Junior high baseball coaches can also serve as high school baseball volunteer coaches.*

VOLUNTEER COACHING APPLICATION



NAME: _____

ADDRESS: _____

PHONE/CELL NUMBER: _____

SPORT: _____

Junior High _____ High School _____ Both _____

PREVIOUS EXPERIENCE:

DUTIES/REPONSIBILITIES: *(How will this person help your staff/program?)*

Volunteer Coach Signature / Date

Head Coach Signature / Date

Athletic Director Signature / Date

Building Principal Signature / Date

UNIT OFFICE VERIFIES:

_____ Criminal Background Check Completed

_____ ASEP Certification or Holds Teaching Certification