

*ILLINI WEST  
HIGH SCHOOL  
COACHES HANDBOOK  
2010-2011*



HOME OF THE  
**CHARGERS**

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## **SECTION I: PRINCIPAL**

### **A. IHSA Responsibilities**

1. Serve as school district representative
2. Complete and submit required paperwork for IHSA participation.
3. Attend IHSA workshops/conferences.
4. Submit application to host IHSA events.

### **B. Events and contests**

1. Attend home games and contests as much as possible
2. Principal should arrange for the Athletic Director or other designee to be there in his absence.
3. Principal or Athletic Director are encouraged to be in attendance at away contests or the Principal and Athletic Director will appoint a designee to be responsible to represent Illini West.

### **C. Employment**

1. Principal will prepare vacancy notices for any coaching positions of sports for which the district is the host school.
2. Principal will develop appropriate interview Committees for coaching vacancies for sports in the district.
3. Principal shall make recommendations to the Superintendent for employment, continued employment or dismissal of coaches.

### **D. Evaluations of Athletic Director, Coaches, and other staff members involved in extracurricular activities.**

1. Principal will develop Athletic Director's evaluation guidelines, based on the expectations for Athletic Director and evaluate accordingly.
2. Principal and Athletic Director will develop head coaching evaluation guidelines, based on expectations for head coaches and evaluate accordingly.
3. Principal and Athletic Director will develop assistant coaching evaluation guidelines based on expectations for assistant coaches and evaluate accordingly.
4. All Head and Assistant Coaches evaluations are to be complete within 60 working days of the conclusion of the season.
5. Evaluations are to be submitted to the Principal.

### **E. Monitor Student Eligibility**

1. Principal shall recommend extracurricular eligibility guidelines to the Board of Education with standards at or above the IHSA eligibility guidelines
2. Principal will monitor academic eligibility and develop procedures with the Athletic Director to inform coaches of ineligible students.
3. Principal will monitor student attendance eligibility and develop with the Athletic Director procedures to inform coaches of ineligible students.
4. Principal will monitor student disciplinary issues and will develop with the Athletic Director, procedures to inform coaches of ineligible students.

## **SECTION II: ATHLETIC DIRECTOR**

### **A. Scheduling**

1. Schedule games, contests, or other extracurricular activities, including time, date, and location.
2. Contract officials for home games.
3. Maintain facilities schedule and coordinate all practices, contests, and other uses of the facilities.
4. Establish a transportation schedule with the transportation director.
5. Assist coaches in the setting of dates and arrangements for sports banquets and special occasion activities.
6. Communicate with each coach to schedule sport specific parent meetings. There should be a parents meeting for each individual sport provided by each coach. Coaches are expected to hand out materials covering team rules (handbook) and guidelines on how athletic letters are awarded.

### **B. Communication**

1. Develop and maintains open communication between players, parents, coaches regarding contests, practices, and announcements.
2. Keeps all media resources informed.
3. Maintain correspondence as required for all athletic activities.
4. Provides the Transportation Director with copies of the athletic schedules.

### **C. Purchasing and Inventory**

1. Maintains inventory lists received from the head coaches. Inventory lists must be updated annually.
2. Generates requisitions for purchasing supplies and equipment. District procedures concerning ordering of materials (i.e. P.O., chain of command) are to be followed.
3. Meets with coaches to discuss budget and determining purchasing priorities.
4. Reviews all activity fund requests, including those to be paid for by the sports boosters.

### **D. Site Preparation**

1. Coordinates the preparation of playing fields indoors and outdoors.
2. In coordination with maintenance staff, makes sure Scoreboards, sound systems, and lights are working properly.

**E. Student Eligibility**

1. Keep organized records of students to make sure their files are current and up-to-date.
2. Keeps updated rosters on file
3. Distributes rosters to the faculty for eligibility lists.
4. Keeps coaches informed on the status of their athletes.
5. Eligibility runs from Monday to Sunday.

**F. Conference Activities**

1. Reports to the principal on actions and activities of the conferences.
2. Attends all conference meetings or sends a designee.
3. Keeps the head coaches informed of conference meetings that they need to attend.
4. Reports to the media as needed to inform them of conference news.

**G. IHSA**

1. Keeps records of athletes pertaining to eligibility in the IHSA.
2. Submits IHSA for entry, events, and other forms as needed, to meet all deadlines.
3. Informs coaches of mandatory rules meetings and monitors their attendance.

### **SECTION III: GENERAL COACHING RESPONSIBILITIES**

- A. All coaches (volunteers included) must complete the following, before their coaching season begins:
  - 1. Provide documentation of teacher/sub certificate or ASEP certification.
  - 2. Signed contract
  - 3. Emergency form
  - 4. Volunteers must be approved by the Board of Education every year for each sport that the volunteer takes part in. Requests should be made to the Athletic Director. Requests will then be forwarded to the building principal who will make recommendations to the Superintendent.
  
- B. Set a date to meet with the principal and athletic director at least two weeks prior to the first practice of your Season.
  
- C. Team rules that add to the present Athletic Handbook will be reviewed and approved by the Athletic Director and Principal in advance.
  
- D. Any Serious Disciplinary issues of team members for violations of team rules or the Athletic Handbook will be discussed with the Athletic Director and Principal.
  
- E. Head Coaches not on the teaching staff
  - 1. Check in with the administration not less than twice weekly during your season regarding schedule changes, status of athletes, etc.
  - 2. It is your responsibility to work with the Principal, A.D. to make sure your athletes have current physicals and are eligible, etc.
  
- F. Athletes must have the following completed before they are allowed to practice.
  - 1. Current physical
  - 2. Proof of insurance
  - 3. Signed athletic code
  - 4. Completed emergency card.
  
- G. Head coach is required to attend the IHSA rule meetings. If they are unable to attend, then they need to notify the principal as to the reason why and decide with the principal an appropriate replacement. Only under extreme circumstances will a Head Coach miss two years in a row.
  
- H. Provide Athletic Director and athletes with practice schedules, and inform the A.D. and your athletes of any changes.
  
- I. Remember timelines – practices, games, official ratings, parent notifications, are very important. You are expected to adhere to time lines.

- J. You are encouraged to attend coaching clinics each year.
  - K. No employee of the district is allowed to sell, provide or encourage the use of supplemental products to students.
  - L. Know your players' health concerns.
    - 1. Keep with you at all times (games, practice, etc.) copies of emergency/health information sheets.
  - M. Head Coaches must provide the Athletic Director with Rosters by the end of the first week of practice for each level of their program or delegate an assistant coach to complete rosters. Each time the roster changes the coaches must keep the rosters updated throughout the season.
  - N. Provide the Athletic Director with criteria for "lettering" in your sport.
- I. Mechanisms for a Successful Season
- A. Coach Duty Reminders
    - a. Each coach will model good sportsmanship and a positive attitude
    - b. The team rules will be applied in a fair and consistent manner.
    - c. Students will be supervised before, during, and after practices and games.
    - d. Practices and events will be held with the ultimate safety of all participants in mind.
    - e. The appropriate statistics for a given sport must be maintained by the coaches throughout the year. After the season, the athletic director must be given a copy of these statistics. It is recommended that the statistics are kept current and ready upon request from the athletic director throughout the season.
    - f. Each coach must fill out a purchase order for all purchases made from district accounts and the activity form in the main office for specific activity accounts.
    - g. Any unauthorized purchases will be charged to that team's account or the coach that placed the order if the funds are not there.
    - h. Provide bus driver with the assistance that is necessary in maintaining a safe and clean road trip to and from each event.

#### **SECTION IV: Head Coaches Responsibilities**

- A. The Head Coach is to report to the Athletic Director any significant misconduct by athletes, parents, fans, or assistant coaches.
- B. The Athletic Director will coordinate the scheduling of officials, scorebook keeper and scoreboard operator. The head coach is encouraged to make recommendations.
- C. Head coaches should determine the equipment needed, then forward the needs to the A.D. who will follow the District's purchasing procedures.
- D. Head coach is responsible for reporting the scores and results to the local media.
- E. Officials
  - 1. Head Coach should double-check with the A.D. to be sure all officials are contracted and reminders sent out.
    - a. Head coach is responsible for completing the On-line official's evaluations after each contest. IHSA Mandates: Officials' Rating: The head coach will be responsible for the evaluation of all officials assigned to every home and away contests. Coaches are required to file these ratings online at [www.ihsa.org/schoolcenter](http://www.ihsa.org/schoolcenter). If officials are used for more than one game in a season, they must be evaluated for each contest they work at IWHS
- F. Keep inventories of equipment, uniforms, coaching aids, etc. and turn in an inventory list to the A.D. at the end of the season.
  - Equipment/Uniform Responsibilities
    - a. Team uniforms should be distributed at least one week before the first contest and collected within two weeks of the last contest.
    - b. Team uniforms will be stored after the season in a location that is agreed upon by the athletic director and coaching staff
    - c. Keep all equipment rooms closed and locked when not in use.
    - d. Team equipment that is used will be accounted for and stored after each use.
    - e. Team equipment will be stored in a location that is agreed upon by athletic director and coaching staff
      - i. Practice schedules/event schedules are to be turned in and reviewed by the Athletic Director. It is advised to turn in a practice schedule one month in advance. This allows for all practice schedules to be reviewed and edited before information is released to the athletes and parents. Coaches are required to provide this information to their team members as well.
- G. Recommend to the A.D. if they want a certain individual as a volunteer coach. Volunteers must have approval by the school board each year.

**SECTION VI: Assistant Coaches Responsibilities.**

- A. Assist head coach with his duties and responsibilities as designated.
- B. Make sure players adhere to appropriate conduct at all times.
- C. Report to the head coach about inappropriate conduct by athletes, parents, or fans.
- D. Assume head coaching responsibilities in the absence of the head coach and notify the A.D.
- E. Discuss any significant inappropriate actions by the head coach with the head coach.
- F. If no improvements are made with inappropriate actions stated above, report to the A. D. the perceived inappropriate actions by the head coach.

**SECTION VII: Fundraising**

- A. All fundraisers must be approved by Principal before the fundraising takes place.
- B. Depending on the fundraisers, corresponding date for fundraising may not be approved.
- C. Any money received by the coach must be turned in a timely fashion.
- D. Receipts for all purchases or expenditures for Fund Raising are to be turned in to the Principal.

**SECTION VIII: Sports Banquets**

- A. Each head coach will be responsible for coordinating sports banquet dates with communication to the Athletic Director.
- B. Sports Banquet dates are to be submitted to the office.
- C. Sports Banquet dates are to be within 1 month of the last game or contest.

**SECTION IX: Crisis at a sporting event**

- A. If a student is injured and it is determined to be a minor injury, administer first aid.
- B. If a student is seriously injured call 911, administer first aid, then call the parent.
- C. If the student requires an ambulance - a coach should ride with the student if a relative or friend is not available.
- D. If you are unsure what to do – always error on the side of safety.
- E. A copy of the player’s emergency information sheet should be available for the medical staff.
- F. Coaches must submit an accident report within 24 hours or the next working day.

**SECTION X: Game Schedules**

- A. The game times and schedules are set by the Athletic Director with input from the head coach.
- B. Head Coaches and Athletic Director should work together to find times and dates for rescheduled games due to cancellations.

**SECTION XI: Practice Schedules**

- A. Check with the A.D. and other coaches before finalizing your schedule.
- B. Monthly practice schedules will be submitted one week before the month of practices begins.
- C. Adherence to the schedules is expected by all coaches, with minimal changes. Advance notice should be given for changes within the practice schedule.

## **SECTION XII: Dress Code**

- A. Coaches are expected to dress professionally based on the sport in which they are coaching.
- B. Coaches should not allow their athletes to dress in a manner that may be embarrassing to the team or school.

## **SECTION XIII: Bus Schedules**

- A. Turn in transportation requests to the Transportation Director and Athletic Director one month before the season begins.
- B. Schedules will have game times and departure times.
- C. Coaches will provide the District Office with a list of students who will be transported for games.
  - 1. Names
  - 2. Addresses
  - 3. Phone Numbers
- D. Coaches should provide bus drivers with a list of names for each contest of students riding the bus and leave a copy at a location designated by the Principal.

## **SECTION XIV: Transportation**

- A. A Coach from each program must ride to and from each contest in order to provide the proper supervision for all involved.
- B. Students will be picked up and dropped off at the school parking lots.
- C. Do not leave students waiting for their rides.
- D. Coaches may want to allow students to use cell phones to call parents so they can meet them at school.
- E. If coaches do not require students to ride the bus home after contests then they need written permission from the parents or have a “sign-out” sheet available at the contest. The parent must be the person signing their child out. Another adult cannot sign for them. This signing must be witnessed by a coach of that sport. In no case will a student be allowed to ride home with a minor driving.

## **SECTION XV: Parent Meetings**

- A. Head coaches must hold an informational meeting for parents before the season begins. To avoid problems coaches may want to send letters home before summer to let parents know the expectations for summer workouts.
- B. Parent meetings should give the following information.
  - 1. Game and practice schedules
  - 2. Rules and guidelines
  - 3. Expectations
  - 4. Costs associated with the sport.
  - 5. Uniforms
  - 6. Requirements for lettering
- C. Principal and Athletic Director's information
  - 1. Eligibility requirements
  - 2. Discipline issues
  - 3. IHSA information
  - 4. Conduct expectations from fans and parents
  - 5. Chain of command

## **SECTION XVI: Equipment**

- A. Coaches are responsible for equipment and must see that it is properly inventoried and stored after each use. An Inventory needs to be turned in within two weeks of the last contest of the season.
- B. Report missing or damaged equipment immediately.
- C. Head coach should determine what equipment is needed, and then submit the request to the A.D.

## **SECTION XVII: Uniforms**

- A. Coaches must pick up an inventory sheet in the office and have students sign out their uniform, etc. at the beginning of the season and sign in the same uniform at the end of the season.
- B. Coaches should discuss the replacement costs and proper care of the uniforms.
- C. Coaches should let the parents know that they will be charged for any uniforms not returned at the conclusion of the season or any damaged uniforms.
- D. Head Coaches are responsible for proper care and storage of uniforms in the off-season.

**SECTION XVIII: Players**

- A. Check with the Athletic Director to determine whether students have all the appropriate paperwork to start practice.
- B. Check the deficiency list weekly for ineligible students.
- C. Coaches should remind students to follow the handbook.
- D. Coaches should have players sit together at contests whether they are participating or not.
- E. Coaches are responsible for their players conduct at all contests.
- F. Coaches should establish a dress code (appearance) for their athletes that represents Illini West School District #307 in a positive manner.

**SECTION XIX: Post Season Play – Reimbursement**

- A. All expenditures must be approved before leaving for the game.
- B. Receipts must be turned in within one week after the event.

**SECTION XX: Off-Season Responsibilities**

- A. Coaches are expected to provide summer programs that help develop athlete's abilities and develop team concepts.
- B. Hosting or attending camps or other off-season activities must have administration approval prior to the event.
- C. Coaches will provide the Athletic Director with summer schedules prior to the last day of school.
- D. Coaches should work together on their summer schedules, and try to work out conflicts, so players do not have to choose between sports.

**SECTION XXI: First Aid**

- A. All coaches will carry a first aid kit to each contest.
- B. If a student is injured during the game, the injury takes priority over the game – even if it means a forfeiture.
- C. Coaches need to fill out accident forms when students are injured and notify the parents.
- D. It is the coach's responsibility to make sure their athletes have access to water during contests.

**SECTION XXII: Professionalism**

- A. Coaches will conduct themselves professionally at all times when they are acting at all school functions or when representing the school and community in any manner.
- B. Coaches will respect other coaches and their programs and will not engage in any acts that would have negative impact on other programs in any way.
- C. Coaches will treat all students with respect and fairly whether they are involved in athletics or not or choose other activities over their own.

**SECTION XXIII: Evaluations**

- A. Coaching evaluations will be reflective upon how coaches adhere to the coaches' handbook and how a coach will conduct him/herself in a manner conducive to the high quality or sportsmanship expected at Illini West
- B. Evaluations will consist of formal and informal meetings with the A.D.
- C. Head coaches will assist in the evaluation of their assistants and volunteers.
- D. Evaluations will follow timelines found in Section I.D.4.

**SECTION XXIV: RECORD KEEPING**

- A. Head Coaches will be required to keep track of school records pertaining to their sport. They will keep track of career records and single season records. They will then turn them into the AD and the AD will keep track of them. Coaches will update the records each year.
- B. Head Coaches will be responsible for turning student's names into the IHSA record books.