

2022-2023

Coaches and Activity Director Handbook

Dallas ESD 327

Superintendent / Principal	Alissa Tucker
Activities Director	Rebecca Thompson

COACHES AND ACTIVITY DIRECTOR HANDBOOK 2022-2023

Co-op Teams

Dallas Elementary School District #327 and La Harpe Community School District #347 work cooperatively to provide sporting and extracurricular opportunities for students. Students who wish to participate in a co-op sport or activity will be expected to comply with the rules in that agreement as well as the coach's rules.

Sportsmanship

Participants, coaches/sponsors, fans, community members, and any other representatives of Dallas Elementary School District #327 and La Harpe District #347 are expected to demonstrate the highest qualities of sportsmanship. Swearing, use of questionable language, obscene gestures, inappropriate body language, arguing, or insubordination towards game officials, coaches/sponsors, other athletes, and spectators will not be tolerated. The administration and coach/sponsor will handle these cases individually, but repeated instances will cause dismissal from the team or activity. Poor sportsmanship is never acceptable. In addition, IESA has consequences for ejections. A player who is ejected from a contest will now be required to miss the next two contests at the level at which the ejection occurred and all contests in the interim and complete the National Federation of State High School Associations Sportsmanship course. A second ejection by the same player in any sport will result in a five-game suspension and a \$100 fine. For coaches who are ejected, the automatic two game suspension for the first offense and five game suspension for the second offense was not changed. Coaches who are ejected will still serve a two game suspension at the level at which the ejection occurred and all other contests in the interim but will now be required to complete the NFHS Sportsmanship course and pay a \$100 fine. A second offense will result in a five-game suspension and a \$250 fine. Coaches and students are personally responsible for their own ejection fines. The school hosting the sport will be held responsible for any fan that is ejected by requiring that fan to watch the NFHS Sportsmanship video prior to returning to watch contests and provide proof to the IESA Office that the video was viewed.

Interscholastic Philosophy Statement/Guidelines: We believe interscholastic athletics and extra-curricular activities are an integral part of the total curriculum of the school. It is believed the following statements reflect our philosophy:

- Activities must be for all boys and girls who wish to participate.
- Athletics and extra curricula must be educational and contain learning experiences that fit into the overall educational program; be controlled by school authorities, both local and state; and have been duly approved by the School Board.
- Emphasis will be on fun, physical development, skills, social experience, good sportsmanship, and achieving team goals.

- 5th and 6th grade athletes can expect playing time in all games as long as they are meeting coach's expectations and are eligible academically. Coaches will notify the athlete and the athletic director of students who will not be playing and their reasoning.
- In sports with 5/6 grade and 7/8 grade teams that are administered separately (basketball and volleyball) any player may only "move up" with approval from the Principal of the hosting district in consultation with the cooperating district Principal, and if needed in consultation with the Athletic Directors. If players are needed tryouts will be held for athletes that want to move up. Tryouts are not open to spectators.
- 4th grade will be included in the 5th-grade programs when participation numbers are low.

ACTIVITIES DIRECTOR JOB DESCRIPTION

TITLE Activities Director

REPORTS TO Elementary Principal and Superintendent

PRIMARY FUNCTION To administer the student activities program for the School Districts.

RESPONSIBILITIES

1. See that all IESA and Conference Rules are followed.
2. Make a weekly check to see that all students, grades 5 – 8, participating in an extracurricular activity are eligible. The Activity Director will give each coach a copy of the eligibility status every Friday.
3. Work with the Transportation Clerks, in both districts, securing transportation to and from contests for the following: team members, coaches/sponsors, managers, and cheerleaders.
4. Make sure that all athletic equipment, uniforms, and supplies for activities are inventoried by the coaches at the end of each season.
5. Work with the building and grounds maintenance employees to see that playing fields, floors, or other necessary facilities are ready for contests.
6. Supervise all home and away (when needed) extracurricular activities on a scheduled arrangement with Elementary Principal and Superintendent.
7. Schedule and have Principal's signature for contracts for Jr. High contests.
8. Work with the Principal to prepare a budget. NOTE: All orders must be approved by the Elementary Principal. Purchase Order numbers must be used to place an order.
9. Order equipment/supplies for all activities from the COOP and itemize the order to submit to the district secretary for ordering.
10. Attend meetings of extracurricular booster clubs and provide leadership and guidance for their participation in the educational process in cooperation with the principal.

11. Attend IESA and conference meetings (Sand Valley and Hancock County) as needed.
12. Make sure all association dues are paid.
13. Secure all referees, timekeepers, crowd control personnel, and other such personnel as necessary to conduct home activities.
14. Schedule district facilities, for practice times and home games, in a fair and equitable fashion for all extracurricular activities, within the restrictions of the district calendar.
15. Responsible for accounting and maintaining proper files of all athletic physicals, accident reports, and other necessary reports (need to work with the Elementary Secretary).
16. Make sure all officials' checks (including scorekeeper, gatekeeper and bookkeeper) are available at the game. Note: Notify the bookkeeper one day prior to the game.
17. Work with coaches to schedule required extracurricular student/parent meetings.
18. Call meetings of coaching staff at the beginning of seasons or when necessary.
19. Make recommendations to the Superintendent / Principal for policy program changes as necessary.
20. Assume any responsibility that is directed by the Administration or the Board of Education.
21. Conduct all investigations of infractions of extracurricular rules and regulations of students and coaches/sponsors and then report findings and make recommendations to the administration.
22. Annually update coaches and sponsors on the rules and regulations of their association (IESA, IMEA) and conferences.
23. Review any incentives proposed by coaches prior to implementation.
24. Secure signed contracts from all officials prior to the first game of the season.
25. Attempt to remind officials 2 weeks ahead of time of upcoming events.
26. Notify the principal and bookkeeper to pay midterm and final check for coaches. Note: Must be sure all equipment, uniforms, supplies, coaches' keys, etc. are collected and inventoried before issuing final check authorization.
27. When games are postponed or canceled, call schools involved, call officials involved, and media, and reschedule time with school, when needed and then inform administration.
28. Tournament organization: set-up tournament, schools, officials, information sheets, check schools for payment of entry fees and rosters, set-up workers: ticket taker, score clock, book, door workers and fax results. Also crowd control when needed.
29. See that all awards are ordered and assist the extracurricular staff in administering these awards. See that coaches turn in a list of award winners to the office.

30. Eligibility for all sports: check current physical dates, check insurance/permission forms, make roster sheets, weekly eligibility – fill out a sheet on D/F students and copy for the coaches and administration.
31. Prepare a coaches checklist for eligibility to play, fees, physicals, etc.
32. Home games: responsible for seeing that the score table, timers' clock, National Anthem are set up, open and lock doors, workers ready, greeting teams & officials, and checking locker rooms.
33. Work cooperatively with cooperating school staff, coaches, students, and parents to successfully implement all co-op agreements in particular scheduling home games in both districts and making necessary transportation arrangements.
34. Help coordinate fan buses for sporting events if needed or wanted. A minimum of 25 students need to be signed up.

Program Development

- The head coach or sponsor will be responsible for his/her own programs. In cases where there are disagreements about program development or coordination between levels, all coaches and sponsors involved shall meet with the administration to achieve a positive resolution of any problems.
- Coaches may hold camps to teach fundamentals and skills needed for their sports.
- Students shall be encouraged to attend appropriate camps and clinics to learn fundamentals and to practice the basic skills and techniques of the activity, but attendance at camps or clinics is not mandatory to participate in athletics or co-curricular programs.

Expectations for Participants

Participants are to fully comply with district policies and regulations for participation in athletics and co-curricular activities. Specific rules may be added by coaches or sponsors or activity directors as deemed necessary.

Coaches/sponsors may impose certain rules that are stricter than the rules within this handbook with the approval of the administration

- Only athletes who are members of a team are to be present at practice. There shall be no parents, siblings or friends of athletes present. Coaches may ask high school athletes to help with practices.
- As long as a transfer student did not try out, practice, or participate in the previous school he/she can join the team. Participants are expected to observe all training/practice rules.
- In sports with 5/6 grade and 7/8 grade teams that are administered separately (basketball and volleyball) any player may only "move up" with approval from the Principal of the hosting district in consultation with the cooperating district Principal, and if needed in consultation with the Athletic Directors. If players

are needed tryouts will be held for athletes that want to move up. Tryouts are not open to spectators.

- 4th grade will be included in the 5th-grade programs when participation numbers are low.
- Participants are expected to give their best effort at all times. This is for practices and contests.
- Participants are expected to represent their school in a positive manner and display outstanding sportsmanship, and high standards of acceptable social behavior.
- IESA rule 3.042 states students may participate in non-school athletic competition, either as individuals or team members, at any time they are not members of a school team in that same sport. Participation in those teams is encouraged as long as the activity does not conflict with a school sponsored sport or activity. If there is a conflict the student must be in compliance with the school sponsored activity.
- Participants are to be present for and participate fully in all practices and games/events/contests, unless excused by the coach or sponsor. Participants who know in advance that they will be absent from practice or an event for appointments or other good reasons (excluding participation on another athletic team) must discuss his/her absence with the coach/sponsor in advance. Unexcused absences from practices or games will carry penalties as determined by the coach/sponsor.
- It is required that every participant and parent/guardian sign off that they have read, understand, and will implement the activities handbook regulations.
- If a participant neglects or does not take proper care of his/her uniform, including lost items, they must pay the cost of replacing the individual uniform at a price determined by the activity director.
- Participants are expected to comply with all rules and directions governed by State sponsored events as well as all team and school rules when attending State events. This would also include any directions and rules given by coaches or other school affiliated adults during the event.
- It is the responsibility of the participant and their parents to pay for any expenses they committed to before the completion of the season. If the debt is not paid the student will not be allowed to participate in any other sport or activity until debt is paid.
- It is the responsibility of the participant to return within one week from the end of the season clean uniforms and/or any other clothing or gear issued to the participant during the course of the activity.
- The student must be in attendance by 10:30 a.m. to participate in an event that evening unless a legitimate, prearranged excuse other than personal illness is used (examples: doctor or dentist appointment, funeral, or family emergency). Weekend activities are governed by Friday's attendance. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

- DCES sports and activities shall take priority over activities and sports sponsored by outside organizations.

Responsibility and Expectations of Coaches and Staff

1. Every coach and coaching staff member must be thoroughly familiar with the cooperative agreement and its guidelines.
2. Submit a copy of team rules to the office and Activities Director prior to the first meeting with the team and parents for approval. It should be aligned to the coaches and activity directors handbook as well as the Cooperative Agreement.
3. Participants are to behave and dress in a manner that represents their school in a positive way. Team rules should address standards of dress and behavior for practice and games, as well as other expectations of the coaching staff.
4. Meet with participants and parents to ensure that the coach's/sponsor's expectations and team rules are clear for all the participants and to make sure that all participants are aware and understand the Activities Handbook of Dallas Elementary and La Harpe School Districts.
5. Ensure that all participants comply with the Activities Handbook throughout the entire season. It is the coach's responsibility to make sure that ineligible students do not compete.
6. Be fully prepared for each practice and contest. This means both physically and mentally.
7. Model and promote sportsmanship among participants, coaches, parents, fans, and community members.
8. The Coach and Assistant Coaches will give their full time and attention to the athletes and participants in their care. Therefore, children of coaches who are not participants of the sport or activity will not be permitted to ride the bus to and from practices or games or attend practices.
9. The Coach and Assistant Coaches will direct and coordinate program development together.
10. Promote their individual programs within the community and area.
11. At the end of the season, document in writing award winners and give them to the office.
12. Collect all uniforms and equipment and provide an inventory to be submitted at the end of the season, in the Excel program, to the activity director.
13. If a participant loses or does not take proper care of his/her uniform or other related items, the coach will notify the activity director for restitution.
14. At the beginning of the season, submit to the activity director an official certification list stating the names of all students participating in the activity. Notify the activity director of any changes on a weekly basis.
15. Fill out an accident report form for any accident involving physical injury to a student under their supervision. Use the proper forms and fill them out as soon as possible following the accident and deliver them to the activity director and principal.

16. Do not allow students to return to their academic lockers or classrooms during or following practices. Do not open these areas to the students.
17. Coaches must be in the building by 3:00 P.M. for 3:30 practice times unless riding on the practice bus to the practice. Coaches must be ready to properly supervise participants at all times including when participants are practicing or competing under the auspices of the school. The coach must remain with students until they leave or are picked up by parents following practices and games. Coaches will not leave students unsupervised.
18. Check all locker rooms and exits after participants leave the area, making sure outside exits are secure.
19. When visiting other schools, please examine the dressing room area, which is assigned to our school before the team enters. Examine it again once they have left to go home. Immediately report any damage to another school's facility and determine who is responsible.
20. Coaches/sponsors must ensure safe procedures and safe conditions at every contest and every practice.
21. Schedules will be created by AD and school administration.
Coaches/sponsors will have all changes in practice schedules approved in advance by the activity director and the principal. After approval these schedules will be supplied to participants and their parents.
22. Except as specified elsewhere in these regulations, coaches/sponsors will not impose severe disciplinary measures or remove a participant permanently from participation. A temporary suspension of the participant pending administrative review is permitted.
23. Coaches/sponsors are expected to be aware of and able to use basic first aid procedures, as well as knowing what to do in case of serious accident, injury, or emergency. When in doubt, call the ambulance. Let the activity director know if you need a training class to learn proper medical procedures.
24. Coaches/sponsors are encouraged to attend an appropriate coaching clinic or coaching school at least once every two years.
25. All coaches will attend the appropriate rules interpretation meetings sponsored by IESA, failure to keep current will result in suspension.
26. Each coach/sponsor or activity director as deemed necessary shall add specific rules. Coaches/sponsors may impose certain rules that are stricter than the rules within this handbook with the approval of the administration.
27. Administration has the final say on any disciplinary actions taken.

Chain of Command

Before the start of each sport, the head coach will conduct a mandatory parent meeting regarding rules, regulations and additional team rules will be distributed at that time. If at any time, an athlete or parent has an issue/concern with a coach or program, the below process should be followed:

- 1) Athlete meets with the coach to discuss the problem
- 2) Parents and/or athlete meet with the coach

- 3) Parents and/or athlete meet with the Athletic Director and/or Principal
- 4) Parents schedule a meeting with the District Superintendent
- 5) Parents request a meeting with the Board of Education

Coaches should never be approached to discuss a problem or complaint immediately following a game.

24 Hour Rule

Adults, parents, guardians and spectators, are not to approach a coach to discuss a situation, game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least **24** hours after the fact.

Scheduling

- The length, time, and dates of practices shall be determined by the coach/sponsor of each activity or sport, subject to advance approval by the activity director or administration. Coaches/sponsors must consider participants' ages, physical condition and limitations, as well as academic and community demands upon the participants when determining the length and intensity of practices.
- Practice schedules will be created by school administration and provided to the Athletic Director to share with coaches. If coaches/sponsors have conflicts or would like additional practices, they will ask the AD to add or remove practices.
- When setting practice times and schedules AD and school administration shall have respect for and give appropriate consideration to the needs of families and parents, as well as church and community organizations.
- Any desired change to the practice schedule or event must be approved in advance by the activity director and principal. School administrators have the final say in scheduling.
- AD will not schedule practices until school in-service are completed unless coaches are not school personnel.
- Practices during school non-attendance days will be permitted on a case by case basis.
- Sunday practices are prohibited unless authorized by the Board of Education in advance.
- In most cases, athletic practices and games/events are canceled on days when school is dismissed early or not in session due to weather conditions.
- A game may be played the night school was canceled due to weather at the discretion of the administration under certain circumstances.

Participant Expectations for Practices

No missed practices are allowed unless prior approval is received from the coach. The athlete/parent is required to notify the head coach or front office prior

to missing practice. (Participants may not tell a teammate; they can't give participant approval.)

- Participants must be on time: This means he/she is dressed and ready to play at 3:30 p.m. If an athlete is late to practice, the team coach will give the consequence.
- Other sports will not infringe on DCES or LJHS sports practices. If a participant misses a practice to go and practice another sport, this will count as an unexcused absence.
- Missing practice for a family function, emergency or vacation will be addressed with each individual family.
- Being present at practice but not participating will be considered a "missed practice".

Procedures When a Participant is Ill or Injured

Student participant health is of concern to coaches and every member of your team. In the event a student participant feels ill or injured, the student participant should notify the coach. Even minor injuries can become serious; therefore, all injuries should be reported. Any sickness/injuries will be addressed with the athlete's best interests in mind.

If an athlete is injured and has visited a doctor, a release note is REQUIRED from the doctor BEFORE the student will be allowed to resume practice.

A participant who has been excluded from PE by a licensed medical professional will not be allowed to participate in practices or games until released.

Whenever a student participant is injured or has an illness of a minor nature, he/she is required to dress out (but not participate) and stay with the team during the workout or practice. Participants learn from each practice session, whether he/she is actually practicing or simply observing.

Student Athlete Concussion Information

Before being allowed to participate in a sporting activity, a student must have a signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or a game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play, practice, P.E. or recess until

the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Transportation

1. Sponsors/Coaches will be in charge of students from the time they leave school until they return.
2. All participants must ride school provided transportation to all events. In case of serious emergency or unusual hardship exceptions may be made with prior approval of the coach. Failure to be on time for the bus is not considered a hardship or an emergency.
3. Coaches and/or sponsors will have a sign out sheet at each away event. Parents must sign their child out, indicating that their child is now in their custody.
4. Parents who want their child to ride with another parent home from an event must make arrangements with the building principal, school office or coach and submit the request in writing. Oral requests will not be honored and oral permissions are not valid.
5. It is a privilege to ride the bus. If the student is removed from any bus (regular route, field trips, or extra-curricular) for a disciplinary reason, he/she is not eligible to ride any buses until reinstated. If he/she cannot ride a bus, then he/she may not participate in away games or activities.
6. Sponsors/Coaches are responsible for remaining with the students until all students have been picked up from an event or practices. Students who are riding the bus home from an event will make contact with their parents on the way home giving an approximate time of arrival at a drop off location. Parents must be at the location when students arrive, and must pick up students at ending time from any practices.

Expenses of the Team

District money is not budgeted for IESA activities. Each coach must meet with the Activities Director and School Principal to create a budget for the season. It is the coaches' responsibility to keep a tally of all expenses for the season. At the end of the season the coach will meet with the activity director/principal to discuss the expenditures.

Awards Program

Each school and sport will determine when and where the awards program will be. All awards programs will be approved by the administration.

Coaching Salary and Mode of Payment

All coaches will receive a salary. Before final payment can be paid, all equipment and uniforms must be inventoried, and an expense summary of the season needs to be submitted to the activity director and principal.

All keys issued to coaches for the season need to be returned before final payment can be issued.