

## **RIVER BEND COACHES HANDBOOK**

### **PHILOSOPHY**

We believe and are committed to the idea that inter-scholastic competition in athletics is an important part of the school curriculum and plays a vital role in the development of young men and women. We believe that athletics are an educational experience beneficial to all who participate. We are committed to the idea that participation in an athletic program can contribute to the development of physical health and mental well being. A good athletic program is one which teaches those who participate that cooperation, as well as competition, are important parts of the society in which they live. We should teach victory and the acceptance of defeat and keep both in their proper perspective. To the degree that the Fulton High School Athletic program and River Bend Athletic programs succeed in any of the above, is the degree to which that program is a success. Hopefully, nothing in this handbook will constrict innovation or in any way impede the individuality of coaches and the special relationship they have with their athletes. At the same time, it is expected that all concerned will be aware of certain basic methods of operation and rules of conduct that must be abided by. We believe that adherence to these few minimal rules will ensure the best possible co- curricular experience for all Fulton High School and River Bend Middle School students participating in an athletic program.

#### **River Bend Middle Schools Position on No-Cut Policy**

The position of the River Bend District in regard to middle school extra-curricular activities is that participation in and enjoyment of the activity is the basis for the event. The emphasis is directed toward skill building, team play, sportsmanship and an appreciation for the effort needed to succeed in sports. The emphasis on participation carries no formula for minutes, quarters, or games to be played. It does involve empathy on the part of the coach and an understanding on the part of parents and participants that all students can contribute and all need an opportunity. Participation can take many forms and still not jeopardize the fun or the success of the activity. These could include extra games, extra quarters, or substitutions. The District realizes that with large numbers of players that wish to play, not all will be equal. However, the District also realizes that at the middle school level playing the same children all the time is counter-productive to the overall success of the program and is contrary to the philosophy of the schools. The building Principal and Athletic Director are to insure that team work, winning, participation and fun are all synonymous terms in middle school activities.

#### **Fulton High School Position on No-Cut Policy**

The River Bend Schools have attempted to have a no-cut policy in regard to high school sports. It has been the feeling of the District that all children need the opportunity to experience the many benefits that are found in athletic competition. While the no-cut policy implies that all are welcome to become involved in extra-curricular activities, it carries no guarantees on participation. Playing time, regardless of the activity, is at the discretion of the coaching staff. In

addition, the degree of involvement is in large part determined by the numbers that wish to participate in a particular activity. No cut means an opportunity to be part of the team. It carries nothing more nor does it intend to put added pressure on coaches that have too much pressure now. The Principal is responsible for the implementation of the no-cut policy within the guidelines of common sense.

### **ADMINISTERING THE ATHLETIC PROGRAM**

The Principal is responsible for the total athletic program. At the Principal's discretion, the day-to-day operations may be delegated to the Athletic Director and other qualified personnel.

The information contained in this handbook should be considered as baseline data. Except in a few areas, the outlines furnished are purposefully general. It must be stressed, however, that compliance with the provisions contained herein is expected and is necessary for a well run athletic program.

### **PHYSICAL FITNESS OF ATHLETES**

Coaches will exercise good judgment at all times in determining who is fit to participate in practice or inter-scholastic events. Their primary concern will always be the health and well being of the student athlete.

1. Illinois High School Association Rule Number 3.071 states that students in their first 7 semesters "shall have filed with their high school Principal a certificate of physical fitness issued by a licensed physician not more than one year preceding practice or participation in any inter-scholastic athletic contest or activity." Students in their 8th semester of attendance shall have filed with their high school Principal a certificate of physical fitness issued by a licensed physician not more than 15 months preceding practice or participation in any inter-scholastic athletic contest or activity. Coaches will furnish the Athletic Director with a list of all team members prior to the first practice and the Athletic Director will ensure that each athlete is in compliance with this regulation. Each coach will notify the Athletic Director of any new team member so that his/her physical may also be verified. River Bend athletes will not practice or participate unless a required physical exam is on file in the school office. River Bend District policy states that all middle school participants in intra-mural athletics must have a current physical on file.
2. Football coaches must be aware of Illinois High School Association Rule Number 5.062.

#### ***5.062 Pre-Season Practice Requirements:***

***"A student shall become eligible to participate in an interscholastic contest or scrimmage in Boys Football after completing a minimum of 1 1/2 hours of actual field practice on twelve (12) different days excluding Sunday and any day on which the student actually plays in an interscholastic football contest. These practices must be conducted in accordance with Association By-laws."***

3. When an athlete has been missing from a team for an extended period of time, the coach may request a statement from a physician. Written approval by a physician must be furnished before the athlete may resume practice or competition. Parents are sometimes not aware of the physical demands placed upon athletes and only by consulting a licensed physician can maximum safety be ensured.
4. If any athlete has been told by a physician that they may not practice or participate, that directive must be obeyed. In such cases, the student will not be re-admitted to practice or competition without written approval of a physician. This provision must be honored even if the student has only given the coach oral notification of such a medical condition. As in paragraph 3 above, the intention is to ensure maximum safety for athletes.
5. Coaches will ensure that parents are kept informed of any unusual physical condition or expectation encountered by their student athlete. This stipulation would include, but not be limited to, injuries, movement from one level of competition to another, or weight loss during the wrestling season.

### **ACCIDENT REPORTS**

The coach will be responsible for filling out an accident report form. Upon completion and at his/her earliest opportunity, within 24 hours, the coach will turn this form in to the Athletic Director. The Athletic Director will read the form, initial it, and pass it on to the Principal. If any individual involved becomes aware of an injury to a student athlete at any point in this chain, it shall be the responsibility of that person to inform all others involved of the injured athlete. Coaches are directed to complete an accident form on each injury that will, in their opinion, require future medical attention. When in doubt, file an accident report.

### **COACHES CHECKLIST**

The following is an instrument intended to assist coaches as they ensure that all administrative responsibilities of their coaching assignment have been discharged. Coaches should be certain that all student athletes in their charge have complied with or been informed of all the following items:

1. Physical Examination - Each athlete must have a current physical on file before they may practice or compete. Physicals are good for one calendar year.
2. Insurance Waiver – Each athlete must have an insurance waiver on file before they may practice or compete.
3. Athletic Fee - Required of all athletes. Must be paid or properly waived prior to the first contest.
4. Equipment Issued/ Equipment Collected.
5. Academic Eligibility - Did the athlete pass seven classes last semester? Is the athlete currently passing seven classes?
6. Athletic Lockers Assigned & Recorded.
7. Coaches expectations, team rules discussed, consequences explained.
  - a. attendance policies

- b. Vacations
  - c. locker room conduct
  - d. conduct as a visitor at another school
  - e. IHSA eligibility rules
- 8. Implied Consent - Each coach must be responsible for advising athletes about the risks involved in athletic participation.
- 9. Award types and requirements
- 10. NCAA Clearinghouse - NCAA qualifications for those who may wish to participate in Division I or II schools. The Athletic Director or the Director of Guidance will furnish specific information.
- 11. Eligibility of Transfer Students - Pay particular attention to the eligibility of transfer students. Let the Athletic Director know of any known transfer students. Never make the assumption that these students are eligible. Check it out. Never play a student who is not eligible.
- 12. Injured Athletes - Remind athletes they must let you know if they are injured.
- 13. Available Insurance - Coaches will advise their athletes about available insurance and where the necessary forms may be picked up.
- 14. Signed Activities Code of Conduct - forms available from A. D.
- 15. Signed random drug testing form – forms available from A.D.
- 16. Signed insurance waiver form – forms available from A.D.

### **COACHES CHECKLIST**

- 1. Physicals – good for one calendar year. Must have current physical on file with A.D.
- 2. Athletic Fees – Must be paid before first contest
- 3. Eligibility - summer schools - transfer students
- 4. IHSA eligibility – River Bend rules – must be passing 7 of 8 classes
- 5. Training rules - Coaches' handbook
- 6. Uniforms – laundering – coach's discretion
- 7. Implied consent - written
- 8. Rosters
- 9. Locker Rooms – towels are athlete's responsibility
- 10. Awards
- 11. NCAA Clearinghouse
- 12. Injury forms - IMPORTANT!
- 13. Keys
- 14. Schedules of practices needed
- 15. Picture Day
- 16. Buses - schedule
- 17. Schedule
- 18. Pre-season Parents' Meeting
- 19. Homecoming
- 20. Senior Night

21. Fall, Winter, Spring Sports Awards Night
22. Interpretation Meetings
23. Clinics
24. Scoresheets - season
25. Final scoresheet & standings to A.D
26. Signed Activity Code
27. Coaches' Information Sheet

### **DISCIPLINE OF ATHLETES (SUSPENSION - DISMISSAL)**

1. Training rules will be followed in all cases. Nothing in this handbook should be construed as changing or superseding any established policy.
2. Coaches must let all athletes know what is expected of them prior to the start of each sport season. The athletes must also be informed that failure to comply with these expectations may result in their suspension or dismissal from the team. This set of rules presented to the team must include specific information on the following areas:
  - a. Attendance at practice and games.
  - b. Conduct at practice and at all contests home and away.
  - c. Sportsmanship.
  - d. Academic progress.
  - e. Proper maintenance of and appearance in team uniforms for practices and games
  - f. Statements that travel to and from away contests must be by bus unless unique circumstances prevail and special prior arrangements have been made with the parents of the athlete. A note must be signed/approved by the A.D. prior to game day.
  - g. Any other areas deemed appropriate by the coach.
3. Coaches will ensure that the Athletic Director is aware of these rules and approves of them.
4. Athletes may be suspended from teams for any violation of rules. Coaches have authority to suspend an athlete with the approval of the Athletic Director and Principal. The coach shall make every effort to call the parents of the suspended athlete and to inform them of the suspension, the specific cause of the suspension, and the fact that future violations may result in permanent dismissal from the team. This telephone conversation will be followed by a letter to the parent of the suspended athlete. The form of the letter may vary, but it must include the reason for the suspension, the effective date of the suspension, and the fact that repeated misconduct may result in dismissal.
5. If a first offense is particularly serious, the coach in conjunction with the Athletic Director and Principal will report the situation to the parents and they and/or the student will be given a hearing if requested. Those present at the hearing must include the athlete, his/her parents (if they so desire), the Athletic Director, coach, and the Principal.

6. Practice during a period of suspension is up to the discretion of the coach, however, participation in inter-scholastic contests is forbidden.
7. If an athlete continues to violate rules after a period of suspension, parent contact, and attempted remediation, the athlete shall be subject to dismissal from the team. A coach who desires the dismissal of an athlete will consult with the Athletic Director and Principal. The athlete must be made aware of the specific violation he/she is accused of and his/her right to a hearing. Parents may be present at a hearing if one is requested and they desire to attend. If the situation warrants it, the athlete will be dismissed permanently from the team. Upon dismissal, the athlete will not be eligible for any other sport currently in session, but may try out for any team in future seasons with administrative approval.
8. It will be the responsibility of the Athletic Director to advise and update the Principal and other involved administrators regarding discipline of athletes.

### **ELIGIBILITY**

Eligibility must be carefully controlled. Playing an ineligible athlete may result in forfeiture of all contests in which that athlete participated. It can also result in extremely negative publicity for the school and for the athletic program.

While the Principal is ultimately responsible for ensuring eligibility, the Principal may delegate this responsibility to the Athletic Director. It shall, therefore, be the responsibility of the Athletic Director to administer the day-to-day operations that are necessary to ensure that only eligible athletes participate in inter-scholastic events. The head coach and all assistant coaches will work closely with the Athletic Director to ensure that only eligible athletes participate. If there is any question involving eligibility, coaches are advised not to make a unilateral decision, but to refer the matter to the Athletic Director for consultation.

Due to the ever changing structure of eligibility, particularly in the area of academic eligibility, the Athletic Director will make themselves available to the Guidance Counselor to ensure that the counselor is aware of current eligibility requirements. The Athletic Director will be articulating with the Guidance Counselor any question of student eligibility.

### **ACTIVITIES ELIGIBILITY**

**Academic Requirements:** A student participating in extracurricular activities must maintain a passing grade in **all** academic subjects. Eligibility will be checked on a weekly basis. If it is determined that a student is not passing all academic subjects, that student becomes ineligible for the next full week (Monday to Sunday). If an error is found within established eligibility reporting procedures, an athlete will not be held ineligible due to that error. A sponsor may require the student to study at practice. Students enrolled in college courses (EX: dual credit courses) through non-FHS staff members will be considered to be passing during the semester.

Eligibility will run two (2) weeks after the beginning of each semester. Any student who is ineligible 4 times in a season will be removed from the team or group for the remainder of that

season based on athletic director recommendation. For Thespians, it will be 4 times during the play cycles (Fall, Winter, and Spring). For the purposes of this policy, extracurricular activities at Fulton High School will be broken down into three (3) categories:

- a. Seasonal Activities which include: Baseball, Basketball, Basketball Cheerleading, Bowling Club, Football, Football Cheerleading, Golf, Scholastic Bowl, Softball, Speech Team, Swimming, Track, Volleyball, and Wrestling
- b. Year-long Activities which include: Jazz Band, Jazz Choir, Science Club, and Thespians
- c. Elected/Honors activities which include: Class Officers, National Honor Society, SADA, and Student Council

**Semester Eligibility:** Starting with the second semester of the freshman year, all high school students must have passed all academic courses the previous semester excluding college courses taken with non-FHS faculty members. Failure to have done so will render the student athlete ineligible for the full semester following the deficit semester. If a student successfully passes a failed course during an authorized summer school session or through an approved correspondence course, such shall be considered part of the immediate previous semester. Semester eligibility for all students will start the Spring 2024 semester based on Fall 2023 semester grades.

Violation Order:

- 1st violation - warning
- 2nd violation - warning
- 3rd violation - no play
- 4th violation - no play
- 5th violation - removed from activity (final removal from the team will be by recommendation of the athletic director).

Dance Eligibility will remain unchanged.

### **COACH-STUDENT RELATIONSHIPS**

1. River Bend coaches are expected to maintain high professional standards of conduct in their relationships with students.
2. This conduct will include, but not be limited to the following:
  - a. Coaches are expected to remember that the student athlete is a student first and an athlete second.
  - b. No coach will use tobacco or alcohol in the presence of a student.
  - c. Each coach will strive at all times to be the best possible role model for students.
  - d. Socially acceptable and appropriate language should be used when students are present. Racial, sexual, and obscene language is NOT to be used.
  - e. Each coach should instruct the athletes to respect officials and their decisions. This can only be accomplished if coaches themselves show proper respect to officials.

- f. Coaches will comply at all times with existing district policies against corporal punishment. No corporal punishment will be used. All coaches are expected to be familiar with Board of Education Policy on physical contact and corporal punishment of students.

### **CONDUCT OF COACHES**

Coaches are expected to maintain high professional standards of conduct at all times. This includes the off-season as well as during their season. If these professional standards are violated, the coach may be subject to the IHSA penalties as well as disciplinary action from the Athletic Director, Principal, Superintendent or School Board.

### **SUPERVISION**

Coaches will understand that personal supervision of the locker room both before and after contests and practices is their responsibility. They will ensure that proper decorum is maintained in the locker room and that the locker room is left in a neat and orderly condition. Coaches will instruct their athletes about expected behavior on bus trips and about proper conduct at athletic events held both at home and away. Anytime athletes are on an athletic bus, a coach must also be on the bus. Under no circumstances will a coach leave the school until the coach has ensured that all of the athletes have left the building and are on their way home. Coaches will make every effort to arrive early to be in the building prior to the time the athletes are to arrive. Coaches are expected to supervise practice at all times and never to leave athletes unsupervised during a practice session.

When athletes are participating in a state series and travel as a group to that event, the coach or coaches are on duty 24 hours a day. No athlete shall be "free to roam" at anytime. The coach needs to be with the athlete or athletes at all times. School rules are in effect for both coaches and athletes.

### **ATHLETIC FEES**

The athletic fee shall be in the amount of \$150.00 for the first sport and \$30 for the second sport. Athletic fees will be collected by the secretaries in the office. Coaches will not handle the money or collect the athletic fees. Student athletes must pay the activity fee they are involved in prior to the beginning of the first contest, or they should make alternate arrangements for a payment schedule with the Principal or Athletic Director prior to the first contest. Fees for athletics will not be waived. Athletes may receive a refund of the athletic fee prior to the first athletic contest of the season. No refunds or proportion of fees will be made after the first contest of the season. Payment of an athletic fee does not ensure a minimum of playing time in athletic events. It shall be the responsibility of the coach to ensure that no River Bend School



District athlete participates in any inter-scholastic contest unless athletic fees are paid or a payment schedule has been arranged with the Principal or Athletic Director.

### **INSURANCE**

The Athletic Director will be responsible for seeing that a notice is placed in the parents' and students' handbook concerning student accident insurance.

**ATTENTION PARENTS OF STUDENT ATHLETES:** Athletic competition always carries with it the possibility of injury to the student athlete. While River Bend Unit District No. 2 does not advocate the use of any particular insurance company, we feel it is our responsibility to inform you, as the parents of student athletes, that low cost insurance is available to you. Information on this insurance, which would cover your child during competition and/or the normal school day, can be obtained by stopping in the High School office. Accident insurance is required of all football players. Families having full coverage under another policy may waive this requirement.

### **POLICY ON TERMINATING TEAM MEMBERSHIP**

Any athlete who quits a team must have permission from the Athletic Director before he/she can participate in any other sport or off-season conditioning program. The provisions of this policy shall apply only to those sports that are "in season" at roughly the same time. For example, an athlete who quits the basketball team could not join the wrestling team without permission of the Athletic Director, but would be eligible to join the baseball team without said permission.

### **USE OF FACILITIES**

The Athletic Director shall take necessary steps to ensure that practice facilities are fully utilized and allocated in a fair and equitable manner. To ensure that this is done, the Athletic Director will take the following actions:

1. Meet with all coaches to determine the needs of different sports.
2. Give consideration to the age of the athlete involved and the difficulty of transportation if early/late practices are to be scheduled.
3. Give consideration to the size of the area that is necessary to conduct a meaningful practice in each sport.
4. Verify the coaches get together to publish and distribute a schedule that will assign areas and times of practice to all athletic teams and give a copy to the Athletic Director.
5. Acceptable practice times and scheduling of facilities.
  - a. No morning practices unless approved by the Athletic Director or Principal.
  - b. No organized, required, or optional Sunday practices.
  - c. Wednesday practices need to end no later than 6:00 p.m.

- d. Coaches need to take into account various circumstances when establishing the length of practice sessions (i.e. - weather or other activities)
- e. When a facility is to be prepared for an activity, the Athletic Director will decide upon the time when the facility shall be vacated.

Extra considerations of practice schedules need to be made for various community festivals in Fulton and Albany that affect the fall and spring sessions. At times, other considerations also need to be made. The Athletic Director will have the final decision in such matters after consulting with the Principal.

### **SUMMER CAMPS**

The dates and times of all summer camps need to be arranged and approved by the Athletic Director. All camps need to be arranged and approved by the Athletic Director. The uses of school facilities or equipment for non-school activities are forbidden unless permission has been received from the Athletic Director, Principal or Superintendent.

### **OFF-SEASON PROGRAMS -- TAMPERING**

1. All coaches are expected to support all athletic programs. They should always take the broad view and be supporters of all River Bend Athletics.
2. No coach shall approach an athlete either in person or through a third party and suggest that the athlete participate in his program or off season program at the expense of any other program. Failure to abide by this stipulation will be viewed as a serious breach of coaching ethics which will require immediate remediation.
3. If a coach suspects that tampering has occurred, the coach will approach the Athletic Director who, along with the Principal, will investigate the matter and take steps to ensure that the situation is satisfactorily resolved.
4. All off-season programs must comply with existing IHSA guidelines.
  - a. Coaches who run off-season programs will abide by the following stipulations:
    - i. It will be understood that participation in all off-season programs is strictly voluntary on the part of the student athlete. Coaches will never attempt to coerce an athlete into participation or threaten or display future prejudice if an athlete chooses not to participate. Coaches should remember that, particularly in the summertime, several programs may be going on at the same time, and that students may experience unreasonable demands upon their time and energy.
    - ii. Those programs that are currently "in season" will always take precedence over an off-season program. Athletic specialization is not deemed to be of importance and should not be encouraged by any coach.
5. Any disputes should be referred to the Athletic Director for a decision.

### **PRE-SEASON PARENTS' NIGHT**

Coaches, in conjunction with the Athletic Director, will arrange for a pre-season parents' night. This will be done immediately before the fall, winter, and spring sports seasons. The purpose shall be to inform parents about the upcoming season, to present expectations and team rules, to inform parents of the risk inherent in athletic participation, to discuss training rules, and to give parents the opportunity to ask questions about any of these subjects. The coach and Athletic Director will ensure that the meetings are properly publicized. Coaches will stress to their athletes the importance of having parents attend.

If coaches do a conscientious job of presenting training rules and team expectations, it is felt that many future problems can be avoided. This is also an excellent opportunity to develop a positive camaraderie that can contribute to a successful program.

### **RIVER BEND ATHLETIC EVENT BUSING**

The policy of the River Bend School District concerning transportation to and from athletic events is to be followed at all times. The policy is that all athletes will be transported by school provided transportation to and from all athletic contests. If an athlete or cheerleader wants to ride home with his/her parents and the coach agrees, the parents must approach the coach and make personal contact at that athletic contest. If another athlete/cheerleader is to ride home with another athlete/cheerleader, parent arrangement must be made with the coach in advance, and release forms must be signed by both sets of parents. The verification of the forms will be checked by the school involved. Under no circumstances will any athlete/cheerleader be allowed to deviate from this policy unless permission is received from the River Bend Unit School District Administration. If an athlete/cheerleader does not follow the policy, disciplinary measures will be taken by the school administration.

### **EXTRACURRICULAR AND CO CURRICULAR TRANSPORTATION INCLUDING BUSES, VANS, AND CARS**

#### **RESPONSIBILITIES**

1. The driver's responsibility is to safely drive the bus, van, or car
2. The coaches', teachers', and staff in charge responsibility is to maintain appropriate student conduct in line with current discipline policies to and from extracurricular and co curricular events
3. Coaches, teachers, and staff in charge are responsible for making sure the bus, van, or car is cleared of debris at the end of a trip. Garbage bags, paper towels, and spray water are provided in the bus. Filled garbage bag is to be placed at the front of the bus, van, or car or outside where the driver or transportation department can dispose of it.
4. Returned vans or cars are to be parked and locked with the keys inside. Please phone the director upon arrival so that he can put the vehicle in the garage. The number is in each vehicle on the emergency card on the clipboard or in the glove compartment.

5. If it is necessary to take the van or car home upon a return trip, seek transportation director approval in advance, if possible or phone him. The number is in each vehicle on the emergency card on the clipboard or in the glove compartment.

#### CONSIDERATION AND RULES

1. Avoid departures between 3:00-3:15 if at all possible
2. Communicate with bus driver about return time from events
3. Be prompt in departures
4. Seat boys and girls separately on the bus
5. Ensure students wear street footwear in the bus, van or car no cleats or spikes at any time
6. Ensure everyone wears seatbelts in a district van or car
7. Mix Gatorade at the event, not in advance

#### EATING AND DRINKING

1. FHS and RBMS students are allowed to drink capped bottled drinks like water, juice, and Gatorade; no pop or dairy products allowed
2. FHS students are allowed to eat in bus, van, or car as approved by coaches, teachers, staff in charge
3. FHS and RBMS students are held accountable by the adults in charge for cleaning their own spills and discarding their own debris

#### VIOLATION OF EATING AND DRINKING

Bus driver reports violations to the transportation director. The transportation director reports violations to the principal and superintendent.

The administration reserves the right to remove eating and drinking privileges from any extracurricular or co curricular group which, when investigated and warned, is found to be violating the rules.

#### **COACHES ATTENDING THE STATE SERIES WITH ATHLETES**

No FHS Coach will be permitted to take their prospective teams to view the state series. This is a change from previous years and was instituted in the fall of 2009.

#### **MOVEMENT OF ATHLETES FROM ONE LEVEL TO ANOTHER**

Athletes are not to be moved from one level to another without permission from the Athletic Director and Principal. Such a movement request is to be made in writing to the Athletic Director stating the reasons for the movement. After a discussion with either the Athletic Director or Principal and having received approval, the coach will then contact the parent(s) by phone or

personal contact to inform them of their request and to listen to their concerns or questions, as well as to get their approval.

The coach should never approach an athlete without having first received the approval from both the Athletic Director and parent(s). All parties involved need to be in agreement. Usually, requests for movement are made at the start of the season. At the end of the regular season and at the beginning of the start of the IHSA tournament series and under extraordinary circumstances, a request may also be made.

### **VOLUNTEER COACHES**

Follow IHSA guidelines for coaching requirements. A volunteer coach would be requested by the head coach and approved by the administration and the Board of Education. A need would be based on numbers out for an activity. The role of the volunteer coach would be addressed ahead of approval keeping in mind that volunteer coaches are not used ahead of paid coaches. A signed volunteer coach's waiver must be signed and kept in the athletic director office.

### **MAXIMUM SPORTS A COACH IS ALLOWED TO PARTICIPATE IN**

It is the desire of the administration that no individual should coach more than two activities during a school year at the high school level. An individual may be involved in middle school coaching if approved by the Principals involved. The main reason for the implementation of this policy is "teacher burnout". Attempts will be made to have a coach be head coach in one major sport only. This policy may only be deviated from with the approval of the Superintendent and School Board.

### **CONFLICTS BETWEEN EXTRA-CURRICULAR ACTIVITIES**

In an attempt to alleviate disagreements between sponsors and, at the same time, not requiring a participant to make a decision, the following policy should be followed unless the Athletic Director, with approval from the Principal, allows deviating from the policy.

An athlete (participant) shall participate in the non-athletic activity unless it is an IHSA tournament or if the athletic contest is at a higher level of competition. (To be decided by Athletic Director or Principal) If special arrangements are possible and approved by the Athletic Director and Principal, the participant could be allowed to participate in both activities. The participant does not make the decision in which activity (sport) they want to participate unless given permission by the Athletic Director or Principal.

### **EVALUATIONS**

Each coach will be evaluated each year. Head coaches will be evaluated by the Athletic Director with input from the Principal. Assistant coaches will be evaluated by the Athletic Director with input from the head coach and Principal.

### **EQUIPMENT**

1. Coaches will take particular care to ensure that all athletic equipment is maintained in the best possible condition. The River Bend School Handbook states that student athletes “are also responsible for all school owned equipment issued to them.” They are expected to take care of the equipment issued and return all such equipment at the end of the sports season. The student must pay the current cost for repairing or replacing equipment.
2. If a coach has difficulty in getting an athlete to return equipment or to pay for lost or damaged equipment, the coach will bring the situation to the attention of the Athletic Director. The Athletic Director will interview the student and if necessary will contact the student’s parents. If the equipment is still not recovered, the student will be informed that no other athletic equipment will be issued to him/her for any other inter-scholastic activity until the matter is resolved. The Athletic Director will then take steps to ensure that the student is not out for any other inter-scholastic or intramural activity and will consult with the Principal to determine what other actions may be appropriate.
3. The head coach is responsible to ensure that the equipment is properly maintained, inventoried and in sufficient quantity to allow continued participation. The head coach may inventory himself or may choose to delegate this responsibility to an assistant, but in either case, the head coach is ultimately responsible for equipment at all levels. The head coach will, at all times, keep the Athletic Director informed and shall furnish an inventory statement at the end of each season.
4. Coaches will stress to their athletes that school equipment is only to be worn at practices and games and should never be worn as everyday apparel. They are also to ensure that dress at practices and inter-scholastic events is appropriate and that a proper uniformity and decorum of dress is maintained at all times. Athletes who wish to display individuality may be expected to do so through the excellence of their performance and not through uniqueness of dress.

### **FUND RAISING AND SALES BY COACHES**

No coach, athlete or parent’s group shall organize any fund-raising activity on behalf of the any River Bend athletic program that does not have the approval and consent of the Athletic Director or Principal. Booster organizations are encouraged to provide support in all areas except personnel and facilities. This policy expressly forbids individual team fundraisers for the purpose of procuring additional equipment to be used in the inter-scholastic program.

All sales of personal equipment to teams such as jackets, caps, shoes, etc. must receive prior administrative approval and can result in no profit to the coach or any other person(s) involved. Any coach who desires to sell such items to his/her team or to the student body, must receive permission from the Athletic Director.

### **ACTIVITIES CODE OF CONDUCT**

Coaches or sponsors are responsible for ensuring that all participants have returned a signed Code of Conduct. The Code of Conduct form must be signed by the participant and his/her parent(s) or guardians. No River Bend participant will be allowed to participate in an inter-scholastic contest unless a properly signed Code of Conduct is on file in the Athletic Director's office. The Athletic Director will ensure that signed "training rules" are properly inventoried, maintained and available as needed. Coaches and sponsors will work closely with the Athletic Director to ensure that these files are current. If a participant violates the Code of Conduct, the coach or sponsor will have no alternative but to abide by the penalty stipulated therein. Any questions about specific violations or interpretations of these rules should be made only in conjunction with the Athletic Director.

The Code of Conduct should be read and signed by participants in the following organizations/sports:

1. Athletics (includes Cheerleading)
2. Band (IHSA participation only)
3. Chorus (IHSA participation only)
4. Scholastic Bowl
5. Speech Team
6. Thespians
7. Student Council
8. National Honor Society
9. Class Officers

Activities that are not included are:

1. AFS
2. SADA
3. Yearbook

If a violation of the Code of Conduct by a student does occur, an Activities Violation Committee would be formed to review the violation. That committee would consist of the following people:

1. Athletic Director
2. Athletic Coach - shall not be involved in the activity that the student being "reviewed" is presently participating in

3. Activities Sponsor - shall not be involved with any activities that the student being "reviewed" is presently participating in

The Activities Violation Committee will be appointed with the approval of the Athletic Director and the Principal. The Activities Violation Committee will determine penalties to violation not specifically spelled out in the Code of Conduct.

### **ACTIVITIES BEHAVIOR CODE**

The code of conduct listed herein is intended to identify a single code of conduct for all young men and young women in River Bend involved in activities. These activities include, but are not limited to the following: Baseball; Basketball; Cheerleading; Class Officers; Football; Golf; Jazz Band; Jazz Choir; Musicals; Plays; Scholastic Bowl; Softball; Speech Team; SADA/PRT; Student Council; Thespians; Track; Volleyball; Swimming, National Honor Society and Wrestling.

For the purposes of this policy, extracurricular activities at Fulton High School will be broken down into three categories:

- A. Seasonal activities: Basketball, Football, Football Cheerleading, Basketball Cheerleading, Baseball, Softball, Golf, Wrestling, Track, Volleyball, Swimming, Speech Team and Scholastic Bowl.
- B. Year-long activities: Thespians, Jazz Choir and Jazz Band
- C. Elected/Honors activities: Student Council, Class Officers, National Honor Society, SADA and PRT.

The goal of the activities program is to develop the academic/physical skills of our students so as to allow them to compete in excellent fashion within the Board of Education of River Bend Unit No. 2 policies and the by-laws of the Illinois High School Association. As a high school we must include certain philosophical beliefs, which are consistent with good sportsmanship, leadership, and appropriate moral conduct. Knowing the expectations and goals of an activity program is the key toward realization and fulfillment. The FHS Activities Behavior Code applies to all students enrolled at Fulton High School and all graduates of River Bend Middle School immediately upon the

completion of their 8th grade year. Students should understand that this code does not contain a complete list of inappropriate behaviors as a River Bend activity participant. Suffice it to say that in addition to those listed, River Bend students will be expected to demonstrate excellent conduct in their classrooms, in the community and on the field of athletic/activity competition. Nothing less will do.

#### **Code of Conduct**

River Bend activity participants will not:

1. Smoke or chew any tobacco substances.



2. Consume or possess alcoholic beverages, drugs, or foreign substances.
3. Steal or vandalize personal or school property. This includes pilferage of uniforms and athletic or personal equipment of other individuals.
4. Withhold the return of school equipment issued for the use of the student.
5. Be truant from any assigned classes at any time during the school year.
6. Take part in repeated misconduct or violation of school rules.
7. Take part in any conduct resulting in arrest or which breaks the rules and regulations of the school and community (to be disciplined by the Activities Violation Committee).

### **Disciplinary Action**

Any student violating the rules, or who breaks the rules and regulations of the school and community will be disciplined by the Activities Committee, coach/sponsor and/or athletic director/principal. In addition, any student who breaks rules #1 and/or #2 above will be subject to the following extracurricular suspensions:

- 1st Offense: \*1/3 of the season for Seasonal activities. (Students who are in Elected/Honors activities will be suspended from participation in those activities for the remainder of the school year in which the offense takes place and for the following school year if an applicable election for that position/honor has already taken place.)
  - \* If a 1st offense occurs during an activity season, the suspension will begin immediately. If a 1st offense occurs outside an activity season, the suspension will begin on the Monday of the week of the 1st contest of the next activity season in which the student chooses to participate.
- 2nd Offense: \*\*1 calendar year from the date of the 2nd offense
- 3rd & Subsequent Offenses: \*\*1 calendar year from the date of the 3rd or subsequent offense.
  - \*\*If an offense occurs while a student is serving an activities suspension, the additional year of suspension will begin on the date the current suspension concludes. A participant will be required to attend practice during a period of extracurricular suspension, for any activity in which he/she plans to participate.

For the purposes of this policy, the length of a suspension from a Seasonal activity will be determined by the administration and will be based on the number of scheduled event dates in the activity season. (For example, for a Seasonal activity with 21 scheduled event dates, a suspension for 1/3 of a season equals 7 event dates).

For Year-long activities only, a first violation will result in suspension from participation in the current/ next official performance for that activity (i.e Fall Play, Spring Play/Musical, Music Contest, Winter Concert, Spring Concert) and all practices, meetings, etc. leading up to that performance/activity.

Any suspension that cannot be completed during one activity season, must be completed at the start of the next activity season in which the student chooses to participate.

(For example: If a student is suspended from participating for the last 1/6 of one Seasonal activity, that student would also be suspended from participating for 1/6 of the next Seasonal activity season in which he/she chooses to participate.)

No student will be permitted to participate in an extracurricular activity that he/she has not previously participated in if it is determined by the administration that participation is an attempt to avoid suspension from an activity the student has previously participated in.

A student must finish an applicable activity season "in good standing" in order for any associated suspension to apply.

1. A student will be considered to be in an activity season as soon as that student checks out equipment or signs up for that sport/activity and/or participates in the first practice session.
2. A violation of the code of conduct may be reported by any teacher or administrator in the River Bend District provided the report is based upon actual witnessing of the violation by the reporter. The student is considered in violation if said student admits his/her violation to any staff member or school administrator and if reported by their parents to any staff member or administrator.
3. A violation of the code of conduct may also be determined by a report of a law enforcement officer, court officer, newspaper account, or the results of a school-sponsored random drug screening.
4. A self-referral component is available to activity participants. A participant who voluntarily comes forward to a staff member or administrator, in recognition of a substance abuse problem will receive no consequence, but must satisfactorily complete, at their expense, an approved substance assessment and/or abuse program. Self-referral must take place before a reportable violation, as described in #3 and #4 above, has occurred.

Other Positions: Each year students are chosen by the FHS student body to hold positions of honor. These positions include, but are not limited to: Homecoming court, Prom attendants, Graduation speakers, etc. If a student is chosen for one of these positions and that student has recently violated or subsequently violates the Extracurricular Code of Conduct, his/her participation in the applicable activity will be determined through administrative review and discretion.

### **RANDOM DRUG TESTING**

In order to provide for the health and safety of the individual participant and other extracurricular participants, as well as provide a legitimate reason for the students to say "NO" to drug use, and to provide an opportunity for those taking drugs to receive help in locating programs which can provide assistance, the District conducts a random drug testing program for extracurricular participants. The program is not academically punitive, nor does it fall within the disciplinary action of the current handbook except for the extra-curricular code. It is designed to prevent

drug usage, to educate student extracurricular participants as to the serious physical, mental and emotional harm caused by drug use/abuse, to create and maintain a safe, drug free, environment for extra-curricular participants and to assist students in getting help when needed.

The results of any drug test administered under this policy shall be used only for determination of eligibility to try out for and participate in extracurricular activities and for no other disciplinary purpose.

Participants in the following non-graded, extracurricular activities fall under the provisions of the Random Drug Testing program: Interscholastic Athletics, Jazz Choir, Jazz Band, Scholastic Bowl Team, Thespians, Cheerleading, Speech Team, Student Council, Peer Resistance Team, Students Against Drugs and Alcohol, Swimming, National Honor Society and Class Officers.

Students wishing to participate in one or more of these activities must submit, and have on file, a Random Drug Testing consent form, signed by the student and the student's parent/guardian prior to extracurricular participation. Copies of the River Bend Random Drug Testing Policy are made available to extracurricular participants and their parent/guardians at the coaches/sponsors meeting prior to the start of each activities season.

### **COACHING ATTIRE**

The clothing attire of our coaches often reflects on the view people have of our school. In reference to the Teachers Handbook (Pg. 8 Dress Code for Teachers), your dress does reflect on your coaching, quality of the school, your conduct, and your school work. Your choice of dress should comply with prevailing styles in school, church, and community.

### **AWARDS**

Coaches and sponsors will be responsible for establishing the criteria for these awards. The criteria shall be approved by the Athletic Director and filed with him. Coaches and sponsors should bear in mind that the receipt of appropriate awards is an important part of a participants experience. Consistent with the maintenance of standards, therefore, as many awards as possible should be granted. Coaches and sponsors will ensure that each participant is aware of the criteria for gaining an award.

### **FULTON HIGH SCHOOL ACTIVITIES AWARD POLICY**

1. Each participant shall receive only one of each of the following during their four years at Fulton High School:
  - a. One set of numerals
  - b. One sophomore letter "F"

- c. One J.V. letter "F"
  - d. One Varsity red "F"
- 2. A participant shall receive a certificate for each award won, this includes freshmen, sophomores, junior varsity and varsity letters and numerals.
- 3. Varsity participants shall receive a chevron with each varsity letter that is awarded to the participant after the first. A participant will also receive an insert (pin) each time he/she participates in an activity at any level.
- 4. There are two types of certificates:
  - a. Varsity certificate
  - b. Fresh/Soph or JV certificate

Any student dismissed from a team for disciplinary reasons or who quits a team, shall not be eligible for an award.

### **GENERAL CRITERIA FOR EARNING AWARDS -- ALL ACTIVITIES**

#### **VARSITY LETTER -- ALL ACTIVITIES**

1. Any senior who has been in the program for four seasons and has not previously earned a letter in that sport.
2. Upon the coach's or sponsor's recommendation, any participant who moved in after the season began, or due to injury or illness did not meet any of the SPECIFIC criteria for earning the letter.
3. In unusual circumstances in which a participant does not qualify under any of the criteria, but in the opinion of the head coach or sponsor has earned the letter.
4. A manager at the Varsity level who has completed at least two seasons of service.
5. In all cases, the participant must end the season in good standing to earn a letter.

### **AWARDS**

#### **RIVER BEND MIDDLE SCHOOLS**

1. All participants will receive a certificate, an insert, and a letter once during their middle school experience. They will be eligible to receive a letter in sixth grade.
2. Special awards may be given if approved by the Athletic Director or Principal.

### **COMMUNICATIONS**

Any communication, letter or publication sent home to parents/guardians that concerns the athletic departments, must have the approval of the Athletic Director or Principal.

Each teacher/coach is assigned a mailbox in the office area for receiving messages and materials. Please check your mailbox, e-mail and voice mail before school, during your prep period and/or after school.

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_