

**ELMWOOD COMMUNITY UNIT SCHOOL DISTRICT #322  
EXTRA -CURRICULAR POLICY**

**PHILOSOPHY**

General

Athletics and extracurricular activities at Elmwood Community Unit School District #322 are an important part of the complete educational experience. We expect to field aggressive, well-coached teams composed of young people who will represent our schools with enthusiasm, pride, and loyalty. As a result of participation in athletic and other extracurricular activities, students should experience satisfaction, develop skills, and reap rewards that will continue to enrich them in their years after high school.

Goals

These policies are designed to promote the following goals:

1. To abide by the rules of the Illinois High School Association and the Illinois Elementary School Association as well as the policies and regulations that have been set forth by Elmwood Junior/Senior High School and Elmwood Elementary School.
2. To teach the benefits of teamwork and cooperation as well as to develop a competitive character and to maintain high standards of sportsmanship.
3. To teach and to encourage appropriate health and safety practices in all activities including good nutrition and health habits as well as the use of training rules and regulations which promote personal and team fitness.
4. To promote Elmwood Community Unit School District #322 athletic programs and extra-curricular activities within our surrounding communities.
5. To develop elementary and intramural and interscholastic programs that enhance and benefit the athletic and extracurricular programs of the district.
6. This policy will be in effect twelve (12) months of the year and will start upon enrollment at the elementary level and will extend until the end of the senior season or the IESA calendar.

The following activities are under the jurisdiction of the Elmwood School District #322 Extra-Curricular Policy.

**All extracurricular athletics/activities**

General

1. Good sportsmanship is fundamental to all interscholastic sports and activities. The teaching and practice of good sportsmanship is one of the major goals of all sports and extracurricular activities at Elmwood Community Unit School #322.
2. The Board of Education expects that good sportsmanship will be exhibited consistently by all representatives of Elmwood Community Unit School District #322 (fans, participants, parents, coaches/sponsors and other staff.)
3. Both the IESA (Illinois Elementary School Association) and the IHSA (Illinois High School Association) hold the school district administrators responsible for good sportsmanship in all sports and extracurricular activities.

Good sportsmanship is shown both by attitude and by actions.

Examples of specific actions that demonstrate good sportsmanship includes, but are not limited to the following:

1. Cheering for good effort and performance.
2. Congratulating opponents for good performance.
3. Maintaining a highly competitive attitude without degrading or insulting opponents.
4. Willingly accepting the instruction and judgment of proper officials.
5. Playing by the rules of the game or contest.
6. Treating opposing players, coaches and cheerleaders with respect.
7. Treating judges, referees, and other officials with respect. This does not preclude appropriate questions or challenges to referees or other officials in the manner prescribed in the rules for the activity or event.
8. Learning the rules and strategies of the game or activity.

## **II Poor sportsmanship is shown by attitudes and actions.**

Examples of specific actions that demonstrate poor sportsmanship include, but are not limited to, the following.

1. Inappropriate language directed toward coaches, players, or officials.
  - a. Taunts or insults
  - b. Obscene or profane language
  - c. Inappropriate and excessive booing or catcalling
  - c. Excessive yelling with the obvious intent to be obnoxious or disruptive to the contest or activity in progress
2. Loss of control - For example, throwing or slamming articles around.
3. Deliberately committed or "dirty play" rule violations.
  - a. Obvious or deliberate violations of rules
  - b. Major or flagrant violations that result in serious penalties:
    - Personal fouls in football deliberately committed.*
    - Technical fouls due to deliberate acts.*
    - Disqualifications because of deliberate actions.*
    - Deliberately rude or insulting behavior.*
4. Refusal to accept the decision of coaches or officials.
5. Excessively loud and obnoxious behavior designed primarily to irritate or antagonize others.

### Remedial Action

Because poor sportsmanship conduct affects not only opponents, but also fellow participants and team members, remedial actions appropriate for all affected parties shall be taken following flagrant or deliberate poor sportsmanship or any actions which causes significant embarrassment or damage to the reputation and image of Elmwood Community School District #322.

1. Poor sportsmanship by fans or parents:
  - a. Parents or fans exhibiting poor sportsmanship may be asked by school authorities (including coaches/sponsors and participants) to stop the poor sportsman-like behavior.
  - b. Fans or parents who continue poor sportsman-like behavior may be asked or ordered to leave the premises where the event or contest is being held.
  - c. Fans or parents whose poor sportsman like behavior is partially flagrant or is repeated at subsequent contest or events may be banned by the school administration from further attendance at activities at Elmwood Community Unit School District #322, pending review by the Board of Education. Any person who has been asked or directed to leave any contest or event due to poor sportsmanship will be given the opportunity to meet and discuss his/her behavior with the district superintendent, the school principals, the athletic director, and the appropriate coaches or sponsor. Those present at that meeting

will determine what further consequences and actions (including apologies, if appropriate) are required. In so far as possible and practical, these consequences shall be remedial in nature, not merely punitive.

**2. Poor sportsmanship by coaches/sponsors/staff members and participants.**

a. Coaches, sponsors, and staff members shall not engage in, promote and condone poor sportsman-like behavior since they serve as role models for participants and are generally held responsible for the attitudes and behavior of participants. Poor sportsmanship is never acceptable.

b. Whenever there has been a flagrant or major act of poor sportsman like behavior by a students (such as a personal foul in football, a technical foul for poor sportsman like behavior in basketball, or any ejection or disqualification in an activity), the coach or director of the activity will determine the immediate actions or consequences that may be appropriate, which may include, but are not limited to:

*A warning or reprimand.*

*A short or long period of non-participation or suspension.*

*Appropriate apologies in the manner determined by the administration.*

*For students and participation, deliberate or repeated flagrant acts of poor sportsmanship may be considered sufficient cause for suspension or removal from the activity in addition to other discipline that may be imposed by the principal.*

c. As soon as practical following any flagrant or serious act of poor sportsman like behavior (such as those that result in major penalty, a disqualification or an ejection), the coach/director will meet with his/her respective principal to report the immediate actions taken or consequences determined for the poor sportsmanship like behavior, as well as, the circumstances surrounding the behavior.

d. Following the meeting between the principal and the coach/director, reduces or additional consequences may be imposed as deemed appropriate.

e. Deliberate or repeated flagrant acts of poor sportsmanship by school personnel may be considered as violations of contract and sufficient cause for suspension from duty or termination as well as sufficient reason for nonrenewal of any extra-curricular contract.

### **III ELIGIBILITY**

In order to be eligible for interscholastic competition, students must meet the eligibility requirements of their respective associations (IESA or IHSA) and Elmwood Community Unit School District #322.

#### **IESA Policies**

**1.** For all seventh grade athletic activities sponsored by a member school, a student shall be eligible through age fourteen (14). If a student in a seventh grade athletic activity will become fifteen (15) between the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the seventh grade state tournament series in girls basketball, boys basketball, or girls volleyball, he/she is not eligible to participate in that activity: For boys and girls track, the final date of eligibility shall be governed by the member school's size classification.

**2.** For all athletic activities sponsored by a member school, other than activities designated as eighth grade activities, a student shall be eligible through age fifteen (15). If a student in an athletic activity will become sixteen (16) between the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the state tournament series in that activity, he/she is not eligible to participate in that activity. For boys and girls track, the date of eligibility shall be governed by the member school's size classification.

**3.** No student may participate at the same age level for two different school years in the same sport or activity. For example, an eighth grader who participated at the seventh grade level the previous year cannot participate again at the seventh grade level.

4. All students shall be in grades five through eight and shall not have passed eighth grade standing.
5. A student shall be doing passing work in all school subjects according to the local school district grading policies.
6. Grades shall be cumulative for the school's semester. Students who transfer will become eligible to participate on the eleventh (11th) attendance day, if they; meet all other eligibility requirements.

Elmwood Elementary and Junior High School Policies:

1. Students must be doing passing work in all core subjects.
2. Eligibility will be checked on a weekly basis.
3. Grades shall be accumulative for the schools grading period.

IHSA Policies - High School students must meet the following eligibility standard:

1. Doing passing work and taking at least (25) credit hours of high school work per week.
2. Have twenty (25) credit hours of high school work for the previous semester. This work must be completed in the semester for which credit is granted or in a recognized summer school program approved by the Board of Education and for which graduation credit is received.
3. Be eligible for no more than eight (8) semesters.
4. Be eligible for no more than four (4) school years of competition.
5. A student shall be eligible through age 19 unless that student becomes 20 during a sport season in which event eligibility shall terminate on the first day of such season.

Elmwood Junior/Senior High School Policies:

1. Students entering fifth (5th) grade have a clean slate academically upon entrance to elementary and junior/senior high school.
2. The eligibility policy pertains to all co-curricular activities that are not done as part of classroom grade.
  - a. The students must meet requirements established by IHSA, IESA, and EHS which are:

*Be a full time student*

*Have an up to date physical on file in the school office*

*Purchase school insurance or have an insurance waiver on file in the school office (only for athletes, cheerleaders, and pom-pon girls.)*

- b. A student must be passing all classes as determined by a weekly check. Eligibility lists will be the third (3rd) week of each semester. Eligibility will be based on a cumulative grade for the semester. If a student is failing a class(es), he/she will be placed on probation for one week. A student cannot be on probation in more than three (3) classes. If a student is on probation in four or more classes, he/she is automatically ineligible and the probationary week is waived. A student may practice and participate in games during the probation period. If a student is ineligible again in the same subject they will not be allowed to participate in games. If a student is ineligible three consecutive weeks (excluding the probation period) they will be removed from the team. Junior High mini courses are excluded from ineligibility unless the participant refuses to put forth any effort, as defined by the classroom teacher. The ineligible period is from Sunday to Sunday. If a student fails a class for a semester, he/she is ineligible for the first three (3) weeks of the next semester. This ineligibility starts the first day of the next semester. If a participant fails a 12 week class, he/she will serve a 3 week suspension, immediately following the class failed. If a student fails more than one class in a semester, he/she is not eligible to participate the following semester. Eligibility lists must be turned in by Monday at

8:00 a.m. each week. Probation can only be employed once per class, once per season (fall, winter, spring).

c. Students participating in fall and spring plays must be eligible up to three (3) weeks prior to the play taking place.

d. If the student is failing, he/she:

*Will be required to attend scheduled games in street clothes and sit or stand behind the team bench during the contest.*

3. To practice or participate in an extra-curricular activity on a regular scheduled school day, students must be in attendance a minimum of 1/2 day.

4. Should an athlete be absent from school the day before a contest on a non-school day, it is the coaches decision for him/her to compete.

#### Physical Examinations:

1. A current physical must be on file for any students wishing to participate in athletics in Elmwood Community Unit School District #322. A physical examination is good for one full calendar year.

2. A copy of work, family, school (or football) insurance must be on file for each student participating in athletics.

3. No student/athlete may practice or participate without a current physical and proof of insurance on file.

4. The head coaches in each sport will ensure complete compliance with these requirements before students may practice or participate.

The building principal has ultimate authority and responsibility for all decisions regarding student eligibility. Actions or rulings regarding eligibility require a determination of the actual facts involved in a particular manner and not a formal hearing.

## **IV. USE OF TOBACCO, ALCOHOL, and/or OTHER DRUGS**

### General Conditions

1. In accordance with the IESA and IHSA drug policies, the use or possession (in any form) of tobacco, alcohol, steroids, banned substances, or other drugs, (other than prescription drugs prescribed by a physician) is strictly prohibited.

2. Penalties for violations imposed under this policy shall be in addition to all penalties imposed under state or federal law and the other school rules and regulations.

3. This policy shall apply to all participants on a year-round basis, including summers and vacations both on and off school premises.

4. Any students present when others are in violation of this policy shall be deemed to be in violation of this policy pending a determination by the Extra-Curricular Review Committee specified in Section VI of this policy who consider the student's prior knowledge, any previous violations, and the student's ability to control or avoid the situation that resulted in the violation.

5. The use or possession (in any form) of alcohol, steroids, or other drugs (other than prescription drugs prescribed by a physician) is strictly prohibited.

6. The use of possession of tobacco in any form is strictly prohibited. Including E-cigarettes or Electronic Cigarettes

7. Activities of a criminal nature or serious misbehavior, which threatens the safety and welfare of others are strictly prohibited under this policy. Such activities include, but are not limited to: charges of criminal violations; arson, bomb threat; theft (including burglary/robbery); malicious destruction of property; sexual assault/assault; physical threat or attack; possession or use of a weapon/ammunition.

Or explosive; possession of a firearm; possession of stolen property; forgery; or any felony or serious misdemeanor. Penalties for violations imposed under this policy shall be in addition to all penalties imposed under state or federal laws and other school rules and regulations.

**8.** This policy shall apply to all participants on a year-round basis, including summers and vacations, both on and off school premises.

**9.** Any student present when others are in violation of this policy by the use or possession of alcohol, steroids, or other prohibited drugs shall be deemed to be in violation of this policy-pending a determination by the principal who will consider this student's prior knowledge, any previous violations, and the student's ability to control or avoid the situation that resulted in the violation.

**10. Exemption:** Students supervised by their parents, grandparents, or guardians in public situations (such as eating establishments, wedding, and similar situations) shall not be in violation of this policy merely by their presence. When determining whether this exemption shall apply, the principal may consult with law enforcement personnel or other adults who were in attendance at the public situation. This exemption shall not apply to parties (or other gatherings where a group of students are present) if only one or two sets of parents (or other adults) are present and alcohol, steroids, or other prohibited drugs are being used.

#### Violations

**1.** Whenever a student is alleged to have violated this policy, appropriate school authorities shall promptly investigate all charges.

**2.** Whenever it is determined that a student has violated this policy or whenever a student has been caught in possession of, under the influence of, or using tobacco, alcohol, steroids, banned substances, or other non-prescription drugs, the student shall be temporarily suspended from participation in all sports and extracurricular activities.

**3.** As soon as practical, the student's case shall be brought before an Extra-Curricular Review Committee as specified in Section VI of this policy. No Review Committee will be necessary when the facts of a situation are clear, or admitted, and when there is no discretion as to penalties or consequences to be imposed.

**4.** The Review Committee shall meet as soon as practical, but not later than one week after the case is referred to them to review all the facts in the case.

**5.** The student, as well as the student's parents, shall have the right to present any facts or information deemed necessary or pertinent to the situation being reviewed.

**6.** After consideration of the recommendations of the Review Committee, the school principal will impose any penalties and conditions deemed appropriate. The penalties and conditions may include counseling in a form and manner specified by the principal.

#### Penalties - First Offense

**1.** Any student who is guilty of a violation of this policy shall be suspended from all activities for 1/4 of the season starting the 1st game of season (as defined by the IESA and IHSA) or from the time of the offense, whichever is later.

a. If the student is involved in extracurricular activities whose season is not so designated, he/she will be suspended from those activities the equivalent amount of time as determined by the Review Committee.

b. Students may continue to practice during the suspension.

**2.** In the event that that violation occurs near the end or after the end of the season, or between seasons, the period of suspension shall carry over into the next season in which the student regularly participates.

**3.** The suspension starts with the first event after the violation.

4. If the participant is serving this first offense for tobacco, alcohol, drugs, etc.he/she must finish the (served) season in good standing to have completed the suspension.

#### Second Offense or Flagrant Violations

1. In case of a second offense or flagrant violation, the student in violation of this policy shall be suspended from participation in all sports or extracurricular activities for one calendar year from the time of the infraction.

#### Third Offenses or Extremely Flagrant Violations

Third offenses or extremely flagrant violations of this policy shall result in permanent removal from all sports and extracurricular activities. Student/athletics will get a clean slate from junior high to high school on offenses, but they must serve a penalty in high school if they haven't yet served it in junior high. Voluntary Admission - by the student and/or parent or guardian to the coach/sponsor or administrator and/or Athletic Director of a first offense infraction will result in a reduction of the penalty by 50 percent. This reduction would not apply if the coach/sponsor, school administrator or Athletic Director has already been made aware of the offense and the individual(s) involved.

### **V. CHAIN OF COMMAND/CHAIN OF COMMUNICATION**

Whenever a problem or a grievance develops in an extracurricular activity or sport, the following chain of command is to be followed by the person who has a problem or grievance.

**Level I** - As soon as practical, the person who has a problem or grievance will first attempt to solve the problem with the coach or sponsor involved. These communications are to be held at an appropriate time and in an appropriate location. During or after practice or immediately after a contest is not an appropriate time for such communications. This Level 1 Process shall be completed in a prompt and timely manner.

**Level II** - If the situation is not resolved at Level 1 the grievant may appeal to the athletic director.

**Level III** - Principal

**Level IV** - Superintendent

**Level V** - Board of Education

**If a problem or grievance cannot be resolved at lower levels of the chain of command/communication, the final decision regarding any part of this policy shall be with the Elmwood Community School District #322 Board of Education. It is the responsibility of the part in grievance (student, parents, or other person) to contact the coach/sponsor first and then to follow the chain of command/communication if the problem remains.**

### **VI. EXTRA-CURRICULAR REVIEW COMMITTEE**

The committee consists of the principal, two board members, athletic director and two coaches. The duties of the Extra-Curricular Review will be:

1. To support and enforce the athletic/extracurricular policy in those areas for which they have responsibilities.
2. To promote sportsmanship in all sports and extracurricular activities.
3. To support the wellbeing of all coaches and sponsors of extra-curricular activities.
4. To make suggestions and recommendations through the chain of command about disciplinary procedures for coaches, participants, other students, parents and community members.

5. To review the athletic/extra-curricular policy at least yearly recommending changes to ensure discipline, equality, and fairness to all.

6. The review committee shall have no power to reduce or revise penalties or conditions clearly stated in this policy.

Any penalties imposed under this policy will be imposed by the respective building principal who will consider all the facts in the particular case, along with the recommendations of the Extra-Curricular Review Committee.

## **VII. AWARDS**

Awards shall be granted according to criteria developed by coaches/sponsors and approved by the building principal (and the athletic director when appropriate). The criteria shall specify activities and participation requirements for all awards (plaques, certificates, etc.) as well as any criteria that may cause loss of forfeiture of awards. The criteria for each sport/activity shall be prepared in written form and explained to participants and parents before the beginning of the sport or activity or as soon as practice in the case of new coaches.

## **VIII. PROGRAM DEVELOPMENT**

### Feeder Programs

1. Intramural and elementary programs will be designed to develop the skills and techniques necessary for success at higher levels.

2. Major emphasis will be given fundamentals and knowledge of the activity, along with an emphasis on good sportsmanship at all times.

3. Feeder programs will promote the maximum opportunity for participation and involvement of the students.

4. The head coach or director of any extra-curricular activity will provide leadership and direction to coaches and sponsors at lower levels, but coaches and sponsors at younger levels will be responsible for their 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 satisfactory resolution. Compliance with directives and agreements from this conference will be mandatory for all involved.

5. 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. Students will be allowed to join or practice in activities attending camps or clinics.

### Staff Development And Continuing Education

1. Coaches/Sponsors shall attend required rules and organizational meetings.

2. Coaches/Sponsors are encouraged to attend an appropriate clinic or coaching school once every two years.

3. Coaches may request approval to attend clinics for appropriate activities they direct each year. Requests for professional days, expenses and mileage will be handled on an individual basis.

4. The superintendent reserves the right to approve or disapprove each request on the merits of the proposal as it relates to the educational and extra-curricular programs of the district and financial feasibility.

## **IX. ROLE/RESPONSIBILITIES OF COACHES AND ADMINISTRATION**



#### Head Coach/Sponsor

1. The head coach/sponsor under the supervision of the building principal and the athletic director where appropriate shall be fully responsible for the control and direction of his/her sport or activity.
2. Specific duties and responsibility of the head coaches/sponsors include the following:
  - a. To meet with participants and their parents at or near the beginning of practice time to ensure that the coach/sponsor's expectations are clear for all participants and to ensure that all participants are aware and understand the Athletic/Extra-Curricular Policies of Elmwood Community Unit School District #322. This awareness and understanding will be indicated by the participant's signature on a contract between the participant and Elmwood Community Unit School District #322.
  - b. To ensure through the entire season that all participants comply with the Athletic/Extra-Curricular Policy.
  - c. To fully prepare for each practice and contest.
  - d. To conduct each practice and performance with efficiency and intensity.
  - e. To prepare participants with pre-contest and tournament information.
  - f. To model and to promote sportsmanship among participants, parents, fans, and community members.
  - g. To promote their individual programs within the community.
  - h. To operate the program within budgetary restraints and guidelines.
  - i. To supervise and to coordinate the efforts of assistant coaches/directors.
  - j. To direct and coordinate program development.
  - k. Coaches may have tryouts to make cuts if they choose to do so.

#### Responsibilities of the Athletic Director

1. To schedule athletic events and to assist in coordinating athletic practices and events with other extra-curricular activities.
2. To prepare and oversee the athletic budget for each sport and for the total athletic program.
3. To coordinate the purchase of supplies and equipment for each sport.
4. To maintain with cooperation from coaches a complete inventory of all athletic supplies and equipment.
5. To assist the building principal in the evaluation of all coaches.
6. To promote athletic activities and events of Elmwood Junior/Senior High School and Elmwood Elementary School.
7. To ensure that all parents, coaches, and sponsors understand and are in compliance with the Elmwood Athletic/Extra-Curricular Policy.
8. To schedule meetings in cooperation with coaches and the administration, before all athletic seasons for coaches, parents, guardians, and athletes to explain the Athletic/Extra-Curricular Policy as well as its applications and enforcement.
9. To represent the district at conference meetings and to serve as the IESA or IHSA representative when so requested by the respective building principal.
10. To assist in the conduct of athletic fundraisers, which has been approved by the building principal.
11. To determine the eligibility of the student's participants.

#### Role/Responsibilities of Principal

1. The building principal has ultimate responsibility for all extra-curricular activities.  
Duties will include:

- a. Supervising and evaluating the athletic director, all coaches and sponsors.
  - b. Consulting with coaches/sponsors on the formulation of rules and regulations for each sport/activity.
  - c. Reviewing and approving practice schedules, handbooks and contracts before they are given out to students and parents.
2. The principal will coordinate and supervise the scheduling of activities. These responsibilities may be delegated to the athletic director or other appropriate persons.
  3. The principal will be responsible for determining the eligibility of all participants according to state and district rules and regulations.
  4. The principal will assist in seeing that extra-curricular facilities are properly prepared and maintained.
  5. The building principal will ensure that there are official representatives, as needed and appropriate persons present at each interscholastic event. This responsibility will be shared with other administrators, the athletic director, and other coaches and sponsors.

## **RELATIONSHIPS AMONG PARTICIPANTS, PARENTS, COACHES/SPONSORS AND CONDUCT OF PRACTICES**

### General

1. In any successful program, it is essential that coaches and sponsors will meet with participants and understand each other's goals and expectations.
2. For this reason, coaches and sponsors will meet with participants and parents in advance of the season to present and to discuss their philosophies, goals, expectations and contest rules.
3. At this meeting, schedules of games and practices will be provided to all participants along with a written contract listing expectations and training/practice rules for participants.
4. At this time, coaches will inform parents and students of any special equipment or requirements for the activity as well as discussing costs that may be incurred by the participants or their parents.

### Expectations for Participants

1. Participants will observe training/practice rules.
2. Participants will give their best efforts at all times-in practice and in contests.
3. Participants will represent Elmwood Community Unit School District #322 in a positive manner and demonstrate good sportsmanship at all times.
4. Unless excused by the coach or sponsor, participants are expected to be present for and participate fully in all practices
5. Participants who know in advance that they will be absent from practice or an event for appointment or other good reasons should discuss their absence with the coach or sponsor in advance.
6. Participants who have conflicts because of work, family responsibilities, and other activities are expected to discuss those conflicts (in advance when possible) with the coach or sponsor to determine whether they can give sufficient time and energy to each activity or responsibility. Coaches and sponsors are aware of these conflicts and will attempt to resolve them on an individual basis.
7. Participants are to comply fully with district policies and regulations for participation in extracurricular activities.

### Expectations for Parents

1. Parents will attend pre-season meetings and support participants by attending events when possible.
2. Parents will maintain realistic expectations for their children no matter what their natural or developed ability may be.
3. Parents should attempt to have realistic expectations and be supportive of their children, as well as refraining from challenging or second-guessing the style, decisions, or philosophy of the coach or sponsor.
4. In cases where there is conflict or misunderstanding parents will attempt to resolve problems through channels as outlined in Section V of this policy.
5. Parents will exhibit good sportsmanship both at events and in discussion with others (as defined in Section II of this policy).

### Expectations for Coaches/Sponsors

1. Coaches/sponsors are responsible for adhering to rules and regulations for the conduct of their activities.
2. Coaches and sponsors will have all major rules as well as, practice and game schedules approved in advance by the athletic director and the school principal. After approval these rules and schedules will be supplied in writing to the participants and their parents.
3. Significant changes in rules or practice will be approved in advance by the athletic director and principal and communicated clearly to participants and parents.
4. Coaches/sponsors will be present and supervise participants at all times when participants are practicing or competing under the auspices of the school.
5. A coach, sponsor, or other designated responsible adult must be present after practices and contests until all participants have left the premises.
6. Except as specified elsewhere in this policy, coaches/sponsors will not impose disciplinary measures or remove a participant permanently from participation until the matter has been discussed fully with the administration. This does not preclude the temporary suspension of a participant pending administrative review.
7. Coaches/sponsors must ensure safe procedures and safe conditions at every contest and every practice.
8. Coaches/sponsors are expected to be aware of and able to use basic first aid procedures as well as know what to do in case of a serious accident, injury or emergency.

### Conduct of Practices/Miscellaneous Provisions

1. When school is not in session due to bad weather or other serious emergency, the following provisions will be observed.
  - a. When school is canceled in the morning or during the day due to bad weather all practices, contests, and performances are also canceled.
  - b. On any day when school is not in session due to bad weather the previous day the principal will have discretion to permit practice if it is determined that there is a good reason for the practice, the roads are reasonably well-cleared, and there will not be a serious danger or hardships for parents or students.
  - c. Using discretionary powers, the principal may permit a contest or performance to be held under conditions similar to those listed above.
2. The length of time and date night of practices shall be determined by the coach/sponsor of each activity, subject to advance review by the administration.

3. Coaches/sponsors must consider participants' ages, physical condition and physical limitations as well as academic and community demands upon students when determining the length and intensity of practices.

4. When setting practice times and schedules, coaches/sponsors shall have respect for and give appropriate consideration to the needs of the families and parents as well as church community organizations.

5. Any practice or event during vacation or times of in service must be approved in advance by the principal.

## **XI. Transportation to and From Events**

1. Participants are expected to use school provided transportation both going to and returning from contests or events.

2. Coaches may permit an exception to this policy in case of serious emergency or unusual hardship. Note: Failure to be on time for the bus is not ordinarily considered a hardship or emergency.

3. Coaches/sponsors may permit participants to go home with their parents (rather than returning to school) after a contest or event.

4. After an away contest or event, participants may not leave with other parents or adults (rather than returning to school) unless the coach has written (or personal) permission from the participants' parents. Normally approval for this option shall be given by the coach/sponsor or administration in advance.

## **XII. Policies for Participation Fees**

- All participation fees are to be paid in full by check no later than the first day of official practice for each sport or activity. All checks are to be made out to Elmwood High School, Dist. 322 and presented to the athletic director in the high school or to the secretary.
- Any student who is cut from a team as a result of tryouts will have their fee refunded.
- No money will be refunded to a student who quits a team or activity.
- No money will be refunded to a student who is dismissed from a team or activity due to disciplinary reasons, non-attendance, or academic ineligibility.
- Athletes who have a season-ending injury, as verified by a doctor's note, will have their participation fee refunded at the end of the season on a prorated basis.
- The maximum participation fee per year for any **one student** participating in school board supported activities at the high school will be \$50.00. The maximum fee per year for any **one family** participating in school board supported activities at the high school level will be \$100. At the middle school, the maximum participation fee per year for **any one student** participating in school board-supported activities will be \$30.00. The maximum fee per year for any **one family** participating in school board-supported activities at the middle school level will be \$100. If a family has students at both high and middle school, the maximum fee per year for one family participating in school-board supported activities per year will be \$100. PLEASE NOTE: the maximum fee limits do not apply to sports and activities that are funded by groups other than the Elmwood Board of Education. If you have any questions, please contact the district athletic director. The participation fee guarantees the athlete an opportunity to draw equipment, receive coaching instruction, and practice time. **It does not guarantee any certain amount of game time.** The district activities code lists numbers of participants per sport/activity. The number of students kept, after cuts, on any given team or activity roster are recommendations made by the district, not requirements. Any student who is eligible for free or reduced lunches or may

otherwise be eligible for financial assistance must see the athletic director or his/her designee to request a fee waiver. Fee waivers must be submitted and approved PRIOR to the first day of practice for any sport or activity in order to be exempt from paying this participation fee.

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