

**CARROLLTON COMMUNITY UNIT SCHOOL
DISTRICT #1**

2023-2024



**HAWK
COACH
&
SPONSOR
HANDBOOK**

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Mission Statement

The mission of the extra-curricular coaches and sponsors of CCUSD #1 is to provide a positive influence on the lives of student participants and to teach the values of discipline, respect, and responsibility through team-oriented activities.

Coaching/Sponsorship Philosophy

The Carrollton School District believes that extra-curricular activities are a vital part of our educational program. Therefore, we will employ the best person possible to coach or sponsor our activities. Coaching/Sponsorship is more than producing a winning team; it is to produce winning individuals. Coaches/Sponsors should combine a variety of skills to bring out the best in each student with a focus on building teamwork, discipline, respect, responsibility, and honor. Coaches/Sponsors should lead by example.

General Information

Athletic Affiliations

Carrollton High School is a member of the Illinois High School Association (IHSA). This is the governing body of Illinois high school athletics. Likewise, Carrollton Middle School is a member of the Illinois Elementary School Association (IESA).

The high school is also a member of the Western Illinois Valley Conference (WIVC). For football, the WIVC has been divided into a north division and a south division. For all other sports, there are no divisions in the conference.

Extra-Curricular Activities Offered

Carrollton Middle/High School offers a variety of extra-curricular activities throughout the school year. These activities include:

- **Grade School**

- Fall – Pee Wee Girls’ Basketball

- Winter – Pee Wee Boys’ Basketball

- **Middle School**

- Fall –Baseball, Softball, Co-ed Golf, Pee Wee Girls’ Basketball, Middle School Girls’ Basketball

- Winter – Pee Wee Boys’ Basketball, Middle School Boys’ Basketball, Volleyball, Scholastic Bowl

- Spring – Track & Field

- Track and Field will include 6th grade students. In the event that other activities should require participants in addition to those in 7th and 8th grade, activities may open up for participation from 6th and/or 5th grade students. This decision will be made for each individual activity by the head coach/sponsor of the activity, Carrollton Grade School administration and CGS athletic director*

- **High School**

- Fall – Football, Volleyball, Co-ed Cross Country (COOP), Cheerleading, Co-ed Golf

Winter – Boys' Basketball, Girls' Basketball, Cheerleading, Scholastic Bowl
Spring – Baseball, Softball, Co-ed Track & Field

In addition to the activities above, Carrollton Middle/High School offers opportunities for students to participate in a variety of clubs, organizations, and co-curricular activities.

Chain of Command

The chain of command is a vital part of the function of any system. It is required that everyone follow the chain of command when any issue arises. The chain of command is as follows:
Student/Parent, Guardian > Coach/Sponsor > Athletic Director > Principal > Superintendent

Communication

Communication is essential for effective extra-curricular programs. The following is a list of expectations regarding communication for coaches and sponsors:

- Communicate expectations (i.e. rules & consequences, policies, procedures, etc.) with our student participants.
- Communicate the expectations listed above with the parents/guardians of our student participants.
- Communicate and be cooperative with other coaches and sponsors.
- Communicate with the administration.
- Communicate positively about your program to the media

Coaching/Sponsor Behavior

Coaches and sponsors are expected to be role models for our student participants by modeling proper behavior. Improper behavior by coaches/sponsors will not be tolerated and may result in coaches being reprimanded/suspended/or terminated. Article 3, Section 8 of the Collective Bargaining Agreement between the Carrollton Education Association, Illinois Federation of Teachers, Local 3997 and the Board of Education for the Carrollton Community Unit School District #1 states that each tenured, non-tenured, regularly employed, full-time and part-time teachers, and each teacher responsible for an extra-curricular activity, shall be afforded procedural due process prior to any suspension or dismissal for just cause from his/her teaching or extra-curricular duties. This section does not apply to year-end dismissals of regularly employed, part-time teachers or non-tenured teachers based on evaluations or Reduction in Force.

Coaching/Sponsor Behavior (Continued)

The following is a list of expectations regarding behavior for all coaches and sponsors:

- Be a positive influence.
- Show respect to everyone (students, parents, peers, officials, administration, and other schools).
- Act in a professional manner at and away from school.
- Administer consequences in a professional manner.
- Be supportive of other coaches and administration. Cooperate with one another
- Attend to the needs of each individual student participant.

- Be a positive role model and teacher.
- Represent the school in a professional manner at all times (i.e. dress, sportsmanship, attitude, language, wearing hats inside, etc.)
- Be fair and honest.
- Do not use profanity.
- Understand and communicate that academics come first.
- Follow IHSA/IESA requirements and sportsmanship guidelines.

Social Media Use

We acknowledge that social media has a large presence in our society. Social media technologies such as Remind, Twitter, Facebook, photograph/video sharing, group texts, social bookmarking and others have many benefits; however, they can also be disruptive and counterproductive when inappropriate social media postings occur. All coaches and sponsors must adhere to previously mentioned expectations and behaviors and should use extreme caution when using social media,

Improper behavior by coaches/sponsors on Social Media will not be tolerated and may result in coaches being reprimanded/suspended/or terminated. Article 3, Section 8 of the Collective Bargaining Agreement between the Carrollton Education Association, Illinois Federation of Teachers, Local 3997 and the Board of Education for the Carrollton Community Unit School District #1.

Coach/Sponsor Responsibilities

The following serves as a checklist of responsibilities for coaches and sponsors to adhere to before, during, and after their season.

1. Pre-season activities
 - a. Coaches are to complete the IHSA or IESA rules interpretation online presentation for their sport.
 - b. All coaches, including all volunteer coaches, must be approved by the BOE prior to working with students.
 - c. All coaches, including volunteer coaches, must have completed fingerprinting procedures prior to working with students.
 - d. Coaches are to follow the IHSA or IESA calendar pertaining to the start of a season.
 - e. Check physicals for student-athletes. Athletes cannot practice until this has been filed in the building office.
 - f. Review District Concussion Protocol Procedures. Ensure all athletes have completed baseline concussion testing (High School Only)
 - g. Check insurance waivers for student athletes.
 - h. Submit game/event draft program(s) to Athletic Director for approval PRIOR to printing and distributing.
 - i. Check eligibility weekly (Mondays) prior to the season.

- j. Be sure activity fees have been paid (nonrefundable after the first game/contest). Participants may not participate until paid.
 - k. Hawk Code (Extra-curricular Code) must be signed and returned by all participants. Participants may not practice until this has been filed in the building office.
 - l. Be sure the steroid test agreement has been completed by student-athletes. Athletes may not participate until this has been completed.
 - m. Be sure the IESA / IHSA concussion information has been shared and documentation has been completed.
 - n. Coaches must complete the IESA/IHSA steroid test, concussion test, hate speech/harassment test, and PES exam.
 - o. Establish team rules and procedures annually and submit them to the Athletic Director.
 - p. Establish a season start-up roster and submit to the Athletic Director.
 - q. Conduct a preseason inventory of all equipment and supplies for your activity and submit them to the Athletic Director.
 - r. Establish a start-up practice schedule (cooperate with other coaches and sponsors) and submit to the Athletic Director to place on the monthly calendar.
 - s. Immediately submit requests for any changes in schedules, officials, etc. to the Athletic Director as soon as you are aware (most contracts for contests and officials are done two to four years in advance).
 - t. Submit a transportation schedule to the building principal and transportation director for their approval. Schedule must be followed unless extenuating circumstances arise. Complete policy requirements for transporting students in one's own vehicle. (4:110APD5) Groups wanting to utilize district buses for transporting student groups will be assessed a fee for the transportation if the event is an extra-curricular event, field trip or other event NOT directly connected to course curriculum. Buses will be provided with no fee for co-curricular competitions and events DIRECTLY related to course curriculum.
 - u. Arrange for any bench, ticket takers or other contest help including playing/singing of the National Anthem for your activity.
 - v. Arrange for tournament help, if you host a tournament.
 - w. Conduct a mandatory player/parent meeting in which rules and procedures are addressed along with any other items that must be taken care of prior to the first practice.
 - x. If any fundraising will be done, School Board Policy must be followed (See Board Policy 7:325). All fundraisers must be approved by the administration.
 - y. Payment for uniforms or other materials must be paid prior to distribution to students.
 - z. All requisitions utilizing activity funds are to be processed through the individual school buildings unless offices are closed for summer or holidays.
2. During the Season – Practice
- a. Coaches/Sponsors are to check with the office daily to check attendance.
 - b. Only coaches approved by the Board of Education are to call, conduct and participate in practices and contests. Coaches are to instruct and conduct practice; outside personnel may not practice with students. No unapproved personnel can participate in practice.
 - c. Follow Concussion Protocol procedures. Ensure that each of your athletes completes the

mandatory baseline test prior to the season.

d. Schedule

- i. Coaches/Sponsors are to submit practice schedules to the Athletic Director, Building Principal, and Superintendent for approval prior to the first day of each month.
- ii. Practices are to be concluded and all students are to be out of the building by 6:30 p.m. on Wednesday nights. Any student needing to leave for church related activities **will not** receive any type of consequence for their absence from practice.
- iii. Coaches/Sponsors are not allowed to conduct practice on Sundays.
- iv. Coaches/Sponsors are not to practice after 5:00 p.m. on the nights prior to semester or final exams.
- v. Any doctor's notes prohibiting students from practices and games due to illness and/or injury are to be copied and delivered to the district nurse. Students are not to participate in practices or games until a release is received from the student's physician. (Coaches may require the student to participate in at least one practice after receiving this documentation prior to allowing the student to participate in competition depending on the seriousness of the injury.)

e. Voluntary Practices or Open Gyms

- i. No coach/sponsor shall have an open gym or voluntary practice on Sundays without approval of the Building Principal. Each request will be made on a case-by-case basis with the decision of the Building Principal being final.
- ii. Student participants who choose not to attend a voluntary practice or open gym will not be punished or have it held against them in any way by the coaching staff.

f. Inclement Weather

- i. After-school practice is not allowed on school days when early dismissal due to inclement weather has occurred.
- ii. Practices or open gyms are not allowed in any location on days that school has been canceled due to inclement weather unless approved by the Building Principal.
- iii. Weekend practices following a day when school is not in session due to inclement weather must be approved by the Building Principal.

g. General Information about Practice

- i. Supervision of locker rooms, gym, weight room, field, etc., is critical. Participants must be supervised at all times.
- ii. If an injury occurs at practice, no matter how insignificant it may appear, fill out an injury report immediately following the injury or practice and submit to the Athletic Director, Nurse, and Building Principal. The Injury Report forms are located in the building office. For serious injuries, immediate use of the chain of command will be warranted. Should your immediate supervisor not answer, leave a message and continue on with chain of command notification.
- iii. Check email every weekend, prior to Monday, for the eligibility report from the

Athletic Director.

- iv. Be sure to put away equipment, check locker rooms, lock any rooms, secure the building, and turn the lights out following the last practice of the day.

3. During the Season – Games/Contest

a. Pre-Game/Contest

- i. Be sure a final roster with all relevant information (i.e. height, weight, position, uniform #) has been submitted to the Athletic Director at least one week prior to the first game/contest of the season.
- ii. Know Game Day Procedures and work together with fellow coaches and custodians.
- iii. Coaches and sponsors that are practicing prior to a game or contest are responsible for the setup of the gym/room/field prior to leaving.
- iv. Coaches and sponsors practicing prior to a game or contest should be off the court/room/field at a reasonable time prior to the start of the game or contest.
- v. Coaches are responsible for ensuring their players are out of the locker room and that the locker room is in good order, so the visiting team arriving can prepare for their game or contest.
- vi. Be a courteous host to all of our guests.
- vii. Prior to the start of the contest and before the Star Spangled Banner, be sure the sportsmanship creed is read, preferably by a student athlete.
- viii. Any doctor's notes prohibiting students from practices and games due to illness and/or injury are to be copied and delivered to the district nurse. Students are not to participate in practices or games until a release is received from the student's physician. (Coaches may require the student to participate in at least one practice after receiving this documentation prior to allowing the student to participate in competition depending on the seriousness of the injury.)

b. Games/Contests

- i. Coaches and sponsors are responsible for all of our student participants during the game/contest. Participants involved in the game/contest must represent our school in a respectable manner at all times. Participants who are not involved in that particular contest must know what to do, where to sit, and what is expected of them during the game/contest.
- ii. Coaches and sponsors are responsible for assisting injured participants and ensuring proper care is given. For serious injuries, using the proper chain of command will be warranted.
- iii. Coaches and sponsors are responsible for locker room supervision at all times. No other adults should be present in the locker room unless invited by the coach or sponsor.
- iv. Coaches/sponsors are responsible for keeping statistics of all games/contests at the varsity level.
- v. Coaches/sponsors are responsible for filming if capable.

c. Post-Game/Contest

- i. Coaches and sponsors are responsible for supervising student participants until

they leave the athletic area, are signed out at away games/contests by parents, or attain a ride home (approved by the Building Principal) from an away athletic contest.

- ii. Coaches and sponsors are responsible for submitting statistics to media outlets at the conclusion of a contest.
- iii. Coaches and sponsors are responsible for making sure the contest area and locker rooms are left in proper order prior to leaving and for reporting vandalized or stolen items to the administration.
- iv. Communicate with the media and student participants prior to contests that student participants are to have permission from the coach before being interviewed.
- v. Coaches and sponsors are responsible for filling out injury reports (form located in building office) for injuries that occurred during the contest. The reports must be submitted to the Athletic Director, Nurse, and Building Principal. For serious injuries, immediate use of the chain of command will be warranted.
- vi. Communicate with the custodians about locking up and turning off lights prior to leaving. If no custodian is working, coaches and sponsors are responsible.
- vii. Rate officials from all of your regular season games on the IHSA website.
- viii. Complete AD's end of the season report.

4. Post Season

- a. Coaches and sponsors are responsible for collecting and ensuring proper care of all school equipment, uniforms, and practice gear within one week after the last contest.
- b. Coaches and sponsors are responsible for conducting a postseason inventory of all equipment and supplies for their activity. This must be submitted to the Athletic Director.
- c. Complete requisitions for the next season and submit them to the Athletic Director for approval.
- d. Nominate students for postseason recognition.
- e. Prepare and conduct end of the season awards
- f. Submit award requests for the end of the season banquet to the Athletic Director at least two weeks in advance.
- g. Submit payment to the District Office for any Transportation Fees incurred during the season.
- h. Submit any changes that you need for the next season regarding schedules, officials, etc. to the Athletic Director (Please note that most contracts are completed two to four years in advance).

5. Head coaches/sponsors are to complete an evaluation of all assistants within two weeks of the conclusion of their respective season. These completed evaluations are then forwarded to the athletic director and building principal. Head coaches will be evaluated by the Athletic Director with input from building administrators. All completed evaluations are filed in personnel files at the district office.

6. Summer Activities

- a. Coaches and sponsors should submit a summer contact day and camp/league schedule to the Athletic Director by the end of the school year.
- b. Coaches and sponsors are responsible for working together to ensure that there are no conflicts and overlaps in summer camp schedules.

- c. Student participants should be encouraged but are not required to attend summer activities. Coaches and sponsors cannot hold the lack of summer participation against a student participant.
- d. The administration has the discretion of non-approval of all activities.
- e. Summer activities are to be in accordance with IHSA guidelines.
- f. Contact days for summer run from the last day of the school year through July 31st.

7. Transportation

- a. Coaches and sponsors are responsible for submitting a transportation schedule to the Transportation Director and Building Principal for approval prior to the season. This schedule is to be followed unless extenuating circumstances arise and change is approved by the athletic director.
- b. Coaches and sponsors are responsible for supervision while transporting teams to and from events. Bus drivers are responsible for maintaining safe transportation, which requires cooperation and control from coaches and sponsors.

8. Building Security / Keys

- a. The athletic director will check out key(s) and/or provide key codes to head coaches/sponsors only. The coach may only have this key/key code when their activity is in season unless the coach is an employee of the school district.
- b. Coaches/sponsors must return their key(s) to the athletic director and key codes will be turned off following the last game of the season.
- c. Keys and/or key codes are NOT to be shared with anyone at any time. This includes students.
- d. Contact the athletic director if a specific situation requires temporary use of a key.
- e. Coaches and sponsors are responsible for ensuring that all doors and windows are secured and locked when they leave the facility. Also, ensure that all lights are turned off in your area.

Athletic Director's Responsibilities

The following is a list of the Athletic Director's responsibilities to the coaches and the District.

1. Positively promote all activities with students, families, school personnel and the community.
2. Perform the scheduling of all contests along with the hiring of officials in conjunction with the desires of the head coach and the building principal.
3. Supervise the eligibility of all students for the purpose of participation in contests.
4. Assist the administration in the supervision of contests.
5. Assist coaches in the scheduling, planning, and organizing of their athletic awards recognition held at the conclusion of their season.
6. Maintain information on athletes for recognition and awards.
7. Order appropriate letters and awards for each sport season in conjunction with the coaches. Maintain an inventory of those award items kept in stock.
8. Perform other tasks as assigned by the Building Principal.
9. Make sure game/contest officials have what they need prior to the contest.
10. Take an active role in the hiring of coaches, including recruiting, interviewing, and assisting the Building Principal in recommendation for new coaches.
11. Work in cooperation with the District Maintenance Director, custodians, and administration assuring proper use and care of all athletic facilities.
12. Take a leadership role in all agreements with other schools conserving district athletic programs, including conference affiliation, co-op agreements, and IHSA/IESA events.
13. Communicate effectively and efficiently in an ongoing manner with all head coaches; copy all correspondence to building administration to assist with communication and evaluation purposes.
14. Lead our extra-curricular department by example through professionalism, honesty, and integrity.
15. Provide feedback to the building administrator for all coaches' evaluations and ensure that all evaluations are completed within two weeks of the conclusion of each season.

My signature below signifies that I...

- received a copy of the 2023-2024 CUSD #1 Coaches' Handbook
- read and understand the contents of the handbook.

Signature of Approved Sponsor/Coach

Date

This signatory document shall be maintained in individual personnel files.

Office Only

Date Received/Not Received _____

Filed by _____

Name of Sponsor/Coach

