



# Sandwich Athletics Philosophy & Policy Handbook

Mr. Miller, SHS Athletic Director

Mr. Gipe, SMS Athletic Director

*All students have the opportunity to participate in athletics, provided they meet their academic responsibilities. Our athletic program is guided by the philosophy that student activities are an important part of the total educational program. Students shall be encouraged to participate in activities in which they may achieve proficiency in athletic skills and develop strength, endurance, competitive spirit, sportsmanship, and realistic appraisals of their own potential, while participating in programs commensurate with their ability and maturity.*

*Sandwich High School sports shall be subject to the rules and regulations of the Board of Education, the conference, the Illinois High School Association (IHSA), and Illinois Elementary School Association (IESA). The school district shall participate in interscholastic sports programs at the middle school and the high school levels. Activities to be provided shall be determined by the Board of Education, student interest, and by the availability of staff and facilities.*

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## **WELCOME LETTER**

Dear Student Athletes and Parents,

The purpose of this athletic handbook is to familiarize you with the athletic programs, services and policies of Sandwich Middle & High School. This handbook is to serve as a source of information that will explain the operations of our athletic programs. Please take time to review each section of the athletic handbook.

The athletic department wishes the very best for your student athlete. We want to see your son/daughter strive to do the very best they can in and out of the classroom and on the field.

Should you have questions regarding the Board adopted handbook, please contact the middle school office at 815-786-2138 or the high school office at 815-786-2157. Thank you for your continued support and best of luck for a great school year and a rewarding athletic season.

Sincerely,

Steve Miller  
SHS Athletic Director

Tim Gipe  
SMS Athletic Director

## **GOALS AND OBJECTIVES**

### **Sandwich School District Athletic Programs**

The athletic program at Sandwich High School is part of the educational process based on policies set forth by the Board of Education, the conference, the Illinois High School Association (IHSA), and the Illinois Elementary School Association.

Our athletic program is guided by the philosophy that student activities are an important part of the total educational program. A successful sports program at Sandwich District #430 generates a sense of school pride for the participants, student body, faculty, and community. Our sports programs strive to teach “Life Skills” as well as individual skills.

The objective goes beyond just the learning of skills for a particular sport. Students who participate in the activity program will hopefully join a competitive spirit, self-control, camaraderie with teammates, and develop a sense of personal self-worth. Character traits such as leadership skills, loyalty, and self-discipline are gained through participation. Most of all, the student should grow, learn, and enjoy the experience. School activities must, however, never overshadow the main purpose of an education in Sandwich Schools. A “win at all costs” attitude is detrimental to the educational process.

If our athletes are motivated to work hard on and off the field and if we provide the proper leadership and sound guidance, they will graduate “winners” in every sense of the word, and our athletic program will be a success.

## **CHAIN OF COMMAND**

Below is a chain of command chart indicating the channels of authority and reporting relationships for community and personnel. The channels are to be followed, and no level should be by-passed. All parties should act professional when following the chain of command.

- Board of Education
- Superintendent
- High School Building/Middle School Building
- Principal
- High School Athletic Director/Middle School Assistant Principal/Athletic Director
- Head Coach
- Assistant Coach
- Parent Concern

## **INTERSCHOLASTIC ATHLETIC ACTIVITIES**

The following activities will constitute the athletic programs for Sandwich CUSD #430. All activities are subject to annual administrative review. As activities change in student interest, nature, and scope, corresponding changes shall be reflected in staff, in programs, in levels of play, and in budget.

### **Boy's Interscholastics**

- Freshman, Sophomore, and Varsity Football
- Freshman, Sophomore, and Varsity Wrestling
- Freshman, Sophomore, and Varsity Cross Country
- Freshman, Sophomore, and Varsity Golf
- Freshman, Sophomore, and Varsity Track
- Freshman, Sophomore, and Varsity Baseball
- Freshman A/B, Sophomore, Junior Varsity, and Varsity Basketball
- 6-8 grade Cross Country
- 6-8 grade Soccer
- 6-8 grade Basketball
- 6-8 grade Track
- 5-8 grade Wrestling

### **Girl's Interscholastics**

- Freshman, Sophomore, and Varsity Volleyball
- Freshman, Sophomore, and Varsity Cross Country
- Freshman, Sophomore, and Varsity Golf
- Freshman, Sophomore, and Varsity Track
- Freshman, Sophomore, and Varsity Softball
- Freshman A/B, Sophomore, Junior Varsity, and Varsity Basketball
- 6-8 grade Cross Country
- 6-8 grade Soccer
- 6-8 grade Volleyball
- 6-8 grade Basketball
- 6-8 grade Track

### **Cheerleading**

- Freshman, Sophomore, Varsity Football
- Freshman, Sophomore, Varsity Basketball
- Freshman, Sophomore, Varsity Wrestling
- 7-8 grade Basketball

### **Pom Pon Squad**

- Football
- Basketball
- 7-8 grade Basketball

### **Athletic Trainer**

- Fall, Winter, Spring

## **CODE OF ETHICS**

### **The Interscholastic Athletic Director:**

- Strives to develop and maintain a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.
- Considers the well being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Organizes, directs, and promotes an interscholastic athletic program that is in harmony with and contributes to the total school program.
- Cooperates with the staff and school administration in establishing, implementing, and supporting school policies.
- Acts impartially in the execution of basic policies and the enforcement of the conference, league, and IHSA/IESA rules and regulations.
- Fulfills professional responsibilities with honesty and integrity. Upholds the honor of the profession in all relations with students, colleagues, coaches, administrators, and general public.
- Avoids using the position for personal gain or influence.
- Seeks to improve the professional status and effectiveness of the interscholastic athletic administrator and coach through participation in local, state, and national in-service programs.
- Is committed to high standards of ethics, sportsmanship, and personal conduct on the part of the administrator, coaching staff, and the athletes representing their school.

## **DUTIES AND RESPONSIBILITIES**

### **Title: Athletic Director**

#### Supervision

- To supervise the athletic programs in consultation with the principal and/ or superintendent.
- To recommend coaching personnel and to evaluate their performances.
- To hold meetings with coaches whenever necessary to keep them informed of all matters pertaining to the athletic program.
- To supervise and coordinate the budget for all sports.

#### District Representative

- To schedule all interscholastic athletic events for the district.
- To enforce and interpret all athletic regulations as specified by the IHSA/IESA, the District and the Conference in which membership is maintained.
- To prepare bus transportation schedules for all athletic trips and work with the supervisor of transportation in the implementation of the schedules.
- To assist the administration in preparation of the pass list and to administer the issuance of complimentary passes for the District.
- To act as Tournament Manager for all Conference and District activities that are assigned to the school district.
- To make all necessary arrangements for all non-school organizations using CUSD #430 facilities for example, Boys Baseball Association, Girls Softball Association and T-Ball Association.
- To provide training and maintain records on who has been trained for driving the athletic/activity bus.

#### Duties Pertaining to Athletic Events

- **Release of publicity:** To release to the press and radio publicity on upcoming events in athletics and on all special activities in which the high schools participate.
- **Home activities:** To attend as many home athletic events as possible, to be responsible for overall supervision, and to obtain personnel to ensure smooth operation on all fronts.
- **Pre-game and half-time programs:** To coordinate with appropriate personnel the starting and stopping time schedules for bands, pre-game ceremonies and half-time programs.
- **Notifying principal:** To make recommendations to the principal regarding the success of each activity.
- **Faculty Help:** To work with the principal to determine the need and to establish a schedule of specific assignments and reporting times for all personnel involved with duties pertaining to the activity; for example, policing, ticket sales, etc.
- **Game Program:** To assist the school in obtaining from visiting teams the information to be included in the individual game programs.
- **Liaison:** To inform visiting teams and officials of the pertinent details of their participation – time schedule, dressing facilities, etc.
- **Supervision of Press Box:** To supervise arrangements in the press box for the official personnel having duties there during football games, baseball games, and track meets.
- **Printed schedules:** To develop schedule posters and pocket schedules as needed for use in publicizing all programs.
- **Banquets:** Notify parents of arrangements, set up program and notify media.
- **Program:** Supervise and set up picture days, get all needed information and prepare for print.

### Duties Pertaining to Athletic Events (continued)

- **Eligibility:** Check eligibility of all athletes each week. Submit a list of eligible athletes each week to faculty and coaches. Insure eligibility sheets are sent out to all proper managements.
- **Facilities:** Coordinate the care and maintenance of all athletic facilities including the locker rooms, scoreboards, public address system, bleachers, etc. Arrange for opening and closing of building at athletic activities. Work with coaches in setting up practice times.
- **Transportation:** Make all arrangements with transportation coordinators. Notify coaches of departure times.
- **Contracts:** Prepare contracts for officials and set dates for use of facilities for all home events. Notify officials in advance to make sure dates and times are understood. Create list of officials with dates working and amount compensated. Pay officials. Check official's contracts.
- **Games and Contests:** Schedule all games and contests must be approved on master schedule in principal's office. Prepare game contracts for all contests. Check contracts with schedules activities and avoid conflicts.
- **Coaches:** Supervise coaches in all sports. Inform and remind coaches of their responsibilities and assignments and school policies. Aid in screening candidates for coaching vacancies. Approve coaches request for travel reimbursement. Evaluate all head coaches.
- **Equipment:** Supervise the maintenance and care of athletic equipment. Screen equipment requisitions and arrange for payment of bills. Inventory equipment for each sport and maintain an up-to-date listing on file.
- **Proper Record Keeping:** Collect a season report from each head coach at the end of the season.
  - Scores of every contest
  - Records established by team and individuals
  - Awards and honor winners
  - Recommendations for upcoming seasons
  - Annual Inventory
  - Budget Requests
  - Eligibility lists
  - Financial Reports: Incomes and expenditures
  - Minutes of all meetings
  - Schedules of all sports
  - Injury records
  - Physicals, Insurance waivers, and Athletic fees
  - Maintaining and updating personnel files

### Personnel

- To assist the building principal and the district office personnel with the selection and assignments of the athletic coaching staff.
- To have meetings with the building principal and coaching staff (minimum pre and post season).
- To evaluate the head coaches of each athletic activity at the end of each athletic season. Head coaches are to evaluate assistant coaches and turn evaluations into the athletic director at the end of each season. Appendix A&B
- To assist coaches in the implementation of the rules and procedures in the Athletic Code.

#### Budget and Finance Responsibilities

- To develop and submit a proposed annual budget for the operation of the entire athletic program.
- To assist the building principal in the administration of the athletic department's budget.
- To provide for the maintenance of an inventory of all athletic equipment and supplies.
- To collect bids and submit requisitions for all athletic supplies and equipment to the building principal.

#### Student Service Responsibilities

- To provide for the development and implementation of rules that will be included in the Athletic Code that will contribute to the effectiveness of all programs.
- To maintain a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "due process."
- To assist and to counsel coaches in the effective resolution of student or parent concerns.
- To foster a climate in the athletic program in which students can develop good citizenship through self-discipline, self-direction, and cooperative participation.

#### Community Services Responsibilities

- To assist the building principal in the coordination of athletic programs with non-school activities involving the athletic staff, equipment, facilities and participating athletes.
- To represent the athletic department at the monthly sports boosters meeting.
- To work with civic groups in a manner which enlists and maintains their support of the athletic program.
- To represent the building principal as the designee at local, state, or national meetings as may be required.

#### General Responsibilities

- To assume other responsibilities and to perform other such duties as may be assigned by the building principal and/or district superintendent.

## **Title: Athletic Secretary**

### **Qualifications:**

- High level of typing, grammar, and spelling skills
- Recordkeeping skills
- Skilled at organizing the office routine
- Filing skills
- Basic knowledge of computers, word processing, and spreadsheet
- Courtesy skills and public relations skills (greeting, phone skills, etc.)
- Ability to multi-task and cross train to maintain an efficiently run office
- High school diploma

### **Reports to:**

- Athletic Director and High School Principal

### **Hours:**

- 7:30 A.M. to 4:00 P.M.

### **Job Goal:**

- To assist the athletic director in the orderly operation of athletic events

### **Job Responsibilities:**

1. Compiles eligibility information weekly and distributes it to coaches
2. Notifies parent/guardian of any ineligible athlete by mailing a form letter
3. Handles all correspondence for the athletic director
4. Alphabetizes and files all athletic information (insurance waivers, physicals, activity fees, and athletic contracts)
5. Makes available an admission box for athletic events
6. Deposits gate money to appropriate accounts
7. In charge of all activity fund accounts at the high school
8. Provides a second signature on all checks for the referee account (referees and entry fees)
9. Creates rosters for each sport
10. Prepares certificates and awards for each sport
11. Organizes each season's senior recognition events
12. Calls opponent schools to double check location of events and to obtain directions if necessary
13. Helps athletic director count awards, pins, and certificates for ordering and keeping track of receipts for distribution
14. Sends sports schedules to opponents
15. Fax weekly schedule of events to corresponding schools/opponents
16. Helps athletic director organize any tournaments held
17. Helps athletic director organize sport award nights at the end of each season
18. Produces and distributes athletic sports passes as applications are received
19. Coordinates picture dates for athletic events and team pictures
20. Contacts officials to remind them of athletic events and for cancellations
21. Assists other secretaries as necessary
22. Works as a team player
23. Protects the confidentiality of employees, students, and patrons of the school district
24. Other duties that may be assigned

## **COACHES' CODE OF ETHICS**

The function of the coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and success. Each student athlete should be treated with respect.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession in all personal contact with the student athlete, officials, athletic directors, school administrators, the IHSA/IESA, the media, and the public. The coach shall strive to set an example of the highest ethical and moral conduct. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.

The coach shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

The coach shall not exert pressure on faculty members to give student athletes special consideration.

## **GUIDELINES FOR COACHING SUCCESSFULLY**

- Be excited to see your athletes at practice.
- Never accept anything less than your/their best effort.
- Always try to improve.
- Do not use profanity.
- Do not argue or discuss a problem in front of the team.
- Take pride in your program and team.
- Never lose your poise or confidence.
- Be positive.
- Gear practice toward mental and physical toughness. No one works harder than we do.
- Have practice plans and stay on schedule.
- Look sharp and require your team to look sharp.

Success starts with a positive attitude. Take time in practice to make an athlete feel good about themselves and the team. A good attitude will lead to harder work. Hard work leads to more success. More success leads to more confidence.

All this makes it fun!

## **DUTIES AND RESPONSIBILITIES OF COACHES**

### **Title: Head Coach**

You are responsible for all coaches and levels within your sport. The duties listed below are important, and some of them can be delegated among your assistants. Your assistants should help you in every way possible; please be certain they are aware of their duties. If you delegate duties, please be sure to monitor these obligations, as you are ultimately responsible for their completion.

- Review the competition schedule for your program. Resolve any conflicts or questions with the athletic director.
- Review your transportation requests. Double-check the arrangements you have requested for each travel date. Report any bus problems to the athletic office as soon as possible.
- Select a date for your program's Sports Information Meeting. Secure an appropriate location. Confirm the date with the athletic office. Inform your athletes/families. Prepare all the necessary material. The sports information meetings will be held prior to the start of each sport season (fall, winter, spring) or before the first practice.
- It is important you meet with your entire staff, sometime prior to the start of the season, to standardize techniques, drills, system of play, cover program rules, etc. This is important and will help insure consistency and understanding of expectations within your program.
- Team rules and guidelines will be written and submitted to the athletic director for approval before submitting them to athletes/parents/guardians. Policies that should be included but not limited to are attendance, participation, transportation, fundraising, vacation, dress code, etc. Discuss the athletic program and policies with your parents, athletes and assistants.
- Make certain they are aware of any rules or policies that pertain to your sport and our department. Be sure your athletes are aware of your "vacation" policy.
- The discipline and vacation policies should be the same at all levels of that sport, freshman through varsity and 6th through 8th grades.
- The head coach will review, with the athletic office, all award orders for your regular season including invitationals and tournaments.
- All coaches are to attend their respective Sports Information Meetings and IHSA Rules Interpretation Meetings.
- Check your practice area and all necessary equipment/supplies to be certain everything is ready for use.
- Individuals must not make purchases. The athletic director, building principal, and superintendent must approve all purchase requests prior to ordering.
- Activity account requests must be approved by the athletic director and building principal prior to ordering.
- The athletic director, building principal, and superintendent must approve all fundraising prior to the event.
- Fundraisers should be clearly outlined in the sports informational meeting. Coaches are not to force athletes to sell for fundraisers. Instead set goals to be met. Athletes shall not be penalized for not meeting the fundraiser goals or for not participating in the fundraiser.
- Athletes must submit their completed athletic physical, insurance waiver, athletic fee and coaches athletic policy to the athletic office before they are allowed to participate/tryout. You may not allow an athlete to practice without their completed physical form and insurance waiver being on file in the athletic office.
- No equipment should be issued before these responsibilities are successfully completed.

- Sandwich High School effectively checks academic eligibility on a weekly basis. Notification of academically ineligible athletes or athletes “in jeopardy” will be given to the athlete’s coach. Academically ineligible athletes may practice, but not compete.
- An accurate list of all participants must be on file in the athletic office at all times. It is your responsibility to maintain consistent communication with the athletic secretary regarding any drops from your team(s).
- Arrange for the systematic issue of equipment/uniforms. Make arrangements ahead of time regarding the day/time you would like to issue items. We suggest that you keep individual sheets for athletes with accurate records of what has been issued to each student-athlete.
- All team athletic wear (t-shirts, sweatshirts, etc.) must be approved by an administrator. References to drug, alcohol, and/or sex are grossly inappropriate. Our programs are based upon competing with dignity, respect, and class. These inappropriate references have no place at Sandwich School District #430.
- All of us need to work hard to convey to our student-athletes that hazing (in any form) is an unacceptable practice here. We ask that you speak directly and firmly about this matter with your coaches and team(s). Hazing will not be tolerated here in Sandwich School District #430.
  - **HAZING** – hazing is any act, which subjects a student to physical or verbal harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, or demeaning activity. Acts of hazing committed by a person(s) for the purpose of initiation, maintaining membership, or holding office in an organization, club, or athletic team.
- The IHSA requires the rating of officials. Make sure that you are familiar with the procedures for completing the on-line evaluation and meet the necessary timelines.
- The IHSA requires the on-line entry of team data and statistics for state competition. Please be sure your team’s information is correctly submitted and meets IHSA timelines.
- Head coaches should clearly communicate (to team members) the requirements needed to earn an award for their sport.
- Make sure that the athletes in your program are supervised at all times. Locker room supervision before and after practice and on away trips is your responsibility. Assign assistants as needed.
- Inclement weather/lightening – be very conservative in your judgment! If the weather becomes threatening (dark, windy), don’t hesitate to bring your athletes inside the building. If the alarm sounds or lightening appears in the direct area there is no judgment to be made – bring them inside! Be sure to follow the Conference/State policy on severe weather.
- Coaches are responsible for the care and security of sports equipment, practice area(s), storage closets, and locker rooms. Be sure to lock doors to these areas during and after practice/competition is concluded.
- Check your practice/game area each day. Report any problems/needs to the athletic office.
- All practice, competition, and transportation schedules will be given to every coach. Please review each document for accuracy as soon as possible. If changes need to be made, contact the athletic office as soon as possible.
- After each contest it is your responsibility to make sure all area media have results. It is also your responsibility to be sure the area media has up to date weekly individual stats.
- Keep accurate team and individual records.
- Keep your eligibility list accurate and up to date. If an athlete drops from your squad, make certain that the equipment is collected and inform the athletic secretary so the name can be removed from the list. Be sure to review the eligibility prior to awards night letters being mailed home.
- An accident report must be filled out for each injury. In most cases, this report will be completed by the trainer. In the event there is no trainer to file a report, you are responsible for completing the report. Appendix C

- Check on your order for athletic awards (tournament, invitationals, awards night).
- Communicate the athletic department transportation policy and school day attendance/participation policy to your athletes.
- Report to the athletic office any time an official does not appear for a contest.
- Report to the athletic director any instances of ejections of players, coaches or spectators.
- Prepare for and conduct your awards night. Be sure to reserve a room, and check and return the award's list to the athletic secretary at least one week before the awards night.
- Complete the evaluations every year of each coach on your staff. Meet with each assistant to discuss his/her evaluation. Be specific with individual goals for the growth of your assistant coaches. Appendix B
- Schedule an end of the season meeting with the athletic director. Bring completed evaluations of assistant coaches to this meeting.
- Prepare a list of needs for next year. Items must include exact specifications, sizes, and prices.
- Coaches are responsible for the collection of all equipment. Have your athletes turn in all equipment and uniforms immediately following the final contest if possible. In delinquent cases please follow these procedures:
  1. Coach contacts athlete in school – constantly remind athletes to turn in equipment/uniforms at the end of the season.
  2. Athletic office mails home notification of missing equipment.
  3. Coach phones parents/guardian.
  4. Coach withholds the athletic award.
  5. Semester grades will be withheld.
  6. Charge athlete for equipment.
  7. Athletes will be unable to participate in another sport until uniforms/equipment is turned in or paid for.
- All coaches must attend the end of season awards night.
- The head coach is to make sure all first aid kits are maintained and readily available at home and away events.

#### Other Duties and Responsibilities

- Each head coach will have a mailbox. Please check your mailbox regularly during the season and out of season.
- The daily announcements inform every one of current school activities or the previous nights activities (scores, special performances, team records, etc.) and are the students' chief source of information. As a coach you should be sure to get all announcements in by 7:45am each morning or by the end of the previous day. If you are a coach outside the building, you may fax, call, or e-mail your announcements to the main office.
- All coaches are responsible for the use of their keys and should guard against their misuse! At the end of the season, keys must be turned into the athletic director. If keys are lost you should report it immediately to the athletic director.

**Title: Assistant Coach**

- The main function of the assistant coach is to properly prepare students to compete in interscholastic activities and help develop a student's best character. They are primarily to assist the head coach in the variety of ways the head coach deems necessary, especially in development of fundamentals.
- The assistant is responsible for the actions of students that are under their supervision. This would include anyone on the team roster during practice or competitive events both home and away.
- The assistant is to ensure that all participants are adequately and safely equipped for that activity.
- The assistant coach is responsible for developing a training program in cooperation with the head coach that will provide competition in interscholastic sports with an attitude that winning is important, but not everything. This training program(s) should include emphasis on teaching of fundamentals, sportsmanship, and accepted safety practices.
- The qualifications include satisfactory training in the activity assigned with the ability to make sound judgments. Teaching certification or ASEP training is required of all coaching staff. ASEP training is done in coordination with the IHSA/IESA for coach's certification.
- The assistant coach is responsible and accountable for the supervision of students transported by commercial or private vehicles, and athlete's parents under school auspices. School vehicles must be used if available.
- The assistant coach is responsible for recommending to the head coach the ordering of new equipment and supplies, and for cleaning, inventorying, storing, securing, and repairing of all equipment as assigned by the head coach.
- The assistant coach shall meet with the head coach to review the assistant coach job description and discuss the evaluation procedure.
- The assistant will make sure that all members of their squad are aware of all rules and regulations pertaining to that sport.
- The assistant coach will perform other duties assigned by the head coach and/or the athletic director.
- Each assistant must follow the program that is outlined by the head coach of that particular sport.
- Middle school head coaches and assistant coaches must follow the program that is outlined by the high school head coach of that particular sport.

## **MEDIA INFORMATION**

All Coaches:

You are required to call the following newspapers and radio stations to report scores and information. You must do this the same day of the contest.

### **NEWSPAPERS**

#### **Beacon News**

101 S. River Street  
Aurora IL 60506  
Fax: 630-844-1043  
Phone: 630-844-5844

#### **Joliet Herald News**

300 Caterpillar Drive  
Joliet IL 60436  
Fax: 815-729-6059  
Phone: 815-729-6040

#### **Sandwich Record**

Fax: 630-554-7560

#### **Chicago Sun-Times**

Fax: 312-321-0122

#### **DeKalb Chronicle**

2815 Barber Greene Road  
P.O. Box 587  
DeKalb IL 60115  
Fax: 815-758-5059  
Phone: 815-756-4841

#### **Ottawa Times**

110 W. Jefferson Street  
Ottawa IL 61350  
Fax: 815-433-1639  
Phone: 815-433-2000

#### **Chicago Tribune**

435 N. Michigan Avenue  
Chicago IL 60611  
Fax: 312-828-9392

### **RADIO STATIONS**

#### **WSPY Sports**

Fax: 630-552-9000

#### **WCMY AM 1430 Ottawa**

Fax: 815-434-5311  
Phone: 815-434-6050

#### **WLBK AM 1360 DeKalb**

Fax: 815-756-9723  
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## **EQUIPMENT/UNIFORMS**

### All Coaches:

- Coaches should issue properly marked equipment for each sport. The item should be marked in such a way that accurate records may be kept and it can be easily identified as Sandwich CUSD #430 property. Written records should be kept of equipment issued to each participant.
- The participant is asked to return the same equipment issued at the end of the sport season. All returned equipment should be clean and fit for storage. The coach shall keep accurate records of equipment in need of repair or that has been repaired. Athletic equipment issued by Sandwich CUSD #430 sports programs should not be worn as regular attire on the streets, nor should it be used in lieu of physical education equipment.
- Athletes who do not return equipment/uniform should be informed that it is their obligation to do so. The coach should make every effort to get equipment/uniform from athletes. If the athlete does not turn in equipment/uniform their name should be given to the athletic office.
- Coaches are responsible for the collection of all equipment. Have your athletes turn in all equipment and uniforms immediately following the final contest if possible.
- In delinquent cases please follow these procedures:
  1. Coach contacts athlete in school – constantly remind athletes to turn in equipment/uniforms at the end of the season.
  2. Athletic office mails home notification of missing equipment.
  3. Coach phones parents/guardian.
  4. Coach withholds the athletic award.
  5. Semester grades will be withheld.
  6. Charge athlete for equipment.
  7. Athletes will be unable to participate in another sport until uniforms/equipment is turned in or paid for.
- All coaches shall assist in preparing equipment for reconditioning and shall be responsible for its proper storage.
- All coaches will be expected to compile an up-to-date inventory of all equipment/uniforms involved in their sport. This should be turned in within a reasonable length of time (30 days) after their sport ends. This inventory should be turned in to the Athletic Department. Specific information is needed to keep track and care of our equipment/uniforms.

## **AWARD POLICY**

### **Sandwich High School Athletic Awards Procedures**

It is the belief of the coaching staff and administration that a varsity letter should be a goal of every athlete. Athletes should have to meet certain standards in order to accomplish this goal. Athletes, coaches, alumni, and community should realize that the highest athletic award given at Sandwich CUSD #430 is the VARSITY LETTER.

The student athlete will receive appropriate recognition at the level he/she competes. In addition, once an athlete has earned an award at one level, he/she will be given a certificate of completion for another sport at the same level. In other words, that athlete will not receive a second set of numerals in a second sport; a certificate will be awarded to reflect this accomplishment.

- Managers will receive certificates, numerals, and script at the freshman and sophomore levels. At the varsity level managers will receive a certificate and a varsity letter with the word manager on it.
- Each coach will devote time at the beginning of the season to clearly define the minimum requirements for the award given at that level.
- The policies will be placed in writing, on file, in the athletic director's office and will be communicated to the student participants by the coaching staff at each sports informational meeting. These policies will be consistently administered.
- Freshman awards will be a certificate and numerals indicating participation. Freshmen who play varsity will receive a freshman award and a varsity award provided they meet the coach's criteria.
- Sophomore awards will be a certificate and script as first award. Sophomores who play varsity will receive a sophomore award and a varsity award provided they meet the coach's criteria.
- Varsity awards will be a certificate and a varsity letter. In order to get a varsity letter they must finish the season in good standing and have met the criteria set by the coaching staff at the beginning of the season. Those on a varsity team who finish the season, but did not meet the criteria to letter will receive a certificate and JV letter. If you letter in more than one varsity sport you will not receive more than one letter. You will receive pins to stick on your letter. If there are any questions about awards, athletes should confer with their coach.
- The athletes should attend the awards night in order to receive his/her awards.

**NOTE: PARTICIPANTS WILL RECEIVE ONLY THE AWARD THEY HAVE EARNED AT THE END OF A SEASON.**

### **Middle School Athletic Awards Procedures**

- Athletes who have completed their sports season successfully will be awarded a certificate.
- State Honors will be awarded by having the student's name placed on a plaque that is displayed in the gymnasium corridor.

## **INSURANCE/WAIVER**

- Every athlete shall have adequate insurance coverage before he/she is allowed to participate in any athletic activity. (This includes cheerleading and poms)
- If an athlete does not desire school insurance, he/she must obtain an Insurance Waiver Form. This form must be filled out, signed, and returned to the athletic office before the athlete may participate in an athletic activity. Appendix D

## **ATHLETIC PHYSICALS**

- All athletes must have a current physical on file in the athletic office before he/she can participate in athletic activities. An athletic physical is good for one calendar year. Appendix E

## **ACTIVITIES FEE**

- Before an athlete can participate in an athletic activity they must pay the current activities fee.

## **PROCEDURE FOR PURCHASING EQUIPMENT**

- All purchasing of athletic equipment must be done through the athletic director. All orders must be within the approved budget.
- The requesting coach shall submit to the athletic director a listing of the desired purchases. It should include: vendor, vendor's address, quantity, per item cost, and total cost with shipping. If this is approved you may fill out a purchase order form. This form is obtained in the main office. If you have the money in your activity account you may fill out a purchase order form from this account. The athletic director must approve the activity account purchase order prior to ordering equipment. Appendix F
- If prices are in the same range, consideration will be given to our local businesses and those who best stand behind their product. All coaches must get a local quote before equipment will be purchased.
- Final approval of the purchase will come from the building principal and the district superintendent. Once the superintendent has approved the purchase order we can purchase the equipment.
- When the equipment is delivered, the coach will notify the athletic director if there are any problems with the order.
- Coaches or persons who purchase equipment without a purchase order will be held responsible to personally pay for this equipment.
- Coaches are not to bill personal items to the school account with athletic suppliers.

## **TRANSPORTATION**

The transportation supervisor and the athletic director will schedule all athletic activities transportation. All athletes will be transported to and from all contests together by school-approved transportation. Athletes are encouraged to ride to and from the contest with the team, but may ride home with their parents/guardian if the parent/guardian has signed the parent/guardian sign out sheet and with the coach's approval. The coach will provide the sign out sheet after the event is over. A copy of a sample parent/guardian sign out sheet is provided in Appendix G.

### **Coaches Transportation Responsibilities:**

- Each coach is responsible for informing his/her team about bus schedules.
- All coaches shall take a head count before leaving our school and before leaving the away school.
  
- If a bus has not arrived on time, contact the athletic director.
- When leaving the bus, coaches are asked to make sure the bus is clean and no equipment has been left.
- Active supervision from coaches is required on the bus.
- No cleats or spikes are to be worn on the bus.
- A coach should stay until all athletes are gone.

## **OFF SEASON CONDITIONING PROGRAM**

1. All efforts should be made by coaches to encourage athletes to compete in other sports.
2. After school is out for the summer, IHSA rules will apply.
3. Teams in-season will determine when they wish to use the weight room.
4. Out of season teams may use the weight room with proper supervision and at times when in-season teams are not using these facilities.
5. All coaches may offer off-season conditioning programs as long as they are there to supervise and follow IHSA policies.

## **I.H.S.A. OPEN GYM PROGRAM POLICIES**

Schools may open their gymnasiums or facilities for recreational activities without being in violation of IHSA By-laws when opened under the following guidelines:

1. The gymnasium or field is open to all students for participation.
2. A variety of activities are available to students.
3. There is no coaching or instruction in the skills and techniques in any sport.
4. Participation is voluntary and is not required directly or indirectly for membership on a high school squad.
5. Comparable opportunities are afforded both sexes.
6. The school administration assumes the responsibility for making certain there is adherence to these guidelines.

## **ATHLETIC AND EXTRACURRICULAR CODE OF CONDUCT**

Participation in athletic and extracurricular activities at Sandwich CUSD 430 is a privilege and not a right. Therefore, all students who participate in athletic and extracurricular activities require compliance with this Code of Conduct. By the district permitting participation in an athletic and extracurricular activity by the student, both the student and the student's parent agree and promise that the student will abide by all the requirements of this Code of Conduct with the understanding, that any violation of the Code of Conduct will receive the discipline or reason as provided below.

Students who have been engaged in severe acts of insubordination, disrespect, and misconduct on or off school property may be declared ineligible for school sponsored honors, privileges, and/or activities including but not limited to sports, drama, clubs, various dances and their respective courts, tutoring, job shadowing, etc.

Any use, possession, or transportation of alcohol, tobacco, or illegal drugs (including steroids, stimulants, etc.) is prohibited. Candidates for athletic teams are expected to adhere to these conditions at all times, including during the season, after the season, and during summer vacation. When alcohol or drugs in any form are present at student parties, it is recommended that students involved in athletics leave the party immediately because a participant will be held responsible for the actions of any group or individual whom they are with at the time of the infraction. The desire for athletic excellence, good health habits, and personal pride should motivate our athletes to conform to the above requirements.

Not only are training rules important, but so is the need to teach and learn values, work ethics, and good citizenship skills. Therefore, any behavior, whether violent or nonviolent, that reflects adversely on the team or school may receive discipline by the coach, athletic director, athletic committee, and/or school administration. Discipline may vary depending on the situation. For example, discipline may consist of extra work or suspension from contests, or the student may be dropped from the squad. In addition to these general guidelines, there may be more specific rules concerning conduct, missed practices, etc. provided by each coach. Since it is impossible to write a rule and regulation for all behavior situations, the above is meant to inform the student and his or her parents what he or she is expected to be, a model of good citizenship.

When a student is absent from class for illness or without permission of the school administrator he or she will not be allowed to participate in any school activity held after school on the evening of the day in which the absence occurred. The student must be in attendance for at least four complete class periods in order to participate in student activities. At the high school periods 5-6-7 are considered one class period not three. To be eligible for interscholastic competition, a student must achieve passing grades. The student must be enrolled in and passing at least four classes, excluding physical education, drivers education, resource, and fitness and conditioning.

A student must have a sports physical before competing on a school team. The student will not be allowed to practice until the physical has been completed and turned in.

In school study room, 3-hour detention, and Saturday detention (severe consequences): Members of an IHSA or IESA team or organization, or extracurricular activity under detention, severe consequence must under the direct supervision of their coach or sponsor, must participate in practices. They must also adhere to the sponsors or coaches own set consequences. A student who is suspended from school will not be able to attend, travel to or participate in an IHSA or IESA school sponsored activity.

The following disciplinary procedures are in effect for a student’s entire four-year career. During the suspension from athletic competition, the student must attend practice with a positive attitude or he/she will be dismissed from the team at the head coach’s discretion and he/she completes the requirement. If a violation occurs during the summer the student will be suspended from the next sport season in which he/she participates. A student who commits a violation during the school year when he/she is not participating in a sport will have his/her suspension assigned to the next sport season that the student competes in. A student who fails to complete the sport season will have the suspension carried over to the next sport season that the student competes in. The number of contest will be determined by the season the student is in. Students who have suspensions that will carry over to the next sport season will have their length of suspension adjusted according to the number of contests in the next sport season. If an athlete is suspended and does not complete the season, the suspension will carry over to the next participating season.

**FIRST OFFENSE:**

When, a student is found to have committed an infraction for the first time by the athletic director, he/she will be suspended from competition. Along with the suspension, the student will take part in the high school counseling program. The parent will be notified of the rule violation.

<b>I.H.S.A Events</b>	<b>Sport</b>	<b>Alcohol, Drugs, Drugs Paraphernalia, Tobacco use, Possession, and Tobacco Paraphernalia Violations</b>
15	Cross Country	5 dates
9	Football	3 dates
9	FB Cheerleading	3 dates
5	FB Poms	2 dates
16	Golf	5 dates
19	Volleyball	6 dates
19	Basketball	6 dates
19	BBB Cheerleading	6 dates
10	BBB Poms	3 dates
18	Wrestling	6 dates
18	Wr. Cheerleading	6 dates
35	Baseball	12 dates
35	Softball	12 dates
18	Track	6 dates

For all violations the number of dates has been determined by taking a 1/3 of the maximum number of dates allowed by the I.H.S.A. team events for each sport. Varsity level events will determine the number of contest for a student.

**SECOND OFFENSE:**

When a participant is found to have committed an infraction for a second time, he/she will be suspended from contests/competition, pending a disciplinary decision by the athletic committee. The athletic committee shall consist of three out of season coaches, the athletic director, and the building principal. The parent will be notified of the rule violation and will be requested to attend an athletic committee meeting related to their student. The committee will meet at the earliest opportunity, but no later than ten school days from the notification to consider the status of the student and render a decision. The following process will be observed for both in and out of season violations.

1. The athletic committee verifies that the participant has been aware of the rules of the sport.
2. Upon notice to the administration, either verbal or written, of an alleged violation of the rules, the student will be informed by the athletic director of the nature of the offense and will be suspended from competition. The athletic director will notify the student to appear at a meeting of the athletic committee. Parents will be notified of the rule violation and will be requested to appear at the meeting. If the violation occurs out of season, the participant will be informed by the administration and the same procedure will be followed.
3. The committee shall meet after the athletic director has presented a request. The student shall be afforded the right of due process. The athletic committee shall weigh the evidence that is presented and after considering the best interests of the student and the school, will make a decision on the disposition of the student's case. The committee will decide between one of the following:
  - Dismiss the charge
  - Suspend the student for 2/3 of the IHSA events
  - The student will be placed on probation for a specific period of time (for example 30 calendar days)
  - The student will be dropped from the sport or activity for the remainder of the season
  - The student will be suspended or dropped from participation in student activities for the remainder of his/her time in high school
4. The decision of the committee will be communicated in writing to the parent of the student.

<b>I.H.S.A Events</b>	<b>Sport</b>	<b>Alcohol, Drugs, Drugs Paraphernalia, Tobacco use, Possession, and Tobacco Paraphernalia Violations</b>
15	Cross Country	10 dates
9	Football	6 dates
9	FB Cheerleading	6 dates
5	FB Poms	3 dates
16	Golf	11 dates
19	Volleyball	13 dates
19	Basketball	13 dates
19	BBB Cheerleading	13 dates
10	BBB Poms	7 dates
18	Wrestling	12 dates
18	Wr. Cheerleading	12 dates
35	Baseball	23 dates
35	Softball	23 dates
18	Track	12 dates

For all violations the number of dates has been determined by taking a 2/3 of the maximum number of contests allowed by the I.H.S.A. team events for each sport. Varsity level events will determine the number of contest for a student.

**THIRD OFFENSE:**

- **Done (3 Strikes)**
- When a student has received his or her third offense, the student will be suspended from competition, and the athletic committee will meet to decide the fate of the student. The decision of the committee will be communicated in writing to the parent of the student.

## **SANDWICH MIDDLE SCHOOL ELIGIBILITY**

The eligibility standard for all participants at Sandwich Middle School is consistent with the I.E.S.A. school by-law 2.040 (Scholastic Standing). Students must be passing every class, including physical education and explore classes, in order to participate. Grades will be checked on Friday of each week and will apply to the following week (Monday-Sunday). A list of ineligible students, as well as those with academic or behavioral concerns, will be sent to the coach. Each student who is declared ineligible will not be allowed to participate for one full week, even if the grade is brought up prior to this time. A student who is ineligible for four consecutive weeks may be dismissed from the team. Students and their parents are responsible for monitoring academic progress.

A current physical examination, proof of insurance/waiver and payment of the athletic fee must be on file in the school office prior to any participation. I.E.S.A programs also require age verification.

### **ATTENDANCE**

A student must be in attendance one-half day (four academic periods) in order to practice or participate in an extracurricular event that day. Exceptions may be granted for pre-arranged absences or emergencies.

### **ATHLETIC/EXTRACURRICULAR CODE OF CONDUCT**

Participation in extracurricular activities is a privilege and not a right. Therefore, compliance with this code of conduct is required. Participation in any activity by the student will be considered an agreement to abide by all of the requirements of this code with the understanding that any violation will receive the discipline or response provided below.

Use or possession of alcohol, illegal drugs or tobacco is prohibited. Athletes are expected to adhere to these expectations at all times. It is also important that athletes learn positive values, work ethics and good citizenship skills. Any behavior that reflects negatively on the team or school may result in consequences determined by the coach, athletic director and/or school administration. Consequences vary depending upon the severity of the infraction.

During any period of suspension, members of an extracurricular team or organization must under direct supervision of a coach or sponsor, participate in practices (when not serving consequences) but will not be allowed to participate in games or contests. They must also adhere to the sponsor's or coach's own set of consequences. Failure to do so may result in dismissal from the team.

If an infraction occurs during the summer or "off season" (i.e. the student is not participating in the sport currently in season), the student will be suspended for the next sport in which he/she participates.

## **CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS**

### **FIRST OFFENSE:**

#### **Drugs, Alcohol, and Tobacco**

- Successful completion of an approved counseling program and suspension from athletic contests as listed below:
  - All sports 5 contests

### **SECOND OFFENSE:**

- The student will need to successfully complete an approved counseling program and will be suspended for twice the number of contests as incurred on the first offense.

### **THIRD OFFENSE:**

- The student will be suspended from participation in athletics until they have obtained professional counseling for substance abuse and the counselor recommends to the principal that the athlete is fit to return to athletics. The athlete also will be suspended for the same number of contests prescribed for a second offense violation. The athletic coordinator will make the final determination of eligibility in such cases.

All other conduct violations will receive consequences as determined by the individual coach, sponsor, and/or building administration. The suspension will not carry over from one sport to the next or one season to another.

## **COMMUNICATION GUIDELINES FOR POSITIVE PARENT/COACH RELATIONSHIP**

As your son/daughter becomes involved in the programs at Sandwich CUSD 430, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things don't go the way you or your son/daughter wish they would. It is very difficult to accept that your son/daughter is not playing as much as you may like. All of our coaches are certified. They make their decisions based on what they believe to be the best for all the student athletes involved.

### **From Coach:**

- Philosophy of the coach
- Expectations the coach has for your child
- Locations and times of all practices and contests, team requirements, fees, special equipment, etc.
- Notification of any scheduled conflicts well in advance (if possible)
- Procedure should your athlete be injured during participation

### **From Parents:**

- Concerns expressed to the coach
- Notification of any scheduled conflicts well in advance (if possible)
- Specific concerns in regard to a coach's philosophy and/or expectations

### **Appropriate concerns to discuss with coach:**

- Academic support-college opportunities
- A concern for your athletes mental and physical well being
- Ways to help your athletes improve
- Concerns about your child's behavior

### **Procedure to discuss a concern with a coach:**

- Call and leave a message for the coach to set up an appointment. The high school phone number is 815-786-2157 and the middle school is 815-786-2138.
- If the coach can not be reached, call the athletic director at the high school or middle school.
- Please do not attempt to contact a coach before, during, or after a practice or contest. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote a resolution.
- Approaching coaches at inappropriate times or with inappropriate subject matter may result in removal and exclusion from future games, or the rest of the season activities.
- The parent or coach may request to have a school administrator present at the meeting.

### **Concerns not appropriate to discuss with the coaches:**

- Playing time
- Team strategy
- Play calling
- Other student athletes
- Post season awards

There are situations that may require a conference between the coach, athlete, and parent. These are to be encouraged. It is important that both parties have a clear understanding of the other's position. When these conferences are necessary, the procedure below should be followed to help promote a resolution of the issue or concern.

**Pre Season Sports Information Meeting:**

- All athletes, coaches, and at least one parent or guardian must attend this meeting prior to practice or competition. If a parent or guardian cannot attend the meeting on the scheduled date, arrangements can be made through the athletic office to obtain the materials needed.
- The student and parent must return a signed copy of the coach's rules and expectations prior to the student practicing or competing in any activities.

**STATE TRIP PROCEDURES**

- State trip itineraries need to be given to athletes at least three days before the state event. The itinerary should include the address, phone number, and hotel name where you are staying. A timeline should be provided for the days that you would be gone. Any special rules that you feel are necessary for the successful completion of your event should be included.
- Arrangements will be made through the athletic director's office for a welcome back when the state event has completed. When high school teams finish in the top four, a parade and a congratulatory meeting will take place with the approval of the coach. All athletes from the particular team being honored are welcome at this celebration.
- Middle school teams will have a congratulatory meeting and a school assembly when placing in state meets.