

*MIDWEST CENTRAL
COACHES HANDBOOK
2023-2024*



HOME OF THE
RAIDERS

Midwest Central Coaches' Handbook

Introduction

The Midwest Central Athletic Department is proud of its rich athletic traditions and our heritage.

The Midwest Central Athletic Department is committed to developing well-rounded student-athletes who develop leadership qualities, loyalty, sportsmanship and a love of competition.

The mission of the Midwest Central Athletic Program is to provide student-athletes the opportunity to participate and grow physically, mentally, and emotionally through the participation in interscholastic athletics.

It is our goal that Midwest Central athletes' reach their full potential in the areas of competition and our coaches strive to accomplish this goal by developing comprehensive and extensive training plans, maintaining high standards and expecting physical and mental commitment to the program. Representing Midwest Central in athletics is a privilege, not a right, and with that privilege comes the responsibility of the student-athlete to always personify Midwest Central in a positive light and to always give his/her personal best when in competition.

This handbook contains information about the Midwest Central Athletic Department that is essential to the coaches of athletic teams. Coaches have several expectations they need to meet. This handbook explains many of these expectations, so please read carefully.

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Athletic Department Principles

Your athletic program(s) will:

1. Be a well-coordinated part of the school curriculum.
2. Justify the use of funds and school facilities.
3. Be conducted by school authorities in full compliance with the provisions of Title IX.
4. Provide opportunities for athletes to participate in a variety of sports throughout the year.
5. Foster training in conduct, ethics, and sportsmanship for participants and spectators.
6. Encourage respect for conference and I.H.S.A. and I.E.S.A. rules.

Administrative Responsibilities of Coaches

Program Organization

Head coaches are responsible for the organization and operation of all levels in their program. They must oversee all aspects of their sport and assure that the needs of all of their assistants are provided for with the assistance of the Athletic Director and/or Administration. The head coach will make recommendations to the Athletic Director and/or Administration regarding the hiring and appropriate level of placement for assistant coaches.

Publicity

Coaches are responsible for their team's publicity. News media should be contacted with results after each home contest. Information regarding team scores, individual performances, and key highlights should be made available. The Coaches will publicize information to our Districts social media platforms through Thrillshare. Statements should be kept positive and focus on team accomplishments (Not I, but We). Eligibility, injuries, and discipline situations are not public information and should always be kept confidential.

Instructions to Athletes and Parent(s)/Guardian(s)

Communication is a key to a successful program, which is supported by the administration, student body, parent/guardian, and community. It is imperative that students and parent(s)/guardian(s) be notified of expectations and program requirements so that they do not suffer consequences because of lack of information. In order to facilitate the communication of such information, each athlete and at least one parent/guardian must attend a parent/guardian/player meeting prior to competing in any contests. If the parent/guardian is unable to attend that meeting, a meeting needs to be set so you can communicate with them. Information which must be communicated to athletes and parent(s)/guardian(s) includes, but is not limited to:

1. Philosophy
 - a. Value of athletics
 - b. Training rules and procedures

- c. Playing time
- d. Underclass levels
- e. Awards
- 2. Expectations
 - a. Goals
 - b. Leadership
 - c. Academic
 - d. Practice attendance
 - e. Parental support
 - f. Conduct
 - g. School attendance
 - h. Hazing
- 3. Policies and Procedures
 - a. School Code of Conduct
 - b. Eligibility
 - c. Inherent risks/Injury treatment/Facility procedures
 - d. Equipment
 - e. Transportation

Athletic Safety Guidelines

General Responsibilities

The coaches' responsibility for the safety of their athletes begins on the first day of the season and continues throughout the entire season.

It is the coaches' responsibility to instruct the athletes in all aspects of safety including:

1. Inherent risks of the sport.
2. Importance of communication.
3. Proper technique.
4. Care and use of equipment.
5. Proper fitness.
6. Severe weather procedures.
7. Blood exposure control.
8. Reporting injuries.

Coaches will also be expected to conduct safety checks of equipment and facilities.

Several obligations or duties have been identified as absolute requirements for coaches. These standards have evolved as a result of various case law proceedings and legal judgments and include:

1. Duty to Supervise – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries, and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member

cannot be physically present to supervise. This duty may also require coaches to control reckless player behavior.

2. Duty to Provide a Safe Environment – Coaches are considered trained professionals who possess high levels of knowledge and skills that permit them to identify foreseeable causes of injury inherent in defective equipment or hazardous environments.
3. Duty to Teach Properly – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
4. Duty to Condition Properly – Practices must include a progression of cardiovascular and musculoskeletal conditioning activities that prepare athletes sequentially for more challenging practices and competitive activities.
5. Duties to Provide Emergency Care – Coaches are expected to be able to administer standard first aid.

Blood Exposure Control

Coaches have been classified into the Group II category in regard to occupational exposure. This means that the normal work routine involves no exposure to blood, body fluids, or tissues, but potential exposure may occur as a condition of employment. Exposure may occur in the following circumstances:

1. Injury/illness management
2. C.P.R.
3. Mouth-to-mouth resuscitation
4. Management of or casual contact with open wounds
5. Handling soiled uniforms or towels

Potentially infectious bodily fluids include:

1. Blood
2. Semen
3. Vaginal secretions
4. Cerebrospinal fluid
5. Peritoneal fluid
6. Amniotic fluid
7. Saliva in dental procedures
8. Any fluid visibly contaminated with blood

Athletic uniforms stained with blood or other body fluids are to be changed unless the stain is minor and a uniform change causes a major inconvenience, in which case the uniform must be disinfected.

Athletic injuries resulting in bleeding require the removal of the athlete who is bleeding and should be brought to the attention of the official if a bleeding athlete is not removed from

competition. Under no circumstances should an athlete continue competition against a bleeding opponent.

The IHSA and IESA have indicated that they will follow the National Federation guidelines concerning exposure control. The National Federation has asked the rules committee for each sport to consider this problem and include operational procedures for dealing with open wounds and body fluids in each of their rulebooks. Procedures regarding game stoppage and substitutions vary by sport. Coaches must familiarize themselves with the rule for their sport.

When it becomes apparent that an athlete is bleeding, has an open wound, or blood on their uniform, the following sequence should occur:

1. The athlete should be removed from the contest at the earliest opportunity.
2. The coach should refer the athlete to the athletic trainer or other appropriate medical personnel. If an athletic trainer or other medical personnel are not available, the coaching staff should administer appropriate first aid following the universal precautions.
3. The athlete may return when appropriate treatment has been administered. Appropriate treatment involves the stoppage of bleeding, the covering of wounds, and the disinfecting or changing of uniforms.
4. Towels and uniforms that have been contaminated (cannot be disinfected) with blood or other potentially infectious body fluids must be immediately bagged in a biohazard waste garbage bag.
5. Bags containing uniforms laundered at home should be sent home with the athlete. Wash in hot, soapy water with colorfast bleach.
6. First aid materials that have been contaminated with blood or other potentially infectious body fluids should be discarded in a biohazard waste garbage bag.
7. Notify the athletic trainer when exposure control supplies have been used from the training kit.

Questions regarding this plan should be directed toward the school nurse.

Severe Weather

Coaches need to be alert to severe weather problems. Review appropriate procedures regarding tornado warnings, extreme temperatures, and lightning. You do not need to wait for officials to act if weather presents a hazard to safety. Coaches should review the IHSA and IESA guidelines for lightening and extreme weather at the following sites.

<http://www.ihsa.org/Resources/SportsMedicine/HealthWellBeing/HeatHydrationandPerformance.aspx>

<http://www.ihsa.org/Resources/SportsMedicine/HealthWellBeing/SevereWeatherGuidelines.aspx>

<https://www.iesa.org/activities/weather.asp>

Special Instructions for Coaches

I. *General Expectations*

A. **Administrative Responsibilities**

1. Head coaches are responsible to report to the Athletic Director or Administration. The Athletic Director or Administration will report to the Superintendent and Principal as needed.
2. The head coach is responsible to ensure that the School Board have approved all volunteer coaches, before they can assist or direct athletes in any manner.
3. Coaches must not allow unsupervised students to have access to the training room, coaches' offices, athletic facilities, or equipment rooms.
4. It is the responsibility of each coach to ensure that the names of all athletes out for their team are on the current eligibility list.
5. Coaches must receive approval from the Athletic Director and Administration before an athlete may be removed from a team.
6. No head coach or assistant is to schedule or change contest dates and times without the permission of the Athletic Director. All scheduling is to be done through the Athletic Director's office.
7. Coaches are never allowed to hold practice nor team meetings on Sunday without the Athletic Director or Administration's approval. No practice or team meetings may be held on days that school is cancelled without the Athletic Director or Administration's approval.
8. Coaches are never allowed to call students out of academic classes. Coaches may meet with students in between classes or during lunch.

B. **Instructional Skills and Performance**

1. Coaches are expected to be prompt and consistent in meeting their team for practices and contests.
2. Team performance and accomplishments are expected to be proportionate with ability.
3. Drills and techniques should demonstrate the coaches' understanding of fundamentals and should be sequential in design.
4. Motivational methods should be positive in nature and result.
5. Coaches should ensure that their use of criticism is constructive and communicated in an appropriate manner.
6. Coaches are responsible for planning, organizing, and teaching fundamentals, strategies, techniques, and rules of the sport.

C. Interpersonal Relations

1. Coaches are expected to cooperate with the teaching staff, parent(s)/guardian(s), members of the news media, and other citizens to ensure good public relations. If additional support is needed, communicate concerns with the Athletic Director or Administration.
2. Coaches should promote respect by example through their personal appearance, manners, behavior, language, and conduct during practices and contests and whenever in the presence of their athletes.

D. Professional Responsibilities

Coaches are responsible to:

1. Attend all scheduled coaches' meetings, approved clinics, and designated in-service programs. It is recommended that they should review films, magazines, and books related to their sports for professional growth and improvement.
2. Cooperate and communicate with the Athletic Director, Administration, and other coaches/sponsors to enhance the total athletic program.
3. Provide instruction on the proper use and care of equipment so that equipment is not destroyed, lost, or misused by athletes.
4. Ensure that school athletic equipment is never sold or given away to students.
5. See that no athlete receives equipment or is allowed to practice without clearance from the Athletic Director or Administrator's office.
6. Ensure that athletes use the weight room only under the direct supervision of an authorized adult supervisor.
7. Supervise athletes who are at school at the coach's request or obligation.
8. All coaches who are full time teachers are expected to attend faculty development days and to not schedule practices that conflict with these times.
9. Endeavor to protect the safety and health of the athletic participants by promoting safe conditions of the area of athletic participation and equipment used by the participants, the good health of students who participate, and the safe transportation of athletes, as may be furnished by the school.

E. Coach Evaluations

1. The Athletic Director and/or Administration will formally evaluate all coaches, annually.
2. A pre-season evaluation meeting shall take place before the start of the season's practices to review coach goals, expectations, and the seasonal checklist. The objective of this in person meeting is to prepare for the season. The Coach will identify goals in each component of the Coaching

Performance Instrument as a means to improve upon tasks or skills within each component group. Some goals may be directed based upon a previous evaluation or a targeted need.

3. Coach and Evaluator will meet to conduct an evaluation no later than 30 days following the end of the team's season. The meeting will include an assessment of goals, review of the post-season checklist, and a completion of the Coaching Performance Instrument.

II. *Pre-Season Responsibilities*

A. **Personal Preparation**

1. Coaches must schedule the date of issuance of equipment and uniforms.
2. All work orders regarding facility needs should be submitted to the Athletic Director or Administration at least one week prior to the first practice.
3. Head coaches and assistants are required to submit transportation requests with the Athletic Director or Administration.
4. Head coaches are responsible for satisfying mandatory attendance requirements at IHSA and IESA rules interpretation meetings.
5. Head coaches and assistants are required to review the IHSA and IESA handbook and IHSA and IESA Terms and Conditions for rules and regulations that pertain to their specific sport.

B. **Communication**

1. Coaches must turn an inventory of their sports equipment and uniforms into the Athletic Director or Administration.
2. Coaches should develop practice plans, team policies, and tryout parameters; discuss them with the Athletic Director or Administration; and explain them to all students prior to the actual tryouts for any athletic team.
3. The head coach should develop a list of candidates, identified by grade level, to submit to the Athletic Director or Administration for the purpose of determining whether a student is eligible.
4. Head coaches should check with the Athletic Director or Administration to see that officials and workers have been assigned for all contests at home.

In-Season Responsibilities

A. **Cooperation with School Personnel**

All coaches are responsible to:

1. Turn into the Athletic Director or Administrator's office a roster complete with names and uniform numbers as soon as squads are determined.

B. Supervision of Athletes and Facilities

All coaches are responsible to:

1. Make sure emergency medical pack accompanies the team before leaving the locker room for all contests and off-campus practices.
2. Check on all athletes for injuries after all contests and practices.
3. Monitor athletes while they are in the locker rooms.
4. Make sure that all athletes are dressed and gone before leaving the locker room area.
5. Remain in the building after a trip until all athletes have departed.
6. Ensure all facility and locker room doors are locked and secure.
7. All participants will ride to and from road activities only on team-provided transportation. Being absent from the team transportation for an unexcused reason will result in the student not participating in the activity. In the event that a parent/guardian wants to take their child(ren) home, the parent/guardian must sign them out on the supplied sign-out sheet. Participants will be allowed to ride home with other parents only after their parent/guardian has notified the office in writing, per event, and the parent taking them home signs them out.
8. If an athlete is present on a bus, a coach must accompany them.
9. Facilities must only be used by Midwest Central athletic teams or Midwest Central School sponsored camps. Non-affiliated teams must provide certificate of insurance.

C. Conduct

All coaches are responsible for:

1. Providing an atmosphere conducive to good sportsmanship and assisting visiting team coaches and officials when appropriate.
2. The teaching of sportsmanship and appropriate conduct for athletics both in and outside of the competitive areas.
3. Teaching student-athletes to use only legitimate and ethical means in attempting to win a game.

D. Communication

1. All coaches are responsible to review team rules, training rules, and expectations with their athletes.

2. All coaches should distribute game and practice schedules to all team members.
3. All coaches must inform athletes of their responsibility to hand in all school equipment and that they will have to pay for any items that are missing, lost, or damaged.
4. Coaches should discuss with all team members their conduct expectations:
 - a. At school
 - b. During contests
 - c. On road trips
 - d. Away from school and in the community
5. All coaches must inform the Athletic Director or Administration the date and reason whenever an athlete drops or quits the team.
6. All coaches are responsible to check weekly bus schedules as soon as it is received from the athletic department.
7. All coaches should check weekly eligibility lists for student progress and communicate with the student and parent(s)/guardian(s) regarding deficiencies prior to the student becoming ineligible.
8. All coaches are responsible for reporting game scores and other pertinent information to all daily media outlets immediately following a home contest or as requested.
9. All coaches are to publicize information to our Districts social media platforms through Thrillshare.
10. All head coaches are responsible for supervising and providing guidance to assistant coaches, assigning their respective duties, and coaching staff meetings as necessary.

IV. *Post-Season Responsibilities*

A. Supply and Equipment Return

All coaches are responsible to:

1. Ensure that all equipment and uniforms are returned. Coordinate collection of uniforms, equipment, and training room supplies with the assistant coaches.
2. Submit a list of athletes to the Athletic Director or Administration with detailed information of those who failed to turn in school issued equipment.

B. End-of-Season Summaries

1. Coaches must turn an inventory of their sports equipment and uniforms into the Athletic Director or Administration.
2. Head coaches are responsible to submit an inventory report to the Athletic Director or Administration with repair or replacement recommendations.
3. Head coaches are expected to develop a list of supply and equipment needs for the following year to discuss with the Athletic Director or Administration for budget consideration.

C. Administration and Communication

Head coaches are responsible to:

1. Communicate with the Athletic Director regarding next year's schedule.
2. Evaluate the total program and submit any recommendations for the program to the Athletic Director.
3. Communicate with Athletic Director or Administration regarding off-season activities and summer programs.
4. Review out-of-season participation regulations with Athletic Director.

D. High School Awards Night

Coaches are responsible to:

1. Hold their own awards night at the conclusion of their seasons.
2. Coach will inform Athletic Director or Administration on the date they are holding the awards night prior to their season.
 - a. Dates will be placed on the school calendar.
 - b. Dates could be modified due to post season play.
3. Varsity and JV levels will be recognized at the awards night.
4. A minimum of three awards will be given at each level.
 - a. Example: Most Improved, Best Attitude, Raider Role Model
5. A notice of what awards will be given to the players at the coaches meeting at the beginning of their seasons
6. A notice of what awards will be given to the Athletic Director or Administration prior to the awards night.
7. Coaches are to inform the Athletic Director or Administration of where their awards night will be held.
 - a. The school will provide a facility for the awards night with cake/cookies and water to be provided.
 - b. If the coach elects to hold it at another facility, other funding will be needed to pay for any food or snack items.
8. Coaches will send reminders out through their team apps and encourage their athletes to attend.

9. Coaches will introduce each athlete individually and comment on their contribution to the team.

Special Instructions for Athletes

Requirements for Participation

In order to be able to participate in practices or contests, an athlete must have satisfied the following:

1. Physicals are valid for 395 days and must be on file in the school office before they can participate.
2. All participation fees are to be paid in full no later than the first contest for each sport or activity.
3. A signed parent/guardian permission form must be on file with the head coach for each sport of participation.
4. A current medical emergency card must be on file with the head coach for each sport of participation.
5. Each athlete and at least one parent/guardian must attend a parent/athlete meeting for each subsequent season of participation.
6. Although the Illinois High School Association (IHSA) standard states that a student athlete must pass 25 credit hours of work per week in order to be eligible, Midwest Central High School further defines its eligibility standard that a student must have passing grades in all courses each week. The grade reported by the teacher on Thursday will be the cumulative grade for the class at that point in the semester. The student's eligibility week runs the following Monday through Sunday.
7. Midwest Central Middle School defines its eligibility standard that a student must have passing grades in all courses each week. The grade reported by the teacher on Friday will be the cumulative grade for the class at that point in the semester. The student's eligibility week runs the following Monday through Sunday.
8. Each athlete must abide by the terms of the Midwest Central Athletic Code and the I.H.S.A./I.E.S.A. Code as detailed in the Student – Parent/Guardian Handbook handed out at the beginning of the school year.

Code of Conduct (Sportsmanship)

Participation in athletics is a privilege that includes responsibilities to the school, team, community, and the athletes themselves. In play and conduct, student athletes represent all of these groups. We expect our athletes to exhibit and model five basic traits:

1. Exemplary moral character on and off the field.
2. Enthusiasm for self, team, sport, other programs, and the school.
3. Confidence in self, team, and coaching staff.

4. Commitment to academics, athletics, and the school community.
5. Good sportsmanship, which includes fair play and courteous treatment of teammates, opponents, officials, and coaches while representing the school and the community in a respectful manner.

Hazing

Hazing includes any humiliating or dangerous activity expected of a student in order to join a group regardless of that student's willingness to participate. Hazing is a violation of school policy and cannot be dismissed as simple initiations, tradition, or rites of passage.

Attendance

Students who do not attend school (excused or unexcused) may not attend school-sponsored co-curricular activities on the day of their absence unless the absence has been due to a school-related function. A student must be in school at least one-half of the school day (3 1/2 hours) in order to attend a school event that day. The Athletic Director or Administrator will determine on an individual basis circumstances beyond the control of the student. Students must return to school with a medical note, judicial note, or a note from parent/guardian if the student has attended a funeral to be eligible to participate, practice, or compete in an athletic event. The student is required to present the note even though a parent/guardian has called to verify the absence each day of the student's absence from school.

Insurance

Midwest Central has available an accident policy for any student who participates in athletics at no additional cost. The students will receive information on this at the time of registration.

N.C.A.A. Academic Eligibility

N.C.A.A. Bylaw 14.3 (referred to as Proposition 16) requires that all high school graduates wishing to participate in athletics at Division I or II universities must meet certain academic standards in order to be eligible to compete during their freshman year in college. These standards are described in the N.C.A.A. Guide for College-Bound Student-Athletes. The N.C.A.A. has established an Initial-Eligibility Clearinghouse to determine the eligibility of incoming freshman.

Athletic Injuries and Treatments

Reporting of Injuries

It is the athlete's responsibility to report to the coach all injuries associated with athletic participation within 24 hours. If an injury is discovered after the athlete has returned home, the athlete should go to his/her own physician and report such to the coach as soon as possible the following day.

Emergency Procedures

The coach will notify a parent or guardian in case of emergency. If the parent or guardian cannot be reached, the coach will contact the alternate name on the student's emergency card. The coach will follow the direction of the designated adult with respect to securing additional health care and related transportation services for the athlete.

If the designated adults cannot be reached, the coach will call the paramedics, if necessary.

If, in the judgment of the coach, the injury is limb or life threatening, the paramedics will be called first, and then the parent or guardian will be notified.

Coaches, athletes, and parent(s)/guardian(s) are encouraged to communicate on all phases of an injury.

Coaches Conduct

General Conduct

Since it is the goal of coaches to help mold adolescents into responsible adults, it is imperative that the actions of our coaches be consistent with the expectations we have for our athletes. Coaches must act in a manner that reflects positively on our program, school, and community. The Athletic Department believes that coaching is teaching and see no place for disruptive, unprofessional language or conduct. To that end, coaches should:

1. Refrain from foul or abusive language.
2. Avoid physical contact or any other contact with athletes (members of the same or opposite gender) that would be misconstrued by the public.
3. Set and maintain the highest ethical standards.
4. Display the same respect for authority that is expected from athletes.
5. Know and understand board policy 5:50 which explains the District is a Drug and Alcohol - Free Workplace.

Coaching During Athletic Contests

Some coaching conduct during competition has received negative fan and media attention during the last few years. All Midwest Central coaches are expected to do everything within their power to correct this negative image and keep athletic contests within the proper perspectives. Fan attention should focus upon a contest of skilled athletes – not on coaches' conduct. The actions of the coaches should demonstrate to the fans of both teams that coaches and players are not enemies but competitors during the contest.

In that spirit, the following guidelines have been established:

1. Coaches must visibly show a mutual respect for each other, the opposing team, and the opposing fans.

- a. When an introduction ceremony is used and the number of participants and other conditions permit, players will shake hands with the opponents coach as they are introduced.
 - b. When an introduction ceremony is used, coaches will meet to shake hands as they are introduced.
 - c. Immediately following the game, the coach will approach the opponent's coach and initiate a handshake. After this gesture, the coach will immediately direct his/her team to their locker room/bus.
 - d. If the media following the contest interviews the head coach, a designated assistant will accompany the team to the locker room/bus.
2. In addition to the above, coaches are to strictly to adhere to the following:
 - a. Coaches should not visibly or audibly protest the decisions of officials during the game or in any place where a crowd might see or hear them.
 - b. Coaches should avoid a display of temper.
 - c. Coaches should not use alcohol or tobacco products at any time on the field or playing area or before his/her players.
 - d. The coach should not go on the field or playing area during the game except with permission of an official.
 3. In sports where bench conduct is emphasized, coaches, assistants, and players must be seated unless permission to stand is granted by the official or game rules.

I.H.S.A./I.E.S.A. Sportsmanship By-Law

Any I.H.S.A. coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the I.H.S.A. or the school may assess.

Any I.E.S.A. coaches who are ejected will still serve a two game suspension at the level at which the ejection occurred and all other contests in the interim but will now be required to complete the NFHS Sportsmanship course and pay a \$100 fine. A second offense will result in a five-game suspension and a \$250 fine.

Athletic Travel

Absence for Athletic Contests

Students are excused from attending their classes if they are representing Midwest Central in athletic competition while being supervised by school personnel. Students participating in approved activities are expected to inform their teachers in advance of their anticipated absence. The coach in charge of a team which must miss a day of school must seek the approval of the Athletic Director or Administration and provide office personnel with a listing of students who will be absent from school. The request to miss school will be given directly to the Athletic Director or Administration who will have final say over the dismissal time.

Missing school is to be discouraged and avoided. Start times of actual contests will be the primary consideration for approval of early dismissal requests.

Early Dismissal for Athletic Contests

If a student needs to be dismissed from school prior to the regularly scheduled dismissal time, the coach must seek the approval of the Athletic Director or Administration. The coach will provide office personnel with a listing of students authorized for early dismissal. Every effort must be used to ensure that students are not leaving school too early and that minimal class time is being interrupted. The Athletic Director or Administration will have final approval on all dismissal times. Missing school is to be discouraged and avoided. Start times of actual contests will be the primary consideration for approval of early dismissal requests.

Early Dismissal Make-Up Work

If a student needs to be dismissed from school prior to the regularly scheduled dismissal time or is excused from attending classes while representing Midwest Central in athletic competition, the student must make every effort to complete missed work before leaving for said event. It is the responsibility of the Student to inform their teachers of their absence and to arrange the completion of homework, projects, tests, etc. before the dismissal with those teachers.

Procedures for Purchases

The procedures for purchases made in the name of Midwest Central are as follows:

1. Employee seeks permission to purchase.
2. Employee picks a vendor (or specify possible vendors for quotes)
3. Employee or administration seeks a quote.
4. Once a quote is received, a PO will be submitted to the Superintendent by the Athletic Director or Administration for approval.
5. If no specifications are determined, the Purchase Order will be given to the employee or Administration to make the purchase once approved.
6. When an invoice and the order is received, it needs to be signed off by the Athletic Director or Administration, attached to the Purchase Order, and turned into the Business Office to be paid.
7. Invoices will not be paid without a Purchase Order attached to them.
8. Coaches should keep a copy of their orders in their files.

If the Athletic Director or Administration has Purchase Orders that are not fulfilled, the Unit Office needs to be aware that the order was not placed, or not received.

Each team is to deposit its monies with the School Office on a daily basis. Midwest Central personnel are not to keep money from any activity any longer than the first school day

following the collection of monies or sale of any type. All monies collected must be made payable to Midwest Central.

All organizations' expenditures are to be handled through the bookkeepers. All receipts and disbursements for school accounts must be processed through the Unit Office. Coaches may collect money from their athletes to pay for items that the athlete will keep, i.e. Spirit wear, Hats, etc. Coaches must collect enough monies to cover total cost of apparel, plus shipping and handling. Coaches may charge minimally over to accommodate those who may be in need, but no excessive profit may be made. It is the coaches' responsibility to keep records of who has paid and have that information readily available to the business office.

DEVELOPMENT FOR PROGRAMS

Each program is allowed to do fundraisers during the school year. The Athletic Director or Administration must approve those fundraisers. Teams will not solicit funds from donors without an exchange of goods or services. Coaches are never to accept gifts of cash or checks. All donations should be done by the donor, to the Superintendent. Those donations will then be allocated to an appropriate fund.

USE OF SUPPLEMENTS IN ATHLETICS

In order to minimize health and safety risks to student athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance enhancing purposes.

Athletic Tryouts

Where membership is by tryout, not all students who tryout may be accepted for team membership. The school is committed to providing everyone a fair chance to participate. Unfortunately, if team numbers must be limited, not everyone who tries out can be accepted.

Ordinarily, the Athletic Director or Administration does not intervene in selection decisions, unless the decision is arbitrary and capricious.

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