

This handbook is designed to assist all coaches, assistants and athletes the policy on all events related to athletic activities.

Extracurricular Activities Handbook

Dwight Township High School #230



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EXTRACURRICULAR ACTIVITIES HANDBOOK

Dwight Township High School

District #230



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Winning should not become a matter of "winning at all cost." At Dwight Township High School we will strive to develop the abilities and interests of student athletes with the goal of maximizing interscholastic athletic opportunities for the greatest number of participants within reasonable financial and program limits.

DEPARTMENT OF ATHLETICS

The Department of Athletics shall be under the direct supervision of the Director of Athletics, whose responsibilities shall be outlined by the School Board Policy Manual.

ATHLETIC DIRECTOR

The Athletic Director shall work with all personnel in establishing a program that will facilitate an efficient system toward athletic development.

Administrator and Supervisor of Athletic Facilities: (equipment and field). It shall be the duty of the Athletic Director to establish and recommend for the improvement of all athletic fields and athletic equipment pertaining to athletics on the high school level. The maintenance and the care of athletic facilities will be coordinated between the Athletic Director and the maintenance department.

The Athletic Director shall be responsible for the recommendation of all personnel under his jurisdiction.

Game Schedules: It shall be the duty of the Athletic Director, in cooperation with the coach, to act as an advisor in the scheduling of athletic games and to make final recommendations.

Officials: It shall be the duty of the Athletic Director, in cooperation with the coach, to employ and approve officials for all high school athletic contests.

Budget: The Athletic Director will be responsible for the making of a budget and supervision of the budget. Final approval is made by the Board of Education. The Athletic Director will prepare all budget requests and present them to the Business Manager for processing.

Scorers/Time Keepers: It shall be the responsibility of the Athletic Director to secure all scorers and time keepers for each athletic contest.

COACHES

Coaches as Role Models: The coach has an integral part of modeling good sportsmanship, positive attitude, and work ethic to their players. Below are some ways coaches can model a winning attitude:

- J Keep it positive - use constructive criticism when correcting behaviors.
- J Always be a good sport yourself.
- J Teach sportsmanship by congratulating the other team, win or lose.
- J Don't gloat or intentionally "run up the score" on a team that you are aggressively beating already.
- J Help weaker players with positive encouragement.
- J Never argue in front of the players

Coach's Aid to the Athlete: The coach can be of great help by encouraging and checking the activity of each player. A coach can see how a player's grades are progressing and check the athlete's course of study throughout the year.

Coach/Athlete Communication: Often athletes will have a problem that they will bring to the coach long before they confide in anyone else. No matter how trivial the problem may seem to an adult, it is important to the athlete or he/she would not discuss it with the coach. A coach should know his/her limitations in this area; the role should be that of a good listener and the coach should help as best he/she can. Criticizing other faculty members weakens the coach's position.

Communication with Parents: Service can be rendered to the athlete and the school if the coach will forward information to the parents telling them the objectives of the team, the value of sports, the coach's philosophy, and other information that may interest them and help gain their support. Head Coaches will conduct, prior to the beginning of the competitive season a parents meeting. An agenda of meeting topics will be submitted to the athletic director prior to this meeting. Topics or information to be presented:

- J Coaching Philosophy, all levels
- J Team Rules and Expectations
- J Team and Parental Sportsmanship
- J Establishment of positive relation base with parents
- J Assistance by parents with none-coaching activities

Coaches' Obligations to the Athlete: Each year our society becomes more complex. Thus, athletics teach many lessons that must be absorbed by individuals in order to cope with these complexities. As coaching becomes increasingly demanding from the technical standpoint, the coach may often have difficulty remembering the obligation to the athletes and the vital moral leadership coaches should offer.

Personal Appearance: There is a great deal that the coach can do for the athlete. The coach's personal standards are a consideration. The manner of dress, both on and off the field, should set an example. Practice attire should be neat and clean and the clothes worn around the school or the community should show professionalism and good taste.

Language: A coach has an obligation to the athlete in language and general conversation. It is important that the coach retain the respect of the entire community as well as the members of the team. In addition, a coach must be constantly be aware of fair play and be a good sportsman. Actions in a tense situation give an insight to a coach's true personality and maturity. These affect relationships with the team. Coaches must be in control of themselves at all times.

Philosophy: At times, there may be a difference between the philosophy of a coach and school policy concerning some matter. Just as the philosophy of a coach prevails when there is a difference between coach and an athlete, so too will school policy prevail in all instances and differences. School athletic activities must be conducted in such a manner that they provide a wholesome experience for both players and spectators.

Morale: Developing a high level of morale is the coach's responsibility. Coaches must have a sincere interest in their players and be loyal to them. Coaches should make every effort to develop pride and self-respect within their squad.

Enthusiasm: There must be enthusiasm within the coaching. Enthusiasm spreads and when the team feels this quality in the coaching, the attitude and outlook of the players pick up. This should not be a fostered quality; it must be sincere.

Honest Appraisal: In high school, the coach plays an important part in the selection of a college by the athlete. Those athletes who have the ability to play in college should be given an honest appraisal of their abilities and opportunities by the coach.

Influence: The influence a coach has on his players is tremendous. Let us hope the coach never loses sight of this or ceases to strive to make the athlete not just a better athlete in performance, but a better man or woman in the world.

THE ATHLETE

Obligations: The team's members should also be made aware of their obligations. They will know what their training rules are and why they are in effect. They will also know what the locker room and practice field regulations are and in what manner they are expected to obey them. They will have full knowledge of game discipline and control. Just as the coach is expected to be loyal to the team, coaches will demand the same loyalty on the part of the individual team members to the team. It is not enough for the players to know their obligations, but these obligations must be enforced.

Athletes in the School: In the school, the athlete will dress appropriately. An athlete should also make an effort to do the best possible job in the classroom. The coach will insist that the athlete be polite in all dealings with faculty members. An athlete must be a good on-campus citizen, achieving a good reputation and commanding respect from those with whom he/she comes in contact.

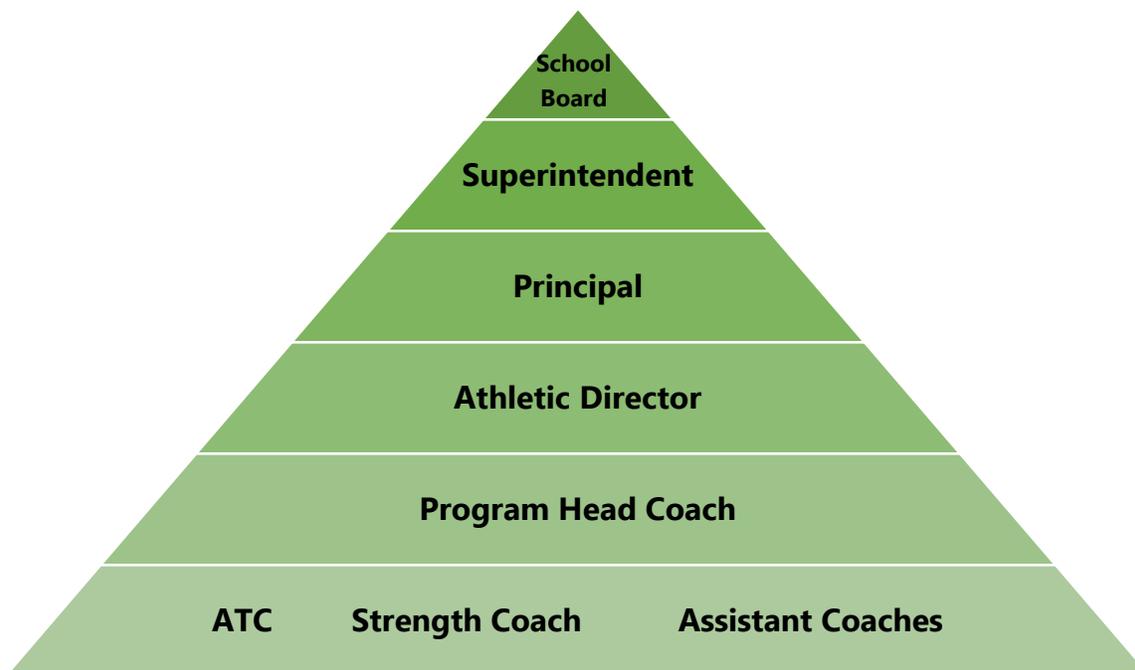
Athletes in the Community: The athlete will be alerted by the coach to his/her responsibility in the community. The athlete represents the school and helps formulate community opinion of the school as some people know the school only through the athlete. This extends to other communities as well.

Athletes as Role Models: Though an athlete may not realize it, younger men and women in the community may look to him or her as a role model or hero. They must be faithful to the image the youngsters see in them. They could alter a young athlete's entire athletic outlook because of a lack of devotion or lack of awareness.

Early Dismissal: On days of early dismissal, all athletes must leave the building and return no earlier than 3:15 for their scheduled practice unless an early practice has been scheduled and the coach is present.

GENERAL ORGANIZATION

In any institution, a delegation of duties and responsibilities is necessary. The following chart illustrated the chain of communication as it pertains to the Athletic Department. The school and the Athletic Department can function smoothly only when the line and staff relationship show below are observed.



See the individual immediately above you on the chart for matters pertaining to your department or sport. The varsity coach is the Program Head Coach and is responsible for all teams in that sport. Assistant coaches should see him or her about matters pertaining to that sport.

Unprofessional behavior or disloyalty, such as jumping the chain of communications, going outside groups, or forming pressure groups (either student or adult) to get things that have been refused by the administration or not requested through normal channels, will not be tolerated. Such practices ignore the whole administrative and organizational setup of the school and place those that follow such procedures in a position of working against the administrative staff and the policies they have established.

DUTIES OF THE PROGRAM HEAD COACH

The head coach shall report to the Athletic Director and supervise all assistant coaches assigned to that sport. The head coach's basic function is to carry out the aims of the Athletic Program. He or she is responsible for the conformation of the squad with the policies and regulations of the Board of Education, School Administration, Department, Conference, and High School Association.

A. Entire Year Responsibilities

1. Be responsible for the basic organization of staff with regard to material to be used, methods, practice areas, time schedules, equipment and the assignment of students to each level of the sport involved.
2. Formulate behavioral objectives (team rules, expectations) for the coming season. A current copy of these behavior objectives will be on file in the athletic director's office
3. Keep abreast of new knowledge and innovative ideas and techniques by attending clinics, workshops, and reading in your field and to encourage assistants to do the same.
4. Have understanding and knowledge of rules and regulations regarding the sport as presented in the I.H.S.A. Handbook. Keep abreast of rule changes.
5. Implement proper procedures for out-of-season practices and procedures, according to I.H.S.A. and Dwight Athletic Department regulations.
6. Hiring Assistant Coaches with the guidance of the AD. All head coaches employed by the Dwight will be allowed to provide assistance to the building principal and athletic director in regards to the filling of vacancies within their sport for assistant coaching staff. Assistance with the hiring process is defined as, screening applications for qualifications, direct communication with building principals pertaining to applicants, arranging and attending any interview of potential candidates, and involvement with the principal on the final decision pertaining to which candidate to offer the position.
8. The Athletic Director will evaluate each of the head coaches. Forms will be provided by Athletic office. If the head coach has any issues regarding an assistant coach a mid-season and end of the year evaluation is needed.

B. Seasonal Responsibilities

Before Season

- a) Assume responsibilities for signing proper registration and IHSA forms for all athletes.
- b) Arrange for the payment of necessary fees.
- c) Augment the accident reporting and insurance procedures as well as IHSA procedures.
- d) Provide accurate information needed to compile lists and other reports needed.
- e) Arrange for systematic issuance of school equipment.

During Season

- a) Implement a positive teaching/instruction approach to sport.
- b) Provide information for transportation, officials, and game management.
- c) Assume responsibility for constant care of equipment and facilities being used.
- d) Assume supervisory control over all phases of teams.
- e) Organize and schedule practice sessions on a regular basis.
- f) Apply discipline in a fair, firm, consistent and positive manner.
- g) See that building regulations and rules are understood and enforced.
- h) Utilize safe teaching methods which emphasize safety for the athlete.
- i) Display ethical conduct during practice and contests.
- j) Instruct players concerning rules and rule changes.
- k) Be responsible for in-service training or upgrading of the staff.
- l) Keep equipment locked up and equipment room organized.
- m) Supervise dressing rooms before and after practices and games.
- n) Coaches will maintain checks on the scholastic progress of the athletes in their sport.

End of Season

- a) Arrange the systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
- b) Arrange issuance of athletic letters and special awards.
- c) Arrange cleaning, storing, and inventorying all equipment.
- d) Be concerned with the care and maintenance of facilities by making recommendations concerning additions and improvements.
- e) Recommend equipment purchase needs or repairs, adhering to established timeline.
- f) Submit recommendations for next year's schedule.
- g) Submit team record at the end of the season to the Athletic Director.
- h) Submit recommendations for next year's coaches.
- i) Submit reports as instructed by Athletic Director or Administration.

DUTIES OF THE ASSISTANT COACHES

Assistant coaches report to the head coach and shall be responsible for the full understanding of their function and dimension within the staff. They shall execute the duties as set down by the head coach.

A. Entire Year Responsibilities

1. Have understanding knowledge of rules and regulations presented in the I.H.S.A. Handbook.
2. Keep abreast of rules and rule changes.
3. Keep abreast of new knowledge, innovative ideas, and techniques by attendance at clinics and workshops.
4. Assist head coach in carrying out his responsibilities.

B. Seasonal Responsibilities**Before Season**

- a) Assist head coach in proper registration of all athletes.
- b) Assist head coach in making a systematic issuance of school equipment.
- c) Assist head coach in providing accurate information needed to compile eligibility lists and other reports.

During Season

- a) Implement a positive teaching/instruction approach to sport.
- b) Assume responsibility for constant care of equipment and facilities being used.
- c) Assume supervisory control over athletes and teams and to assume assigned supervisory control over all athletes in the program when such control is needed.
- d) Be in regular attendance at practice sessions and contests.
- e) Apply discipline in a firm, fair, consistent and positive manner.
- f) Utilize safe teaching methods which emphasize safety for the athlete.
- g) Display ethical conduct during practice and contests.
- h) Provide head coach with information needed in making game reports and publicity releases.
- i) Instruct players concerning rules and rule changes.
- j) Keep equipment locked up and equipment room organized.
- k) Supervise dressing rooms before and after games and practices.

End of Season

- a) Assist in the return and inventory of school equipment.
- b) Recommend athletes for letter awards.
- c) Recommend facility maintenance and improvements.
- d) Recommend equipment to be purchased.
- e) Recommend schedule improvements.

START OF SEASON

The following procedures should be followed when starting the season:

1. Request equipment and supplies by the date specified by the Athletic Director. Use the proper forms provided by the Athletic Director.
2. Players must have a current physical to participate in the first practice of the season.
3. All levels of sports will turn in names and numbers of players (in numerical order) to the Athletic Director upon completion of the first week of practice.
4. It is the responsibility of each head coach to ensure the following is completed before an athlete is allowed to practice:
 - a) Verify that all athletes have current physical examinations. All forms from physical examinations should be turned in immediately by the athlete to the **Athletic Office.**
 - b) Rosters supplied to this office should be current so that they can be checked with paid lists from the main office.
 - c) The coach and the Athletic Office will distribute code of ethics forms and IHSA forms to all athletes. The athlete and his/her parents are to complete and sign both sides of this form. **When complete, the athlete is to return the form to the ATHLETIC OFFICE.**
5. Coaches who are due to order uniforms through the uniform rotation may do so only for the varsity level unless approved by the athletic director. Warm-up for teams may not be purchased through the uniform rotation.
6. Coaches must have a parent meeting to discuss expectations as well as the school insurance policy.
7. Team meetings and practice sessions are to be held on the starting dates as outlined by the I.H.S.A.

END OF SEASON

Upon completion of a sport's season, equipment will be promptly turned in, and that squad's season is complete, regardless of level. All athletes of that sport will not be subject to mandatory practice sessions after that, but will be released and be allowed to join squads of other sports that are starting their seasons. In this instance, completion of a sport constitutes a squad playing its final game of the season as opposed to ending the season on a date that corresponds with the I.H.S.A. State Finals for that particular sport.

The following procedures should be followed when ending the season, and should be completed within two weeks of the season ending:

1. Complete wish list and supplies and materials list for the next year
2. Complete inventory of equipment.
3. List of equipment lost, persons issued equipment and cost of items lost.
4. Boxed equipment ready for shipment to reconditioning company.
5. Equipment and uniforms should be stored in a safe and dry area and sealed tightly.
6. All equipment checked out from the Athletic Department and equipment borrowed from other sports should be returned.
7. Report any equipment that is damaged or in need of repair.

TRY-OUT/ELIMINATION POLICY

Every student athlete wishing to "try-out" for an athletic team should be given a fair and appropriate time frame to demonstrate his/her athletic abilities. A recommended time frame would be not less than TWO separate practice sessions. All coaches utilizing the "try-out" format will provide a fair and honest appraisal of the athlete's ability. Coaches should give players grades or scores in fundamentals areas during tryouts so coaches can compare scores for final decision in selecting the team. Coaches must remember that this is a very stressful and sensitive time for those student athletes that are being eliminated. Compassion should be used when dealing with these situations.

Coaches or advisors may determine squad size based on the following criteria:

1. Appropriate in skill for the level of competition.
2. Ability to adhere to the principles of team play and **work ethic**.
3. Proper attitude of individuals.
4. Work habits and loyalty to the program.
5. Classroom **work**.

TEAM CAPTAIN SELECTION PROCESS

1. The team members, not the coaches or people outside the program, will select team Captains.
2. It is important that before the team vote, the head coach explains to the team what characteristics they are looking for in a team captain
 - a) The coach shall decide how many team captains they will have and each team member will vote for the designated number of captains
 - b) The players with the highest vote totals will represent the team as a captain(s)
 -) For example, If the coach decides there will be three captains, each member of the team will write down three names. The three names that are written with the highest frequency will be the captains.
 -) The head coach will break a tie in the voting
3. The responsibilities of the team captains shall not include decisions on
 - a) Player playing time
 - b) Player position
 - c) Discipline
 - d) Delegation of duties

TRANSPORTATION

1. In-Season Travel- Students who leave the school and travel with a coach or supervisor should return to the school by the same mode of transportation unless student is signed out by a parent or another adult approved by the students parent. **Student must have a note stating who they are riding home with and must be signed out by that adult.** Students may not ride home with anyone under 21 years old.
2. Summer travel- Sports teams are allowed to use the school activity buses or the school vans as long as they are signed out properly. Students should not be allowed to drive to summer games unless that student has parental permission and it is a special circumstance (i.e. job interview, coming from work, etc.). Students driving other students should not be allowed. Parents may caravan players to and from away contests.
3. Conduct of all squad members on the bus is **the responsibility of the coach** and not the bus driver.

GAME CANCELLATIONS

Conference events will take precedence over non-conference events with reference to rescheduling rainouts. Athletic events, especially non-conference events that are postponed due to inclement weather will not be re-scheduled if time does not permit and/or the game is not a deciding factor in conference standings

AWARDS PROGRAM

1. Awards are given as recognition of outstanding performance in athletic activities. They should not be used as bribes to get athletes out for a team. The value of these awards should, instead, be in the achievement they stand for and not their financial worth.
2. Make the requirements for a letter known to your squad members early in the season. This will lessen the dissatisfaction expressed at the end of the season by some athletes who do not receive letters or were not familiar with the requirements. Special situations (injuries, etc.) will be decided by the coaches and Athletic Director. Awards may be withheld unless the athlete has a valid reason for being absent at the awards program. The type of awards program, the date, and site is the responsibility of the head coach.
3. All awards are to be purchased from school funds. The soliciting or accepting of additional awards from outside individuals or organizations may be a violation of IHSA policy. These awards must be approved by the AD.
4. Recipients of individual plaque awards (MVP-MIP) will be determined by the head coach or a team vote. Each varsity team will be provided with 1 of each plaque at the expense of the athletic department. Additional plaques for MVP and MIP and any other plaques will be purchased by the team's activity account.

Letter Awards:

Freshman- Numerals and Certificate

Sophomore- JV letter (1 per career) and Certificate

First Time Varsity- Varsity Letter (1 per career) - Pin, and Certificate

Returning Varsity- Pin and Certificate

Underclassmen must play 50% of games to receive a JV or Varsity letter. If they are not playing 50% of the games they should not be moved up to the JV or on the Varsity team. All first time juniors and seniors will receive a pin and varsity letter regardless of playing time. **(All letters and numerals must be picked up in the athletic office any time after the sports banquet.)

Senior Awards:

- J **Three Sport Athlete Award:** Any senior athlete that has played 3 sports each year for their entire career at DTHS will be recognized.
- J **4-Year Participation Award:** Any senior athlete that has participated in a sport for all 4 years of their career will be awarded a certificate.
- J **Playing in College Award:** Any senior athlete that is going on to play inter-collegiate athletics will be recognized.

Criteria for Legion Male/Female Athlete of the Year:

- J The outstanding senior female and male athletes will be determined by a vote of the head coaches and the Athletic Director. The only criteria to be considered are the following:
 - J Be nominated by a head coach.
 - J Each head coach will be able to nominate one athlete from their team and vote on the female and male athlete of the year. Head coaches will meet as a group with the AD and present information about the nominated athletes. A ballot will be given to each coach at the end of the meeting which will decide who are the winners.

ELIGIBILITY

In compliance with athletic eligibility requirements established by the IHSA, Dwight Township High School will utilize the following procedure:

Academic:

- J **Weekly:** A student must be passing all academic subjects weekly to participate the following week. Students will become academically ineligible for one week with one failing grade (1 F).
- J **Semester:** In order to participate in the following semester, a student must not fail more than one academic subject in a given semester.

Attendance:

- J The school authorities do not want the health of any student jeopardized by a student taking part in athletic contests or practices when such participation would be detrimental to his or her health.
- J No athlete is to be allowed to participate in an athletic practice or contest who was not in attendance that same day of school by 9:45am. Students may not attend practice or play if they were not in school by 9:45am.
- J An exception would be in the event permission has been granted in advance (pre-arranged) for visitation, travel, bereavement, doctor visit or other school related activities.

Vacation during Season

- J An athlete that misses a game or games due to family vacation (must be with their family), will be suspended for the number of games they miss
 - o For example, if a player misses two games they will be suspended for the next two games they are present for
- J An athlete that misses a practice or practices due to family vacation (must be with their family), will be suspended one half of a game for every practice they miss
 - o For example, if a player misses three practices they will be suspended for a game and a half
- J This rule will be monitored and enforced by each program's head coach.

Excused/Unexcused Practice Policy

- J An excused absence shall fall into one of the below categories:
 - a) Death in the family/funeral
 - b) Doctor's appointment
 - c) Excused absence from school
 - d) A conflicting academic event
 - e) College Visit
 - f) Court
 - g) Illness (must notify the head coach)
 - h) Family vacation (see Vacation during Season Policy above)
- J An unexcused absence is any practice that is missed for a reason other than listed in the excused absences section above. Consequences of unexcused absence from practice will follow the below schedule:
 - a) 1st Unexcused - Consequence assigned by the coach but does not include game suspension
 - b) 2nd Unexcused - Suspension of ½ of a game/event
 - c) 3rd Unexcused - Suspension of 1 game/event
 - d) 4th unexcused - Removal from team
- J This rule will be monitored and enforced by each program's head coach.

EXCUSING STUDENTS FROM CLASSES

1. In the event that you must take students out of school, you should have a list of those being excused made out and approved by the Athletic Director. It is important that these lists be given to the appropriate teachers the day before the students are to be absent. A concerted effort by all coaches should be made to have these excused students get advanced assignments and hand in all work ahead of time.
2. Do not ask for athletes to be dismissed earlier than is necessary to make an away game. All athletes should be advised once they are excused from class, they must report directly to the gym. They should not be loitering in the halls disturbing the classes in session. After dressing there should be no reason, or need, to leave the gym and re-enter the halls.
3. Student dismissal and team departure time will be cleared with the Athletic Director prior to the submission of any request for early dismissal of students from classes. Departure times will be coordinated between the Athletic Director and the Director of Transportation.
4. If a coach wants to have a team or program meeting during homeroom, there must be a list provided to the faculty as to who is attending. Coaches should have a sign-up for athletes who are interested in attending the meeting. The sign-up should be then emailed to the faculty and administration on the morning of the scheduled day of the meeting.

PRACTICE RULES

1. An athlete, who misses school for any reason with the exception of a pre-arranged absence, will not be able to practice or play for that day. (Also see - EGIBILITY)
2. Directives from physicians regarding injured athletes will be closely followed.
3. End of school practice will start at 3:30 p.m. On early dismissal days, practice will start at 2:30 p.m.
4. After reporting to practice areas, students should not be in other areas of the school unless supervised.
5. All athletes should be informed of the week's practice schedule in advance so this information can be taken home.
6. Other individuals not connected with this school shall not be used in any capacity in practice sessions unless approved by the Principal.
7. No practice should be held on major holidays, unless special permission has been granted by the Principal. Those holidays would include, Thanksgiving, Christmas, and Easter.
8. All athletes should exit the rear of the main gym after practice. Athletes should not be loitering in the cafe or hallways.
9. All practices begin no earlier than 6:00AM will end by 9:00PM This allows for the student to have time for academics and for the custodian staff to get the gymnasium and other practice areas ready for the next school day. These time restrictions are in effect the whole calendar year.
 - a. Understanding that special circumstances do arise, a practice can run past 9:00PM with administrative approval at least **24 hours** in advance of the practice.

REQUEST FOR PRACTICE AREAS

- J This policy pertains to indoor practice areas. Before each season (fall, winter, and spring) begins, head coaches of each sport will meet to discuss the gym practice schedule as well as the weight room usage schedule if needed. In addition, each head coach will be responsible for the practice schedules of the lower levels within his/her sport.
- J The master facility schedule is typed and distributed monthly; in order to include the Athletic Department's schedule on this master schedule, it will be mandatory that all coaches in charge of arranging practices plan ahead and report practice schedules that will reflect a schedule of activities for a month's period to include Saturdays and holidays.
- J After practice, schedules have been established they must be followed and changes made only for valid reasons. All changes should be reported to the AD who will keep master copy of the gym usage schedule.

EQUIPMENT

1. A complete inventory will be made at the end of each season. One copy must be filed with the Athletic Director.
2. Equipment assigned specifically to a sport may be checked out only with the permission of the head coach of the sport.
3. Complete records should be kept on the disposition of all equipment assigned to a division.
4. Athletes are responsible for all uniforms and equipment issued to them.
5. Failure to return uniforms or equipment will result in fines being assessed for replacement cost.
6. Failure to return equipment or uniforms or to pay for their replacement will disallow future athletic participation.

At the end of the season, complete records should be available to the Athletic Director as to the level of inventory. This inventory should show the following:

- a) Quantity, condition, items to be repaired, and location of stored equipment.
- b) Inventory for each level should be current and updated as material is returned to the level after it is processed.
- c) A projected order of equipment with complete specifications is to be submitted to the Athletic Director for projected budgeting consideration not later than a date specified by the Athletic Director. (Include brand, model #, and specifications). It is important that we work six to eight months in advance.

FUNDRAISING

Each sports program is allowed to have 1 major community fund-raiser per school year. A community fundraiser is defined as a fund-raiser in which students/athletes will go out in to the community (possibly door to door) and sell goods and services to provide revenue for their program. It is preferred that this type of fund-raiser occurs during their playing season.

Smaller scale fundraisers within the school may be submitted and done upon approval from the administration. Selling of roses for Valentine's Day, sucker sales, t-shirt sales are all examples of smaller scale fund-raisers. Coaches may also have a small fundraiser that may attract community or kids to an athletic event such as a chili supper or spaghetti supper night.

Coaches should plan and schedule carefully so multiple fundraisers are not occurring at the same time. **All fund-raisers MUST be submitted and approved by the administration before items are bought from vendors or sold to the community**

BUDGETS

1. Budget requests for the next year are to be made out by the head coach of each sport on forms provided. These are to be submitted to the Athletic Director for possible changes and approval. Before submission to the Superintendent and the Board of Education, the head coach will be consulted regarding any budget changes.
2. Once the budget is approved, coaches are expected to stay within the budget approved by the Board of Education for their sport.
3. Coaches should not purchase uniforms or any materials or supplies with district budgeted money unless Athletic office has approved purchase.
4. The district will provide each program with a \$50 allowance for each district paid coaching slot to purchase a coaching shirt or pullover. This allowance will be put into each programs supply and materials budget to be used for clothing allowance or any other supply and material purchase.

ACTIVITY ACCOUNT AND SPENDING POLICY

Coaches will **not** be able to use activity account money for **coaches clothing or coaching clinics**. The activity account money should be used for the following:

Program/facility/equipment improvements

Supplies, materials, and apparel (t-shirts, warm-ups etc...) for program and athletes only. *(Note: Coaches may order a t-shirt, sweatshirt, or pullover for their staff if the same item is ordered for the athlete)*

Uniforms- if activity money is used to purchase an entire set of varsity uniforms, teams will lose their spot in the uniform rotation. (Also see – UNIFORM ROTATION AND PURCHASE POLICY)

Lunch/snacks for campers/players.

Camp supplies and t-shirts for campers/players.

Maximum \$25 per hour payment to non-district person/group providing camp instruction (with administration approval). *(Note: District paid employees will not be paid for camp instruction)*

All in building coaches are responsible in filling out their 'Activity Log' and keeping all appropriate records of purchases and reconciliations. The Athletic Director will assist all out of building coaches.

UNIFORM ROTATION AND PURCHASE POLICY

Each sports team at DTHS is on a 4-year uniform rotation policy. The money allotted in the uniform rotation fund is intended to be used to purchase one set of high quality uniforms for programs as they will have to last at least 8 years (4 years for varsity and 4 for JV).

1. Coaches must order uniforms that are 80% Kelly green (some companies do have different shades of green) and white, but may have 20% black in the uniform as an accent color. (Note: All uniform purchases must be approved by the Athletic Director BEFORE orders are given to vendors.)
2. Uniform rotation money may NOT be used to purchase warm-up pants, t-shirts, tops, or jackets. These items should be purchased using activity account dollars and must be kept in the program. If students purchase any of the above items they should be allowed to keep them.
3. Teams may fundraise to purchase uniforms, but they will lose their spot in the uniform rotation and would not be able to purchase uniforms with rotation money for another 4 years.

CLINICS, CONVENTIONS, AND TRAVEL

1. There will be an allotment of district money in the Athletic Directors budget for coaches to use for professional development (coaching clinics) opportunities. Coaches should choose one clinic they feel is the most beneficial for their program
2. Clinics and conventions should be selected on the basis of the amount of good that may be derived by attendance. Head coaches should assume the responsibility of selecting clinics that would be beneficial to his/her coaching staff and program. Requests to attend clinics should be made well in advance so that the necessary arrangements can be made.
3. Clinic entry fees may be paid for using the sport's district professional development/travel account as well as food, hotel and mileage expenses. All requests must be submitted to the Athletic Director for approval.
4. All attendees must fill out the 'Request to Attend a Conference Form' and submit it to the Athletic Director for approval. If an attendee is seeking reimbursement for an event, they must fill out the 'Travel Expense Voucher'. (Note: These two forms can be found in the Athletic Directors office or the school website)

RECORDS

Complete records of each season should be kept on the program website by each head coach and submitted to the Athletic Director at the conclusion of each and should include:

- J Varsity, team and individual statistical information
- J Won and lost record for each squad and scores of each game
- J Participation record - name of each student participating and disposition.
- J Complete inventory and location of equipment
- J Written recommendations concerning the performance of assistant coaches, if necessary

PUBLICITY AND PUBLIC RELATIONS

1. The department encourages coaches to keep an active and positive liaison with the press and radio.
2. In general, the department has no restrictions as to the presence of outsiders at practice; this will be at the discretion of the head coach.
3. The entire matter of maintaining a good image and achieving an acceptable standard of conduct on the part of our athletes requires the efforts and cooperation of all members of the department, not just a few. All coaches should join in a concerted effort to work together on the aforementioned areas, and not be guilty of operating under selfish motives.
4. The athletic department should strive to maintain good relations with the grade schools. The attendance of our coaches at their athletic events is not mandatory, but is encouraged when time permits.

INJURIES, ACCIDENTS AND INSURANCE CLAIMS

All sports related accidents and injuries should be reported to the main office staff, Athletic Director or Principal on an accident report form within a 24-hour period.

Please follow the procedure below:

- a) Student injured—Coach needs to complete accident report within 24 hours.
- b) Coach should contact parent regarding the injury prior to any doctor visit.
- c) Accident report should be turned in to Office Secretary.
- d) Office Secretary completes the DTHS portion of the Claim Form.
- e) Claim form is mailed to the parent/guardian.
- f) Claim responsibility is now in the hands of the parent and insurance company.

In the event of an injury the following procedures should be followed:

- a. Administer first aid and notify parent/guardian.
- b. Advise the parent/guardian of the injury and request the athlete be picked up by the parent/guardian at a given pickup location. If the family cannot be reached and the athlete knows the name of the family doctor, call said doctor directly.
- c. In the event of a serious injury, call an ambulance at once and have the athlete taken to the hospital. Inform parents as to which hospital the athlete was taken. In the event that a parent cannot be contacted, a staff member / coach should accompany the athlete to the hospital until a parent/guardian can arrive.

The school treatment of injuries is limited to assessment and advanced first aid procedures at the scene of the injury by the certified athletic trainer or coach. Coaches may provide basic first aid at the scene when the athletic trainer is unavailable. Diagnosing and treating injuries lie outside the province of the coaches

Procedure to request an Ambulance to Dwight HS:

- a. Dial "911" from any school or cell phone.
- b. Specify you have an emergency at Dwight Township HS
- c. Identify Dwight HS and the area the ambulance is needed
- d. Staff member should meet the ambulance at established location

Athletes should inform coaches and/or athletic training staff if they feel overheated or faint. Coaches should continually monitor athletes with regard to heat related illnesses and communicate impressions to the athletic training staff. If the athlete exhibits any signs or symptoms of a heat related illness they will be removed from the activity and given reasonable and prudent care by the athletic training and/or coaching staff. The parents of the athlete will be notified and advised to contact their physician if symptoms persist.

BLOOD BORNE PATHOGENS

1. Any injury involving bleeding or the potential for bleeding (i.e. nose trauma where bleeding may be delayed).
2. Latex or vinyl gloves will be worn during any contact with the area of trauma, the handling of bloodied or blood soaked items and the cleanup of the injury management scene.
3. All bloodied or blood soaked items used for treatment of the trauma will immediately be placed in a red biohazard bag with a seal.
4. Uniforms will be treated with a bleach/water mixture (mixed within 24 hours of use); "treated" indicates that the uniform material is soaked and wiped off.
5. Area of treatment will be picked up and dowsed with bleach/water mixture (if outdoors). If indoors, the area will be wiped down with a new cleaning towelette which will be disposed of as mentioned above.
6. After clean-up of area and removal of gloves, a new cleaning towelette will be used to wipe fingers and hands of individual treating the injury and doing the clean-up.
7. All waste (i.e. gauze bandages, trauma dressings, etc.) and blood soaked towels will be stored of imminent disposal at a central location in the athletic training room.
8. All bloodied towels and uniforms will be sent to the laundry are mentioned in item II, A. In the laundry room these items will be handled with vinyl or latex glove and pre-treated before washing in hot, soapy water.

HEAD TRAUMA

Head trauma is a common problem in sports that has the potential for serious complications if not managed correctly. Even what appears to be a "minor ding or bell ringer" has the real risk of catastrophic results in the young athlete who returns to action too soon.

Therefore, any athlete that experiences this "minor ding or bell ringer" will be assessed by the athletic training staff and/or qualified medical personnel. These individuals will determine the course of medical action and potential return to play. Any athlete that has experienced a loss of consciousness will be transported by ambulance to the hospital.

CONCUSSION PROTOCOL

Preseason:

IMPACT® testing

- J Each athlete will take a concussion exam to test their baseline cognitive function. Athletic training staff will work with the coaching staff and athletic director/administration to get the correct group of athletes tested.

Regular season:

Suspected concussion:

- J If a suspicious hit to the head occurs or a change in the athlete's behavior occurs remove the athlete from play **immediately**.
- J Alert the athletic training staff to the problem right away.
- J The athlete will be removed from play the rest of the evening following the athletic training evaluation.
- J **If no athletic trainer is present**, but a suspicious hit occurs: Remove the athlete from play immediately.
- J Perform the following sideline evaluation recommended by IMPACT®:
 - o Check orientation: Ask the athlete:
 - J What stadium is this?
 - What city are we in?
 - Who is the opposing team?
 - What month is it?
 - What day is it?
 - o Check anterograde amnesia:
 - Have the athlete repeat the following words. The words should be stated to the athlete slowly, then ask the athlete to repeat in any order. After the athlete repeats the words, say the words back to them a second time slowly. Ask the athlete to again repeat the words back slowly in any order. For a third time repeat the words slowly to the athlete and ask them to repeat them back in any order.
 - Ball, green, water, balloon, desk.
 - o Check retrograde amnesia by asking the following questions:
 - What happened in the last quarter?
 - What do you remember just before the hit?
 - What was the score of the game before you were hit?
 - Do you remember being hit?
 - o Check concentration by asking the athlete to repeat the days of the week backwards starting with the day of the week it is.
 - o Check concentration by asking the athlete to repeat these numbers backwards.
 - 63 (36 is correct)
 - 419 (914 is correct)
 - 1026 (6201 is correct)

- 42569 (96524 is correct)
- Check memory by asking the athlete to repeat as many of the words you stated earlier as they can remember
 - Answer: ball, green, water, balloon, desk.
 - **ANY** failure of these questions should be considered abnormal. An athlete's symptoms can be exacerbated with physical activity so they must be removed from play immediately for the remainder of the night and consult an athletic trainer and physician as soon as possible.
 - Remove the athlete from play the rest of the evening.
 - Take the athletes equipment (i.e. shoulder pads, helmet, knee pads, shin guards, etc.), so they cannot slip back onto the field unnoticed.
-)] Assign a manager, coach, or other qualified personnel to remain with the athlete to monitor signs and symptoms. Inform the person to alert you or the medical staff if the athlete has worsening symptoms or problems.
-)] If the athlete's symptoms are so severe they cannot remain in the loud area the game or practice is taking place, alert the parents or guardian, or the medical staff present to take the athlete to the Emergency Room right away.
-)] If the athlete is not sent to the ER, following the game the head coach needs to discuss the injury with the parents, call the athletic training staff to alert them of the athlete's injury, give the parents the athletic trainer's phone number, and remind the parents or guardians the athlete cannot be left alone.

Days or Weeks Following Concussion:

-)] The following school week, follow the protocol below to ease the athlete back into play.
-)] The athlete will be IMPACT® tested with the athletic trainer **48-72 hours** post injury.
-)] **REMINDER:** the athlete must be cleared by the medical personnel (i.e. physician, athletic trainer, Physician assistant, nurse practitioner) before they can return to play!
-)] Use the following protocol to ease the athlete back into play:
 - We would like an athlete to not begin the protocol until they are completely symptom free for 24 hours.
 - Step 1: No activity – recovery phase – no tv, texting, reading, school work. Sleep is recommended. After 24 hours symptom free the athlete may move to step two. Step one may take more than one day.
 - Step 2: Light aerobic exercise – walking, swimming, stationary bike – NO resistance training. When walking, swimming, etc the athlete should be going at a decent pace to increase their heart rate and breathing rate, but not so fast they are out of breath or needing rest. IF ANY symptoms occur with physical activity (i.e. headache, nausea, dizziness etc.) the athlete must stop and start again. They must go 24 hours symptom free before starting again.
 - Step 3: Sport – specific exercise – running drills, passing drills, etc – NO head impact activities.
 - Step 4: Non – contact drills – progress to more complex drills, may start progressive resistance training. For example: may perform walk through in football.
 - Step 5: Full contact practice – following medical clearance, participation in normal training activities may occur.
 - Step 6: Return to play – normal game play
 - **REMINDER: IF AT ANY POINT THROUGH THE PROGRESS THE ATHLETE HAS SYMPTOMS OF A CONCUSSION (headache, nausea, dizziness, lightheadedness, double vision, sensitivity to light, feeling sluggish, change in sleep pattern, problems with memory, etc.) THE ATHLETE MUST STOP ACTIVITY AND GO HOME TO REST. AFTER 24 HOURS OF BEING 100% SYMPTOM FREE THE ATHLETE CAN RETURN TO THE PREVIOUS STEP OF THE PROGRESSION.**
 - If the athlete becomes cleared by a physician for step 5, but they develop symptoms during practice, they must stop and be seen by a physician again before they have another practice.

Key points to remember:

1. If a suspicious hit to the head occurs: the athlete **CANNOT** return to play the same day.
2. All athletes with concussions **CANNOT** return to play without clearance from a physician.

3. If a concussion occurs: athletes should follow up with their primary care physician as soon as possible.
4. The concussion protocol for return to play must be followed for safe return to activity for the athlete.
5. If the athlete sustains a concussion and symptoms worsen while on the sideline, the athlete must be sent with the parent or guardian or by ambulance to the ER for treatment if no athletic training staff is present at the game or practice.

Post season:

If the athlete is not entering another athletic season:

- ⌋ Athletic training staff will monitor the athlete until symptom free.

If the athlete is entering another athletic season:

- ⌋ Athlete will be monitored by the athletic training staff until symptom free.
- ⌋ Caution will be given to the new coach that the athlete has had a recent concussion.
- ⌋ The same protocol will be used to monitor athlete during the next athletic season.

CONCUSSION REPORTING

The IHSA's SMAC and PSPH Advisory Council has requested all member schools report concussions sustained by student-athletes to the IHSA this year. While reporting is currently voluntary, it is the hope of both committees that schools will provide the requested information as needed during the up-coming school year. Last year, the reporting was only available to certified athletic trainers who have been entered into the IHSA database by their school. ATC's will continue to be able to log into the Schools Center using their user name and password and select the 'R' tab (Reports – Special/SAWA, Concussion & Yellow Card) to enter the reporting area. ATC's are asked to complete a form for each student-athlete who sustains a concussion during the school year. In addition, this year schools that don't utilize the services of an athletic trainer will also be able to provide this important information to the IHSA by also selecting the 'C' tab (Concussion Reports) to enter the reporting area. Schools that don't utilize the services of an athletic trainer will need to have an administrator (principal or AD) submit this information. Collecting this data from all schools is a point of emphasis for our office this year, and your cooperation with this effort is much appreciated. Collecting this information is becoming rapidly vital for athletic organizations who are charged with establishing or implementing playing rules and developing RTP protocols for its members. Individuals with questions can contact Kurt Gibson or Laura Hennings at the IHSA Office.

SUPERVISION

1. All student-athletes must be supervised at all times during both home and away events. This policy includes practice areas, locker rooms, training areas, storage areas, transportation facilities and areas of the school in use by the squad.
2. No athlete is to be present in the building until a coach is present. By the same token, a coach should not leave the building after a practice and leave students alone in the building.
3. All students-athletes must be supervised while using the weight room. A coach or school employee should supervise and lock the gates when finished. Benches should be wiped down if needed and weights should be put back on the racks each and every time room is used. If teams are interested in using the weight room they should schedule a time with the Athletic Director.
4. The actions and conduct of students and members of the squads are the responsibility of the coach in charge.
5. At least one member of the staff should be in charge of an area until all students have left the building. This duty should be assigned by the Head Coach.
6. While coaches are attending school meetings, athletes are not permitted to stay in locker rooms, training room, equipment room, weight room, or any area of the gym except under the direct supervision of a coach. Coaches should watch athletes closely while in the weight room to prevent any unforeseen accidents.
7. Supervision should be of such quality as to guarantee a high level of conduct of all members of our squads and staff.
8. Any coach that has an office will keep the doors locked at all times. No athletes should be in these areas without a coach present.

BUILDING POLICIES

1. Equipment room doors must be locked during any known lengthy absence.
2. All doors to the outside should be closed and locked during outside practices.
3. The gates of the outside facility (football and track and field) must be locked at all times when this facility is not in use.
4. It will be the responsibility of the head coach for the following:
 - a. All windows closed after practice.
 - b. All lights turned off after practices.
 - c. Ensure that supervision is of a nature that will discourage "horseplay" in the locker
5. Rooms and misuse of equipment such as glass backboards, lockers, shower, and toilet fixtures.
6. No glass containers or food in the locker rooms.
7. No spikes in the hallways, football field bleachers, or gym. Spikes are to be removed and cleaned outside of the building only.
8. Housekeeping needs the help of everyone. Custodians cannot be expected to do the job entirely.