

# ILLIANA CHRISTIAN HIGH SCHOOL



## Athletic Handbook

Last Revised: June 2010

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**FORMS AND PAPERWORK**

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Athletic Injury Report form  
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Athletic Discipline Report form  
Student-Purchased Equipment form  
Uniform Inventory form  
IHSA Website Instructions  
Automobile Permission form  
Non-Staff Coaching Contract  
Coaches Evaluation form  
Post-game Sign-out form  
End-of-season Checklist  
Season Summary  
Athletic Department Purchase Request form  
Generic Team Roster Form  
Eligibility Notice form  
Directions to Away Events

## **General Information Section**

### **ATHLETIC PHILOSOPHY**

The interscholastic athletic program at Illiana Christian H.S. is an integral part of the entire school structure. Athletics should never be thought of as being separate from, above, or beneath the normal operation of our school. The athletic programs should comply with and reinforce the school's overall statement of purpose. Our highest goal is to bring athletics under the lordship of Jesus Christ by encouraging the physical, emotional, and spiritual growth and development of all participants through their athletic experiences.

Properly done, athletics are a positive learning experience. The athletes learn to refine their skills and improve their physical fitness. Participants in the program experience the privilege of membership on a team and learn their responsibilities to each other, the coach, the spectators, their school, and their opponents. Being part of the group teaches the important life lesson of placing group goals ahead of personal ones and how to make a personal contribution to the welfare of the team. Athletes are taught how to control their emotions and actions in a Christ-like manner, a valuable skill which carries over into everyday life. Athletes learn sportsmanship. More than mere self-control, sportsmanship is being thoughtful, kind, generous, and courteous even while being intensely competitive. Participants learn self-discipline and the benefits of hard work. Athletes are encouraged to always use and develop their talents to the fullest. School sports teach team members how to both win and lose with grace and dignity.

Interscholastic sports provide opportunity for participants to demonstrate Christian values, such as humility, compassion, and respect, even under the stress of competitive play. Everyone involved – players, coaches, and spectators – can witness to the world around them and can, by their behavior and attitude, bring honor to the name of Jesus Christ. The development of such Christian values in our youth and coaches is a high priority of Illiana athletics.

Athletics are recreational. Team members are involved in activities that are healthful, developmental, and fulfilling. Participation in sports should provide student-athletes with beneficial outlets for self-expression and physical exercise in addition to the sheer fun of competitive play. Interscholastic sports are not only recreational for the players, but also for the spectators. They provide a means by which a community can come together and support the efforts of "their" team. It is the intent of our athletic program for everyone involved to glorify our Lord through their participation in Illiana athletics, whether as fans or as active contestants.

School sports are an extension of the educational programs at our school. God created us with bodies, minds, and souls, and He is concerned about all three. Athletic education programs are an appropriate and necessary part of a complete, well-rounded Christian school. While those teams and athletes with exceptional skills may receive most of the publicity, the benefits of participation in our program are not limited to those few. Our hope is that *all* who participate will be better people as a result of their involvement in Illiana athletics. With this in mind, athletics should be encouraged and must remain an essential part of the total school program.

## ROLE OF THE PARENTS

Parents need to set the standard of exemplary sportsmanship while attending games/matches and when discussing ICHS athletics with others and at home. Because of the nature of athletic competition, parents can be detrimental to a student-athlete's development when they become too involved as aggressive spectators and/or when they act as self-appointed player "agents" or "bleacher coaches" who choose to publicly second-guess coaches' decisions. Also, parents can also be susceptible to the temptation to blame the coach for poor play or lack of performance by their student-athlete or the team. When these types of behaviors occur, the child of these parents may feel excused for his/her effort, or lack thereof, and poor attitudes toward the coach and the team may develop as a result. Parents need to trust the school and coach as partners in the Christian education and development of their child. Coaches are certainly fallible people who will make mistakes at times. However, there must be a trust that the coach is doing everything that he/she can to help their child in their growth as athletes and as young adults. Mutual trust, respect, and encouragement among coaches, players, and parents will result in a top quality athletic program at Illiana.

This is not to say that parents of a student-athlete should remain silent if a problem arises. Like relationships with teachers, parents should feel free to have open, constructive discussions with the coach on issues pertaining to their child. Parents should expect that the coach will respond with honesty, respect, and a mutual concern for the well-being of their child. Parents are advised not to discuss concerns with the coach "in the heat of the moment," but, rather, should wait (at least overnight as suggested in the following "Communication Procedure") until emotions have cooled. In addition, parents should use discretion and restraint when determining whether to bring a concern forward to a coach. In all such cases, the Communication Procedure that follows should be employed.

Parents (and grandparents, aunts, uncles, cousins, classmates, neighbors and friends) in their roles as spectators should understand their responsibilities to be encouragers of the team, supporters of the school, and, most importantly, representatives of Christ. Spectators should remember that school athletics are learning experiences for the students and that mistakes are sometimes made. Athletes from all sports should be praised in their attempts to improve themselves as athletes and as people. In addition, appreciation for outstanding play by either team should be shown

More specifically, spectators should be aware that it is a privilege to observe the game/match. Respect should be shown to the opposing players, coaches, spectators, and support groups. Treat them as our guests, or the name of Christ may be tarnished.

Game officials should be treated with respect. Understand that they, like you, are fallible and are doing their best to promote the student-athlete. Admire their willingness to participate in full view of the public and be eager to accept their authority.

## COMMUNICATION PROCEDURES:

The Illiana Christian H.S. Athletic Department is committed to communicating the goals and objectives of the athletic program, eligibility rules, and expectations of our athletes. If more information is required or should a concern arise during an athletic season, the procedure listed below should be followed:

1. the student athlete should first speak directly with his/her coach,
2. if further clarification is required, a parent should then contact the coach (*it is advised that no contact between parent and coach be made until, at least, the day after the incident/event in question – the so-called “24 hour rule”*)
3. if the issue remains unresolved, the parent should then communicate his/her concerns to the athletic director.

If a problem involving the Illiana Athletic Policy cannot be resolved to the satisfaction of all parties involved, a written request should be made to the athletic director stating the reasons for dissatisfaction. An eligibility committee consisting of two coaches (appointed by the administration), the athletic directors, and vice-principal will be convened to adjudicate Athletic Policy problems according to the following procedure:

1. the written request will first be considered by the committee,
2. the committee may then request a hearing with the involved parties,
3. the committee will make their decision by written ballot with a simple majority vote deciding the matter.
4. if the party or parties involved are still dissatisfied, they may bring the case to the Education Committee of the School Board

## ELIGIBILITY RULES

In order to participate in interscholastic sports at Illiana the student athlete must:

- A. be legally enrolled in Illiana Christian according to IHSA rules. This means that he/she must have been enrolled at Illiana as a freshman in the fall, attended Illiana for all of the current and previous year, or transferred in from another school due to a change in residence. Transfer students sometimes are ineligible for up to a year depending on the circumstances of their transfer.
- B. have an updated Illinois High School Association physical examination card on file in the Athletic Office prior to *any* participation (conditioning, including tryouts, practices, and games).
- C. be covered with medical insurance of their own or with the Illiana Student Insurance offered through the school.
- D. have passed *all* courses from the previous marking period (quarter). Failure to do so will result in the athlete being declared ineligible for two contests. **Note:** any athlete who has been declared academically ineligible will still be required to attend and participate in all practices (with the possible exception of when he is receiving academic help) and should be in street clothes at all

games, even though he/she may not play.

- F. be doing passing work in *all* courses each week in order to remain eligible. If, at any time during the school year, the athletic director is notified of a student failing a class, the student will receive an eligibility warning. At the end of one week the student athlete must demonstrate that he has taken the necessary steps to correct the failing grade. If he/she is unable to do so they will become ineligible until they can prove they are passing all of their classes.
- G. be free from misconduct that might cause ineligibility (see Conduct Policy, pg. 9).

### GENERAL ATHLETIC POLICIES

- A. Athletes who try out and are selected for a team commit themselves to the entire season. Any athlete who decides to quit a team after being placed on the eligibility list for that sport should have a conference with the coach. Students who quit without the coach's approval will not be allowed to participate in other sports at Illiana for a period of up to one (1) calendar year. The actual length of the suspension will be determined after a meeting of the administration, athletic director, coach, student athlete, and parents. The Athletic Director should be consulted in matters where a conflict between an athlete (or parents) and coach cannot be resolved amiably.
- B. No athlete shall drop a sport in season and join another team in the same season unless the situation meets one or more of the following criteria:
  - 1. It occurs before the final cut.
  - 2. It occurs because of an injury and/or
  - 3. it is by mutual consent of coaches or sponsors.
  - 4. It occurs due to extreme circumstances. "Extreme circumstances" do *not* include the following: Personality clash with the coach, insufficient playing time, or cramped social life. The situation must be serious and must have consequences for the persons involved. The coach must also give consent in cases of this type.
- C. Attendance at practice sessions and contests is mandatory. Coaches will ordinarily provide students with a schedule of both practice and contest dates. Students may be granted permission to miss a practice or contest if an excuse is provided to the coach well in advance. Outside of emergencies, last minute requests to miss a practice or game will be denied. Athletes commit themselves to faithfully attend all practices and games and should plan other activities around them during the season. In the event that two school events coincide (i.e. concert and game), the parents of the athlete/musician involved will decide which event is attended without repercussion from either director or coach.
- D. Athletes are required to be at school by **11:10 am** on the day of a contest or practice in order to participate, unless properly excused by the administration. Students who leave school early due to illness are not permitted to return to school for practices or games. Once at school, students must attend all classes (including P.E.) on game days.
- E. Athletes who have received disciplinary action by faculty or administration members must satisfy these obligations as assigned before they may attend practice. On contest days the athlete must

- inform the coach of any pending disciplinary action and make the proper arrangements.
- F. A meeting of all players and their parents will usually be held shortly after the teams have been selected for the purposes of distribution and explanation of school/team policies, collection of pertinent paperwork (emergency care waivers, practice schedules, etc.), discussion of team goals and objectives, etc. Attendance at these meetings is mandatory for all participants and at least one parent/guardian. If a meeting is not held, coaches are expected to provide some kind of booklet/folder with all pertinent information to parents and athletes.
- G. Illiana will provide the necessary transportation to and from away events. All student-athletes are expected to ride the school bus or van. Students should rarely (and only with administrative approval) be allowed to take their own vehicles to any away game/match. If a parent or other responsible adult (grandparent, older brother, etc.) wishes to take their child home from such an event, the parent/adult must personally make arrangements with the coach. The coach should make available a sign-out sheet for this purpose. The same holds true for a student who will be driving him/herself home in a vehicle brought by a parent/adult. Under no circumstances will a student-athlete be permitted to ride home with another student.
- H. Athletes are expected to dress appropriately for any contest, either home or away. Coaches will inform team members of specific requirements. The Illiana policy is that no blue jeans or T-shirts be worn. Proper attire must be worn during practice, as well. This means, specifically, that shirts must be worn by female athletes at all times and male athletes must wear shirts when inside the building. In addition, inappropriate company logos, band shirts, etc. will not be permitted!
- I. Illiana will provide uniforms and, where applicable, warm-up apparel for all teams. School-owned uniforms must be returned at the end of the season in acceptable condition as determined by the coach. Athletes will be held financially responsible (fees added directly to tuition statements) for all items not returned or damaged beyond normal wear-and-tear, and awards, honors, and recognition may also be withheld.
- J. In order to facilitate church meetings, catechism classes, etc. Illiana, with the cooperation of local pastors, has designated Wednesday night as “church” night. No practice shall extend beyond 6:00 pm on that night and, as much as reasonably possible, no games/matches will be scheduled for that night however there will be some exceptions. Afternoon baseball, softball, soccer games and other events may be scheduled for these days with the understanding that these games are usually over before the 6:00 deadline. Occasionally (actually, every spring), the league, over our objections, schedules away games for baseball and softball on Wednesdays. Please be assured that we will do our best to minimize these types of violations of our own policy.
- K. Illiana will not schedule games for the day before any exam, during Spring Break, or on Good Friday. Coaches will be expected to use their discretion when scheduling practices on those days.
- L. Athletes should accept their responsibilities for the cleanliness and maintenance of the Illiana athletic facilities. This includes keeping the gyms, lobby, locker rooms and grounds clean and litter-free. It also extends to the care for and treatment of the buses, vans, equipment and lockers.
- M. Occasionally, in the sport of wrestling, a visiting school will have a female on their team. No

Illiana wrestler will be coerced or required to wrestle someone of the opposite gender. If a cross-gender match cannot be avoided, the Illiana athlete will be permitted to forfeit with as little consequence as possible and with the support of the coach.

- N. Coaches have the freedom to also institute their own policies for their teams and players, so long as they do not conflict with these general policies. Further details on policies re. transportation, practice procedures, dress codes, expected conduct/behavior, will follow in this handbook.
- O. At the beginning of each school year, Illiana offers every student the opportunity to purchase accident insurance. Many families have adequate insurance through their own policies. ***Illiana carries no insurance on athletes.*** The student must either purchase his own insurance or be covered by a family policy in order to be covered during athletic tryouts, practices, or contests.

## CONDUCT POLICY

To be an Illiana athlete is an honor. Athletes are regarded by students, fans, and the general public as examples of what Illiana is all about. To be sure, the same can be said for some students who are not athletes, but that does not diminish the appropriate expectation that athletes be committed to exemplary and healthy living. Therefore the following rules will apply to all those participating in athletic preparation and competition at Illiana. Generally, the season includes the first day of try-outs and extends through the last day of competition. Consequences for second and third offenses refer to offenses within the same academic year.

- A. Student athletes may not use or have in their possession any tobacco product.

Penalty: Immediate suspension from athletic participation for the remainder of the season.

- B. Student athletes may not use or possess alcohol. In addition, such students may not be present at any gathering of peers where alcohol or illegal drugs are used. To avoid penalty for being present at such a gathering, a student must leave immediately.

Penalty: Immediate suspension from athletic participation for the remainder of the season.

- C. Student athletes may not use or possess any illegal drugs (marijuana, ecstasy, prescription drugs not prescribed for the athlete, steroids, cocaine, etc.) or drug paraphernalia (pipes, rolling papers, clips, etc.). Student athletes may not be present where illegal drugs are used or experienced.

Penalty: Immediate suspension from athletic participation for the remainder of the school year.

- D. If a student athlete violates any of the above rules regarding tobacco, alcohol, or illegal drugs a second time within the same academic year, that student may not participate in any organized athletic activity at Illiana for the remainder of the school year.

- E. The administration may impose penalties greater than those prescribed above for offenses it

believes to be more egregious. For example, drunkenness that caused injury to another person might be punished with permanent removal from athletics. Also, the administration will not be bound to legalistic interpretations of this policy; a student athlete that gets drunk on the night before try-outs, for example, will be dealt with as if the offense occurred in season. Finally, the administration also reserves the right to extend penalties beyond the academic year and into the following year if it deems that to be appropriate.

- F. Good conduct is not limited to avoiding tobacco, alcohol, and illegal drugs. . Participation in athletics is a privilege and not a right. Student athletes must display exemplary behavior and attitudes at all times both on and off the athletic field in order to continue to enjoy that privilege. This includes cooperation, good sportsmanship, respect, self-control, and submission to authority. The administration and coaches may impose penalties restricting involvement or participation in athletics as deemed appropriate for any inappropriate conduct.
- G. As alluded to above, coaches may set higher standards of conduct for their players than those set by the school's administration. And coaches may impose additional penalties on their players in addition to those imposed by the administration as long as those penalties do not violate other school policies.

## *Coaches' Section*

### ETHICAL RESPONSIBILITIES

A coach hired by Illiana is required to understand and adhere to the following. Further clarification may be found in the more complete policy statements that appear later in this handbook.

- A. Conduct yourself in a professional and Christian manner at all times.
- B. Set a good example for players and spectators to follow. There should be no arguments in front of players and spectators, no gestures disrespectful to officials or opposing coaches, no temper tantrums, etc.
- C. Show modesty in victory and graciousness in defeat. Encourage players to do the same. Limit remarks to the media to game statistics and team performance.
- D. Sportsmanship should not only be taught, but modeled by the coach. Good sportsmanship by the players must be insisted upon at all times and under every circumstance. Make it a priority.
- E. Never use profanity, obscene language, or improper actions, in public or in private with your team.
- F. Winning, though important, is not our sole objective. Teaching athletes the proper skills and attitudes and seeing that they have acquired the proper mental and physical conditioning is more important. Winning is a natural outcome if this teaching and conditioning takes place.
- G. Motivation of athletes is an important function of all coaches. Only positive types of motivation should be used. Under no circumstances should players be publicly or privately ridiculed. When you praise an athlete, do it in front of teammates. If it becomes necessary to criticize the actions of a player, do so in private so as not to humiliate him/her.
- H. Parents should be made to feel free to ask questions and to become involved. All parents' calls should be returned as soon as possible.
- I. Maintain a friendly but professional relationship with your team at all times. Remember, you are an adult and in a leadership position. Be very careful with their admiration and submission to your authority.
- J. Be consistent when dealing with your athletes. Treat all players in the same positive manner. Enforce all rules uniformly among team members.
- K. Your Christian commitment should be clearly evident in your coaching. It should be visible in your relationships with your players. It should be evident in your style of coaching. We play to glorify God. It's about developing and using our gifts for the good of the team so that Christ will be evident in us.
- L. In accordance with a league policy, "there will be no sharing of information about conference

teams (in any form) with teams outside the conference during state playoff competition.”

- M. Coaches, program assistants, and volunteers must uphold the school policy regarding the use of tobacco and alcohol. Coaches may not use tobacco or alcohol in the presence of their team members. They should not consume alcohol before a game or practice.

### GENERAL COACHING DUTIES

- A. Conduct appropriate try-outs for selection of the final team members. Coaches should speak to each athlete individually. Decisions regarding who makes the team or not should be made with consultation by the head coach and appropriate assistants.
- B. Establish and maintain goals and objectives harmonious with those of Illiana and the athletic department.
- C. The coaches are encouraged to hold a pre- (or early) season meeting with parents and athletes to discuss team goals, rules, the athletic code, etc. and to complete necessary paperwork. If a meeting is not held, a booklet with all this information must be made and given to the parents, athletes, and Athletic Director.
- D. Work with the athletic director in areas of scheduling, record-keeping, awards, and transportation.
- E. Must be willing to submit to background checks and a check of your driving record.
- F. Attend all ICHS athletic department, conference, and IHSA meetings.
- G. Promptly complete and submit paperwork to the athletic director. In particular, submit a roster (see generic form provided at back of this book) to the A.D. prior to the first contest. This is mandatory.
- H. Maintain communication with the athletic director on issues such as roster changes, disciplinary actions, outstanding efforts/achievements, etc.
- I. Begin and end daily practice sessions on time. A practice schedule must be given and specific practice plans be used. Also a copy must be given to the Athletic Directors and the main office.
- J. During the off-season a coach should provide information about, but may not require attendance at, summer camps or open gyms.
- K. Whenever possible, work with feeder school coaches in an effort to establish and maintain a continuous correlated system through the elementary school and the high school.
- L. Supervise your athletes in the locker room before and after practices and games.
- M. Control your athletes in school buildings – ours and opposing schools.

- N. Take responsibility for your athletes on the bus/van and at any athletic contest in which they participate.
- O. Secure team valuables at home and away events.
- P. Be responsible for the security and maintenance of facilities being used for practice or contests. (i.e. no equipment should be issued to teams without a coach present). You need to be present to help facilitate your athletes and set-up.
- Q. Be responsible and accountable for all equipment, uniforms, etc., submitting to the athletic director a complete and accurate inventory at the completion of the respective sport season.
- R. Cooperate with and assist the athletic director in the purchasing of equipment, uniforms, supplies, etc. for the upcoming sport season.
- S. Select, secure, instruct and train responsible student managers whenever possible.
- T. Attend conferences or clinics which broaden knowledge and increase levels of expertise. The athletic department will pay for one clinic per coach for each sport they coach (up to \$100 registration fee plus lodging assistance) as long as a written request is approved by the athletic director before the clinic.
- U. Be knowledgeable and comply with the standards of the Illinois High School Athletic Association and Illiana Christian High School as to practice times, sport specific rules and regulations, eligibility, and coaching ethics. This includes ASEP certification, attendance or watch online IHSA rules interpretation meetings, Metro meetings, rating officials, etc.
- V. Enforce and support the policy which states athletes are not permitted to begin practice or conditioning for another season until the present season is completed.
- W. Submit a written report to the athletic director of any injury or accident which occurs during a practice or contest.
- X. Submit a written report to the athletic director of any disciplinary actions taken against a student-athlete which occurs during the season.
- Y. Be responsible for public relations and publicity for your sport (newspaper, school announcements, bulletin boards).
- Z. Coaches must assist the school in enforcing restrictions on student use of tobacco and alcohol.

## HEAD COACH RESPONSIBILITIES

A head coach hired at Illiana Christian accepts the responsibility to conduct herself/himself with integrity and dignity in harmony with the school mission. Policies of Illiana must be followed in the spirit in which they were written. This practice furthers the coach's ability to extend her/his influence to the sport participants, the student body, the coaching staff, and fellow faculty members.

- A. The head coach has jurisdiction over the tactics, style of coaching, and other decisions occurring at *all* levels of a specific program (i.e. defense to play, freshmen to bring up, etc.).
- B. When practical, the head coach will help interview, and provide input on, applicants for assistant coaching positions.
- C. The head coach is directly responsible to the school administration and the Athletic Directors.
- D. The head coach shall assign duties to assistant coaches and assist the A.D. in the evaluation of these assistants.
- E. Make sure End-of-Season checklists (see Appendix) are completed by all lower-level coaches.
- F. The head coach is ultimately responsible for whatever happens throughout his/her entire program.

## COACHES' CHECKLISTS

These lists are designed to help you "cover the bases" at various points of the season. They are not all-inclusive, but should prove useful.

### Pre-Season

1. Review all eligibility rules established by the IHSA and Illiana.
2. Establish team rules and expectations and enforce them throughout the season.
3. Establish an emergency procedure which shall include: emergency phone numbers, names, address, pertinent medical history.
4. Give players advance notice of at least one month's practice schedule.
5. Attend state rules meetings and the pre-season Metro coaches meeting.
6. Let parents know how much money you will be charging your student athletes to participate in your sport. The amount may not exceed \$100.

### In-season

1. Submit to the athletic director a final roster prior to the first contest and make the final eligibility check.
2. Communicate with the athletic director regarding facilities, equipment, etc. in need of

- repair. Also assign team member set-up and take-down procedures for all home contests.
3. Supervise team members in assisting with event set-up, clean up, and maintenance of facilities for practices and contests.

### Post-season

1. Prepare and submit to the athletic director a complete and accurate equipment inventory. Hold participants responsible for school equipment lost, stolen or otherwise not returned.
2. Communicate with the athletic director approximately a week before the end of the season in regard to ordering awards.
3. Make arrangements for cleaning, collection, and storage of equipment.
4. Make any recommendations or suggestions to the athletic director for changes or revisions to the schedule or program.
5. Prepare and submit to the athletic director a season summary to include: total number of contests completed, scores, names and grades of all participants, records tied or broken, team and individual statistics, honor team selections, championships, participation awards, and any additional information specific to the sport.
6. Arrange a post-season conference with the athletic director to review evaluations.

## GENERAL GUIDELINES FOR TEAM SELECTION

- A. It is the responsibility of each coach to set and communicate criteria for selection of players for their teams. Such criteria may include, but are not limited to, the following:
  1. Christ-like attitudes
  2. Team relationships and sportsmanship
  3. Coachability
  4. Fundamental skills
  5. Previous experience
  6. Knowledge of the game
  7. Physical fitness level
  8. Enthusiasm and willingness to work hard
  9. Dedication and responsibility to the team
  10. Academic progress
  11. Year in school
- B. All eligible students should have at least three days or try-outs in which to demonstrate their ability. There should be no predetermined outcomes. Coaches are required to have *defendable*, concrete reasons for cutting/choosing a player.
- C. When it becomes necessary to make cuts, the coach shall inform each athlete personally and offer possible alternatives to team membership as well as ways for the athlete to improve his/her performance. No posted "cut lists" should be used. It is strongly recommended that there be two adults (and maybe, even, another student) in the room when students are informed and, in delicate cases, specific notes should be taken.

## LEVELS OF PARTICIPATION

All participants are expected to compete at their appropriate age/class level. In such a case where a sophomore or freshman may have the skills necessary to compete at a higher level, such determination shall be made only after the athlete has tried out with his/her peers (same age group) for an appropriate amount of time to make a clear and complete evaluation. If deemed appropriate, the athlete shall be placed on the higher level team only after the following has been fulfilled:

1. The freshman and/or frosh/soph coach acknowledges that the athlete would be best served by competing at a higher level of competition.
2. The head coach acknowledges that the athlete would be best served by competing at a higher level of competition.
3. The athletic directors, the student-athlete, and the parents all provide prior consent. The athlete is not to be informed or involved in the higher level practices or games until this approval is secured.

## PLAYING TIME

Coaches are encouraged to involve all of their team members in the games as much as possible. This is especially true at the lower levels where one of our main goals is instruction in the skills of the game. Freshmen and frosh-soph coaches should try to play everyone in every game. As the player develops and advances through our programs to the varsity level, another of our goals comes into play. Often in a team sport it becomes necessary to put the individual's needs aside for the greater good of the team. This type of teamwork must be taught and is a valuable skill for life. Therefore, varsity team members may not be guaranteed playing time in every game. The coach should still strive to actively involve all of his team members in the game, but players should be taught to accept their various roles and support their teammates in any way they can – even from the bench, if necessary.

## POLICY re. SCHEDULING CONFLICTS

In the event that a student-athlete has a scheduling conflict between two legitimate school activities (i.e. a band/choir concert and an athletic game/match on the same night), the *parents/guardians* shall decide which event the student will attend. Sponsors of both events are to graciously accept whatever decision is made and no repercussions are to be taken against the student. In addition, no efforts to coerce the student one way or the other beforehand are to be used by the coach, director, etc. The A.D.'s will make every reasonable attempt to avoid these situations in scheduling athletic events. If the conflict involves the student-athlete missing or arriving late for a practice due to rehearsal, sectionals, etc. or some other school activity, the coach and sponsor of the activity should discuss the situation and try to arrive at an amicable solution. If this is not possible, then the A.D. and/or principal may be brought in to help resolve the issue.

## PRACTICE POLICIES

All participants are required to attend all practices and contests unless granted special permission by the coach as per the “General Policies” statement. Practices should be governed by the following standards:

1. Practice sessions should be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants. Daily practices should conclude no later than 6:30 on most evenings. Under special circumstances an evening practice session may be scheduled for a varsity team only and with the prior approval of the athletic director or administration. Such evening practices must conclude by 9:30 unless arrangements are made with the Athletic Directors.
2. Mandatory practices should end by 6:00 on Wednesday nights in deference to church activities. Further explanation can be found in the “General Policies” section.
3. At no time are athletes to practice by themselves. A coach or program assistant must be present at all times. Furthermore, no equipment should be distributed or made available until a coach or other responsible adult is present to supervise its use.
4. Proper practice attire should be worn at all times. Female athletes must wear an appropriate shirt *at all times* and male athletes are required to wear shirts when inside the school building. It is the coach’s responsibility to see that this policy is communicated to his/her athletes and adhered to.
5. Students may not be excused from class at any time for practice. This includes seventh period study halls and P.E.
6. Coaches should supervise their athletes at all times. An adult presence in the locker room during dressing and shower time is a very effective deterrent to improper behavior by the student-athletes. Coaches should make a check of the locker room and other facilities before leaving at the end of a practice session.
7. Practices on vacation days such as over Thanksgiving, Christmas, or Spring Break should be scheduled earlier in the day, taking into consideration the family commitments of the team members.
8. In the event school is cancelled in the middle of the day (i.e. “snow” days), practice will automatically be cancelled unless specific permission is granted by the Principal. More details are given in the “Weather Policies” section found later in this handbook.
9. Because of the number of teams and limited gym availability, before-school practices *will* be permitted. They must not start before 6:00 AM and they must conclude by 7:20 AM.

10. In the event there is a scheduled early dismissal of school, practices may be held at the earlier time, provided the coaches are available.

### ATHLETIC PROGRAM ASSISTANTS

- A. Programs which qualify for an assistant must:
  1. have numbers on their respective teams which don't allow the coach enough time for individual attention (12 or more on average).
  2. have teams which need coaching in specialized areas (i.e. track/field events, pitching...)
  
- B. Qualifications for a program assistant:
  1. He/she must be a college graduate with excellent relational skills (exceptions to college graduate provision granted by A.D.'s).
  2. He/she must be ASEP certified (if not teaching certified) with funding provided by the Illiana Athletic department for this training.
  3. He/she must be a firm believer in the Reformed Tradition to which Illiana adheres and possess the kind of Christian character qualities which would be evident to student athletes.
  
- C. Job description for a program assistant:
  1. Work under the direct supervision of the Head Coach.
  2. Assist with ALL levels of practice on a rotating basis, utilizing your talents for the benefit of the program at all age levels.
  3. Subject yourself to evaluations by student athletes at the conclusion of a season in order to provide feedback for improvement.
  4. Provide proof of life experience or be able to demonstrate a thorough knowledge of the fundamentals and strategy of the activity in which you will assist. This will be evaluated in a formal interview by the Athletic Department and the administration if available.

## ATHLETIC INJURIES

The following procedures are to be used as guidelines for the prevention and treatment of injuries to Illiana athletes:

1. Encourage off- and, especially, pre-season conditioning.
2. Make certain beforehand that all equipment and facilities to be used by students are safe.
3. Have consideration for the individual athlete's size and ability (avoid obvious mismatches, take into account his/her physical and mental condition, etc.) before assigning activities.
4. Take weather conditions into consideration during tryouts, practice, or games (temperatures and humidity, storms, etc.).
5. Analyze your coaching methods and procedures, assuring safety in all drills and competition.
6. Provide *complete* supervision - in practice, in games, in the locker room, on the bus, etc.
7. **If an injury occurs** at a home game or practice, immediately contact the trainer at school. If the injury occurs at another school, use their trainer, if available.
8. After consulting with the trainer, contact the parents, if necessary, to provide transportation home (or elsewhere, at the parents discretion).
9. If the injury is serious enough, and parental permission is obtained, call the local EMT's.
10. If the injury is extreme or life-threatening, call 9-1-1 and get help without hesitation.
11. Do not attempt to diagnose an injury. Better to be criticized for being too cautious than to be blamed for aggravating an injury.
12. As soon as reasonably possible, contact the athletic director and fill out the appropriate forms to report the incident for our records.
13. Do not let an injured player return to practice or a game without a written release from his/her doctor or our in-house trainer.

## UNIFORM POLICY

Illiana Christian H.S. will provide complete uniforms and, where applicable, warm-up attire for the student-athlete. Occasionally, equipment and/or apparel may be purchased for and kept by the team members. A few guidelines apply as follows:

1. All school-owned uniforms, warm-ups, and equipment must be returned in acceptable condition at the end of the season. Coaches will inventory and store all school property. The student-athlete will be held financially responsible for any items not returned or damaged beyond normal wear-and-tear. Awards, honors, and recognition may be withheld if this rule is not complied with. Uniforms must be stored at school, not at coach's homes.
2. Any equipment or apparel purchased for the student which he/she pays for and then keeps must be cleared by the athletic director first. A form for such student-purchased equipment is available from the athletic director and should be used to help the athletic secretary in

collecting the moneys necessary. Coaches may not require any financial commitment from any players without prior approval by the A.D and it may not exceed \$100.00 per athlete per season.

3. Under no circumstances should a coach make the purchase of additional equipment such as shoes, warm-ups, etc. mandatory or co-erced. For some families, this type of added expense may simply be more than they can afford at this time and we want no Illiana athlete to feel compelled to spend extra money just to “keep up” with his/her teammates.
4. Coaches will maintain an inventory list of all school-owned uniforms, warm-ups, and other equipment and provide a copy of that list to the athletic director at the end of each season. Included with the inventory should be a note informing the A.D. as to where the team’s uniforms and equipment are stored.
5. Uniforms will be replaced on a rotating scale about 1 time every four years. For the schedule see the Athletic Directors.

### DEALING WITH COMPLAINTS

- A. Because complaints can generally be handled most effectively closest to the source, the coach is encouraged to address concerns directly with the party bringing the complaint, be it a player or a parent.
- B. Remember to pay attention and listen; maintain a professional attitude (i.e. do not get angry); write or record everything that is said; do not react or defend immediately; always end the session with a plan which is understood by all parties involved. Always express your appreciation for the input and concern. Always act and react with love.
- C. Keep in mind that your non-verbal communication is very important and can effect the end result of the conversation.
- D. In the event that a complaint cannot be resolved at the first level, it may be necessary to refer the concern to the athletic director. The A.D. may ask for your continued participation in further attempts to resolve the matter.
- E. Do not get involved in third party complaints (“so-and-so told me about what happened with his son and I don’t think it was handled very well”). Facts can become altered through the conversation process and you have no means of bringing closure. Simply ask the third party to have the complainant contact you.

## LEGAL ISSUES CONCERNING ATHLETICS

According to legal resources, the area where schools are most vulnerable to lawsuits is in the area of transportation. Illiana has adopted some specific policies regarding the transport of students to and from athletic events. Please read the “Transportation Policies” section found elsewhere in this handbook and stick closely to the guidelines listed there. They have been devised for the school’s protection and yours.

In addition, please be reminded that Illiana has adopted a “no corporal punishment” policy which prohibits the use of physical punishment in the discipline of students. This carries over to the athletic program as well. Do not take disciplinary actions that could potentially cause physical harm to your athletes. A failure to adhere to this policy puts Illiana at great risk of legal action. A slightly more detailed explanation can be found in the next section of this handbook.

Also, for your information, in recent court cases involving schools, and athletic programs in particular, schools, administrators, and coaches have been held liable for a student injury for all of the following reasons:

1. failure to adequately supervise an activity,
2. negligently entrusting a duty to an underqualified or unqualified individual,
3. failure to teach proper skills,
4. failure to teach protective skills,
5. failure to provide and maintain a safe coaching and playing environment,
6. failure to inspect, repair, or recondition equipment properly,
7. failure to teach athletes to inspect their own equipment,
8. failure to provide proper effective equipment,
9. failure to properly play an activity,
10. failure to create and set policies and procedures for an activity,
11. failure to follow and enforce such policies and procedures,
12. failure to adopt safety standards of administrative organizations (school, IHSA, ...),
13. failure to match or equate athletes,
14. failure to properly administer first aid,
15. failure to warn of inherent dangers of the activity,
16. failure to assess an injury or incapacity of an athlete, and
17. failure to keep adequate and accurate records.

These are, of course, not the only things for which a school or coach can be sued, so please be on your guard against any possible problems like those listed above. Please protect Illiana and yourself by providing as much of the knowledge, skill, safety, etc. listed above as is reasonably possible. Try your best to not put us in a position for which there may be no defense. Keep accurate records, adhere to school policies, supervise your athletes, protect your athletes, teach them to protect themselves – in general, take care of the athletes in your charge as if they were your own children.

## CORPORAL PUNISHMENT POLICY

The administration and board of Illiana Christian High School has adopted a “no corporal punishment” policy across the board for all school activities, including athletics. This means that no physical punishment may be used to discipline students or athletes. What this means exactly is up for interpretation by the administration, so if you are in doubt as to whether a specific tactic is allowed or not, it would probably be a good idea to check with the athletic director, assistant A.D., principal, or vice-principal before applying the punishment in question.

This is not to say that some traditional practice drills (i.e. “cupcakes,” “horses,” or whatever you may call them) are to be discarded altogether. All we ask is that your disciplinary policies be constructive in nature and not simple revenge. One classic example may explain our position on this matter. There has been a longstanding basketball drill where one player stands at the free throw line and his teammates line up on one end line. The player with the ball shoots his free throw. If he misses, the rest of the team must run a wind sprint. If he makes it, someone else takes his place. While this may seem like corporal punishment at first glance, in reality it puts the shooter in a stressful situation under which he must perform. This gets the shooter accustomed to game pressure and the sprints help to condition the other members of the team. This type of drill *is* acceptable under the new policy. If the validity of a disciplinary method you use is in question, please consult with an administrator for further advice.

## TRANSPORTATION POLICIES

- A. Travel to all athletic events shall be made by charter bus or mini busses with an approved adult (coach, teacher, or parent) driving at all times. All student-athletes will be expected to ride the school-provided transportation. Students are not allowed to transport themselves in a private vehicle to away events without special permission from the athletic director or an administrator.
- B. When charter buses or mini busses are used, the following should be observed:
  1. Coaches will travel to and from all away events on the school-provided transportation. Coaches should not drive their own vehicles to any event unless adequate supervision (another coach/adult) is provided for the bus also going. This should only be done for special circumstances and should not become a regular practice.
  2. Coaches may be required to drive the school mini busses to their away events. The school will provide an “I-pass” (if necessary). These items and the mini bus keys can be obtained from the athletic secretary and office personnel. Coaches should make sure they have any necessary phone numbers (opposing school, emergency personnel, etc.) before they leave. Keys should be returned to the office as quickly as practical after using a mini bus. Any problems with the mini busses should be reported to the athletic director or vice-principal.
  3. At no time should an Illiana student be allowed to drive a school mini bus.
  4. The busses should be recognized as a part of the entire athletic system and no conduct should be allowed that reflects adversely on the individual, team, or school. Team

members should never stick or throw anything out of the windows of a bus used to transport athletes. When a mini bus returns after an away event, the team should remove any garbage that they bring onto or find on the bus/van. Coaches are asked to check the condition of the vehicle before the bus leaves or is parked for the evening.

5. All players are to use the school-provided transportation. If a parent or other responsible adult (grandparent, older sibling, etc.) wishes to take a student-athlete home from an away event, he/she must personally make arrangements with the coach. The coach should provide a sign-out form for such instances. Under no circumstances is a student to ride home with another student.
- C. When circumstances dictate that students transport themselves and teammates to an off-campus practice site, a parental consent form must first be obtained and presented to the coach, who will then pass it on to the athletic director. The coach also will assign the passengers to the approved/designated drivers. This arrangement will only be used when no other means of getting athletes to the practice site is available and the coach is ultimately responsible for his/her athletes' safety and transportation.
  - D. When a team leaves school early for an athletic event, the student-athletes are responsible for speaking to their last-period teachers before they leave to gather work to be done. The athlete will be responsible for any and all work missed due to an early release.

## STATE TOURNAMENT PARTICIPATION

When an Illiana team or individual qualifies for the State Finals, the following guidelines will apply:

- A. If a **team** qualifies for the state finals, the entire team may go to the event as spectators, alternates, subs, or whatever you'd like to call them. The school will provide transportation, lodging, food, and supervision for these team members as well as for the coach, program assistants, and other chaperones as needed. *If a coach decides for some reason to NOT take along non-playing team members, that is his/her prerogative. No coach will be forced to supervise non-playing team members.* Any lower-level players who attend the finals do so at their own expense and only with parental permission and supervision. This includes a "chosen" absence from school if necessary. The school will not be responsible for their transportation, rooms, food, or supervision.
- B. If an **individual** qualifies (wrestling, tennis, cross-country, golf, track, ...), his/her teammates may go along, but only *essential* practice partners ("*essential*" to be defined by agreement of the head coach and A.D.'s) will be paid for and supervised by the school. The school/coach will be responsible for these extra students' transportation, food, lodging, and supervision. Any others who go in support of their teammate(s) will need to take a "chosen" absence from school, pay their own room-and-board, and arrange their own transportation (preferably a parent or two). The school will not be responsible for these people.
- C. Unless a team qualifies to compete in the State Finals, Illiana will not be financially or otherwise responsible for players who choose to go as spectators.

These policies are not designed to deny anyone the right to support their teams or teammates in the state tournaments. They are only in place to protect the school from liability and to allow coaches some discretion as to who they take along or leave behind.

### FACILITY RESPONSIBILITIES

- A. All coaches are expected to assist, along with their team members, in the preparation and care of the athletic facilities and equipment. “Normal” setup requirements should be arranged with the custodians, if practical, or should be handled by the coaching staff. “Special” setup needs (that would be difficult or impossible for the coach) should be discussed with the athletic director so arrangements can be made for those items.
- B. Many of the athletic facilities serve also as teaching facilities for physical education classes. Consult with, and be considerate of, the physical education teachers in the use of the facilities and equipment. This includes the equipment storage rooms off both gyms. Please leave these rooms in such a condition that they do not create additional work for the P.E. teachers or other coaches.
- C. When facilities are used by a number of teams during the same season (i.e. spring sports), the athletic director will develop a “facilities use schedule” with the input of varsity coaches. Be considerate and cooperative in situations of high demand.

### COACHING EVALUATIONS

- A. Coaching evaluations will be done near the conclusion of each season by the athletic director with input from student-athletes. Evaluations may be used as partial basis for retaining or releasing of coaches.
- B. All coaches under evaluation must arrange for a time to meet with the athletic director to review the evaluation results. Results will be kept on file in the athletic office.
- C. New coaches will be evaluated during their first two years, or as necessary.
- D. Illiana staff member coaches will be evaluated once every three years.
- E. Non-staff coaches will be evaluated every other year, or as deemed necessary by the athletic directors.
- F. All evaluations may be subject to review by the administration or school board.

### HIRING POLICIES FOR COACHES

- A. Illiana Christian H.S. is an equal-opportunity employer and will not discriminate against any potential employee due to race or ethnicity. We do, however, expect all coaching personnel to be

firm believers in the Reformed Tradition to which Illiana adheres and possess the kind of Christian character qualities which would be evident to student athletes.

- B. Anyone hired as a coach at Illiana must meet or exceed the I.H.S.A. requirements. This means that all coaching personnel will either hold a valid teaching certificate or have completed an appropriate training course (A.S.E.P., funding for which will be provided by Illiana after hiring) before their season begins. In addition, all coaches will undergo a background check, fingerprint check, and their driving record will be reviewed. Coaches will also be required to take the drug information test required by the state and well as the concussion test.
- C. Illiana expects that all of their coaches will be certified in CPR and have a thorough knowledge of first-aid (covered in the ASEP training course.) Even though we have an on-site trainer, coaches are often in situations where they need to know basic first-aid techniques.
- D. When there are multiple candidates for a coaching position, preference will be given to on-staff personnel if all other qualifications are equal. This is in accordance with the ICHS board leadership policy.
- E. Non-faculty coaches will be issued annual contracts which are renewable by agreement of both the coach and Illiana.
- F. Faculty coaches will operate under their school contracts, either annual or continuing, unless a situation arises in which the coaching position is terminated by either the coach or the school.
- G. Volunteers must also fill out applications and undergo background checks.

### Wellness Center Policies

- A. Illiana Christian H.S. will provide suitable wellness center for use by Illiana staff, students, and athletic teams.
- B. Illiana will also provide supervision in the form of faculty/adult monitors to allow student use of the weight room throughout the year after school on Mondays, Wednesdays, and Fridays from 3:00 to 4:30. This is intended for athletes and others to work out even though they may be currently “out of season.” Coaches should encourage this type of activity for their athletes.
- C. Coaches who would like their teams to use the wellness center during the season are encouraged to do so on Tuesdays and Thursdays and supervise their team members themselves. This would leave the weight room open the rest of the week for athletes training in their “off” seasons. This would also keep the responsibility for supervision with the coach and not dump it off on the weight room monitors.
- E. Additional wellness center rules apply as follows:
  - 1. The wellness center is for Illiana student and staff use only. Students wishing to use the

- wellness center must:
- a. be a member of a school athletic team, or
  - b. be a member of the school's weightlifting club, or
  - c. have received specific permission from the wellness center supervisor or the A.D.
  - d. All must have a program they are working on. It is not a place to hang out.
2. No one is allowed to work out in the wellness center unless:
    - a. there are at least two other people present to assist in spotting, **AND**
    - b. there is an adult (coach, weight room monitor, etc.) present
  3. No food or beverages (other than water) are allowed in the wellness center.
  4. Proper clothing must be worn in the wellness center. Shirts must be worn at all times.
  5. The wellness center supervisors reserve the right to limit the number of students who occupy the wellness center at one time. Their decision is final.
  6. Please keep the weight room free of garbage, lost clothing, etc. A messy weight room is an unsafe weight room. It is your facility to use, but if it becomes too dirty, that privilege may be taken away.
  7. Always store weights properly when you are finished using them. Don't leave anything lying around on the floor – use the racks provided.
  8. Any foolish, destructive, or unsafe behavior observed in the wellness center will result in the student's privileges being revoked.
  9. No equipment is ever to be removed from the wellness center.
  10. Athletes who are "in season" will be given priority for the use of the wellness center only if their coach requests a specific time slot in advance. Otherwise, it's "first come, first served."
  11. Please remember to lock up the wellness center and turn out the lights if you are the last person to leave.

## WEATHER POLICIES

- A. When adverse weather occurs, the following procedures should be observed:
  1. If school is closed due to inclement weather (snow days), the athletic director will notify the coaches. On such days, practices will only be allowed with the principal's permission. Such decisions will be made on a case-by-case basis and will obviously depend on road conditions, weather forecasts, etc. Students who return home due to a school closure may not be required to return to school for a practice.

2. If a home game must be cancelled due to inclement weather, it is the AD's responsibility with the exception of Saturday contests. In that case it is the coach's responsibility to contact the opposing school as soon as a decision has been made. He/she will also be responsible for notifying his/her team of the cancellation.
  3. If an away game is in question because of weather, the coach should contact the host school before leaving to see if a decision has been made. In the case of a cancellation, the coach is again responsible for notifying his team members.
- B. For outdoor sports, when inclement weather is forecast, but school is not cancelled, the following guidelines should be used: *(in sports where the officials are present to make the call, their decision will be final)*
1. All weather related issues will follow IHSA guidelines.

### WHAT THE ATHLETIC DEPARTMENT WILL/WILL NOT PAY FOR

To clarify exactly what will be paid for by the athletic department and what will not, the following guidelines apply. If there is a question regarding special purchases and payment, please contact the A.D.

- A. The ICHS athletic department will pay for:
1. coaches' clinics, seminars, etc., including ASEP training for non-staff personnel (**up to \$100 registration fee per person and up to \$75 for one night's food/lodging per person**)
  2. coaches' and participants' lodging, entry fees, meals (*commensurate with the general school policy*), etc. for approved overnight tournaments,
  3. equipment and necessary items for your sports, but all must be approved by AD's.
  4. official assistants to the coaching staff,
  5. mileage if you drive to scheduled contests because of a lack of transportation or if you are going down state.
  6. school-supplied or A.D.-approved end-of-season awards (letters, pins, plaques, etc.) – The letters, pins, and plaques will still be available for athletes who want them, but will not automatically be handed out. Certificates will still be given by the Athletic Department along with 4 year plaques and the special plaques. All coaches will be given a small budget (\$25.00 for lower level teams and \$35.00 for Varsity) to purchase any other awards that you would like for your team.
  7. coaches' admission to IHSA state finals in their sport (but not lodging or meals)
  8. Metro banquets – We will pay for the coach and athlete being awarded.
- B. The athletic department will not pay for:
1. team T-shirts, sweatshirts, jackets, etc. (not even championship shirts),
  2. shoes, equipment bags, etc. or any other nonessential or student-owned equipment,
  3. trips to non-IHSA tournaments that are not approved

4. additional costs incurred when a coach's spouse accompanies him/her to a tournament or other event (*if they share a room, fine, but we don't pay for extra rooms, meals, etc.*)
5. camps for student-athletes,
6. **un**official assistants to the coaching staff
7. student-athlete tickets to IHSA finals,
8. post-season banquets, publications, etc. honoring ICHS athletes or coaches
9. mileage to pre/post season meetings or banquets.

### POLICY REGARDING PURCHASES IN THE ATHLETIC DEPARTMENT

- A. Coaches wishing to purchase something for their team must have it approved by the AD's. Please meet with them regarding your purchases so budgets can be watched or tracked.
- C. Notify the athletic secretary of any items purchased by the school which will later be paid for by the athletes. You need to turn in a list of players with how much they will be paying to the athletic secretary. Make sure the amount = what the bill is. If you order an extra, it must be figured in to what the athletes are required to pay.
- D. Coaches may not require athletes to buy any equipment/uniforms without approval of the A.D. There is a \$100.00 limit for what coaches can charge athletes per season.

### POLICY REGARDING FUNDRAISING AND DONATIONS

- A. The Illiana athletic department will provide the funds necessary for equipment, uniforms, tournament entry fees, etc. for all teams within the athletic program.
- B. Athletic teams and/or coaches may not hold fundraising activities or solicit parents or other constituents for money for their particular teams' needs or wants. If a parent or someone else approaches a coach wishing to make a donation, the coach should discuss the matter with the athletic director **before** accepting anything. As tempting as it may be, make no promises that you may not be able to keep.
- C. When they are received (**unsolicited**), donations made to the athletic department will be used for the team/item specified by the donor as much as possible, unless the gift is determined to be excessive or unnecessary by the A.D. or administration. In that case, the donation may be used for other needs within the designated program or assigned to the general athletic fund, **but only with the approval of the donor.**

### AWARDS POLICY

- A. Illiana Christian H.S. Athletic Department will award only ONE varsity and ONE frosh-soph letter to an athlete over the course of his/her four-year eligibility at Illiana to those athletes who want a

letter. We will no longer be given them to every athlete because the interest is simply not there and it is not worth the cost. The same holds true for F/S letters. Athletic awards are given as follows:

1 <sup>st</sup> year on a Freshman team	=	patch
1 <sup>st</sup> year on a Frosh-Soph or Sophomore team	=	F/S letter and pin
1 <sup>st</sup> year on a Varsity team	=	Varsity letter and pin
1 <sup>st</sup> year on a second (or 3 <sup>rd</sup> ) F/S or Soph team	=	pin
1 <sup>st</sup> year on a second (or 3 <sup>rd</sup> ) varsity team	=	pin
2 <sup>nd</sup> year on a Frosh-Soph team	=	chevron
2 <sup>nd</sup> year on a Varsity team	=	bar
3 <sup>rd</sup> year on a Varsity team	=	star
4 <sup>th</sup> year on a Varsity team	=	plaque

- B. Coaches are encouraged to set clear standards for the awarding of a letter. Whatever criteria are used, they should be based on things over which the athlete has input or control so the responsibility for earning a letter is placed on the student-athlete and not on the coach. For example, playing a minimum number of minutes or innings should not be used since the coach has the most say in such measurements. The athletic director is available to assist coaches in determining what criteria should be used. As another example, an athlete who has been suspended for violation of the school athletic code should not receive a letter for that season. The intention is not to take awards away from deserving athletes, but, rather, to make the receipt of an award more meaningful.
- C. Coaches are also reminded that at the close of their season they may present “special awards” plaques to deserving members of their teams. Actual categories can be made up by the individual coaches (i.e. most valuable, most improved, best attitude, defensive player of the year, etc.). Names and categories should be submitted to the athletic director within a week of the end of your season so the plaques will be ready by your team party. Varsity coaches are permitted to present up to three of these awards and frosh-soph coaches up to two.

### SCHOLAR-ATHLETE OF THE YEAR AWARD CRITERIA

Each year the athletic department chooses senior athletes who have excelled athletically and academically using the following criteria:

1. One male and one female recipient
2. Must be academically ranked in the top 25% of the class and carry a minimum of a "B" average.
3. Must have lettered in at least one sport in each of their four years at Illiana.

4. Those nominations are then considered by the athletic directors and the head coaches on staff.

### SENIOR ATHLETE OF THE YEAR AWARD CRITERIA

Each year the athletic department chooses senior athletes who have excelled athletically using the following criteria:

1. Nominations are received by the A.D. from all varsity coaches.
2. Those nominations are then considered by the athletic directors and on-staff varsity coaches.
3. Selection will be made by a majority vote. Announcement of these awards will be made public at the end of the year awards assembly.

### Christian Sportsmanship Awards

Each year the athletic department chooses senior athletes who have be a leader and modeled Christian behavior in every area of their life and fits the following criteria:

1. Nominations are received by the A.D. from all varsity coaches.
2. Those nominations are then considered by the athletic directors and on-staff varsity coaches.
3. Selection will be made by a majority vote. Announcement of these awards will be made public at the end of the year awards assembly.
4. This award is given to a senior athlete is exemplifies Christian Character in all aspects of their life including athletics.

### OPEN GYM/CONDITIONING

Open Gym is subject to the following restrictions as outlined by the I.H.S.A.:

1. Coaches/supervisors shall not engage in any kind of coaching during supervision of open gym time. They are not even allowed to set up teams. You are there as a supervisor.
2. Attendance by student athletes must be voluntary.
3. Open Gyms can be neither sport nor gender specific.
4. Condition must also be neither gender nor sport specific. It must be seasonal conditioning and it will be run be a coach chosen by the Athletic Department. You cannot condition as a separate team or program.

### SUMMER CAMPS

Individual and team summer camps may be helpful in improving individual and team skills. Attendance at summer camps is NOT mandatory and will not be used as a basis for team selection. Coaches are responsible for communicating the availability of camps to all students eligible for participation in the program. Information including pay scales, times, and weeks should be made with the summer camp director.

### SITE SUPERVISOR DUTIES

- A. Be the first to arrive and organize. Be last to leave when crowds clear.
- B. Welcome visitors, escort them to locker rooms, and make sure any valuables are secured and room locked.
- C. Check the facility. Make sure everything is safe for competition and assist coaches with setup if necessary.
- D. Obtain the cash box from athletic director or secretary. Help ticket-taker set up before fans arrive.
- E. Check bleachers and lobby. Make sure everything is presentable for guests and fans.
- F. Introduce yourself to opposing coaches, officials, ticket takers, and scorers. Let them know you're in charge if anything is needed or in case of emergency.
- G. Check the lobby and locker room bathrooms during and after the games for vandalism.
- H. Escort officials to office following the match and briefly stand by to prevent disturbances from fans or coaches.
- I. Secure gate receipts. Leave them locked in the coaches' office.
- J. Assist in breakdown supervision and locking away of all equipment. The contest site should be clean before and after the match.

### RESPONSIBILITIES OF TICKET-TAKERS

- A. Show up on time (45 min. before the start of the event, except CCHS, State Tournaments and Homecoming, when you should be there an hour before)
- B. Get cash box from site supervisor when you arrive.
- C. Set up table by gate, and post signs on table and in entryway. (price, "No Re-entry," ...)
- D. Check pep band members off list as they enter (leave in cash box)

- F. Strictly enforce “no re-entry” rule for all students!!!
- G. Ask reporters, scouts, and officials/referees to sign in at table.
- H. Offer season passes and add new names to list in cash box.
- I. Find athletic director, site supervisor, or administrator if you have any problems.

PAY SCALE FOR ATHLETIC PROGRAM HELPERS (Adults/Students)

		<u>Adult</u>	<u>Student</u>
TICKET TAKERS	Freshman A/B (2 games)	30	
	Two levels (F/S or S/V)	35	
	Three levels (F/S/V)	50	
	Homecoming / CCHS	55	
	Wrestling - dual	25	
	- double dual	35	
	Tournament (all day)	70	
SCOREKEEPER / Book	Freshman (1 game)	25	7. <sup>50</sup>
	Freshman A/B (2 games)	40	10
	Two levels (F/S or S/V)	45	15
	Three levels (F/S/V)	65	
	Tournaments - bball or vball	TBA	TBA
	- wrestling	65	30
TIMEKEEPER / Clock	Freshman (1 game)	25	7. <sup>50</sup>
	Freshman A/B (2 games)	40	10
	Two levels (F/S or S/V)	45	15
	Three levels (F/S/V)	65	
	Wrestling - dual	45	10
	- double dual	55	15
	- tournament	70	30
SITE MANAGER	One Evening Winter	50	
	One Evening Fall/Spring	40	
	Lower Level Contests	30	

**Forms and Paperwork**

All necessary forms can be found on-line or talk to your Athletic Director.