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| LHS Jr/Sr High School Coach’s Handbook |
| Coach’s Handbook and Guidelines |
| **2019-2020** |
| **Athletic Director: Mr. Joshua Stone** |

1. Mandatory Items for Head Coaches
   1. Attend this meeting
   2. Watch coaching videos
   3. Attend all practices and games
   4. Keep up-to-date on PED and Concussion Tests
   5. Submit paperwork on time
   6. Attend conference meetings for all-conference teams
   7. Turn in team rules to AD before season starts
   8. Communicate with athletic director and administration often; be proactive and relevant
   9. Have a pre-season parent and player meeting
2. Schedules
   1. Season Limitations
   2. View your on-line rules meetings on the IHSA website
   3. J.V. and “B” games
      1. Let AD know if you can or cannot play J.V. games
      2. Let AD know if you can play 6th grade or “B” games
   4. rSchool (Activity Scheduler) has up-to-date schedules that parents can access
      1. <https://www.msmconf.org/public/genie/1174/school/21/>
   5. School website also has updated schedules
   6. Complete post season information on IESA and IHSA websites
3. Academic Eligibility
   1. An athlete that is declared academically ineligible may practice with the team but will not be allowed to be in uniform or ride the bus for any contest. A coach may have an athlete miss practice to work on their grades during practice times.
   2. Athletes must be passing all classes they are taking. One failing grade will deem an athlete ineligible. An athlete must also have at least 1 C or higher grade; all D grades will deem an athlete ineligible. Grades are pulled on Friday’s at 2:00 PM
      1. If school is not in session on Friday, grades will be pulled the last day of that week
      2. If a student is deemed ineligible, they may not participate from the following Monday thru the following Sunday.
4. Athlete Requirements
   1. Athletic Fee
      1. All athletes participating in any athletic activity at LHS or LJHS will be required to pay an athletic fee.
      2. The fee will be $50 per sport with a $110 maximum for an individual. All fees must be paid before the first contest.
      3. Students who have not paid their fee will not be allowed to participate until the fee has been paid. Payments may be made to the head coach, athletic director or high school secretary. Checks should be made out to LHS. There will be no refunds once the fee has been paid and the season has begun. The athletic director can give refunds on an as needed basis.
      4. The fee can be waived if the student qualifies for free lunch. Any family that has financial difficulty and are unable to afford the fees can set up a payment plan with the athletic director.
   2. Physical Exams
      1. Every student who participates in an extracurricular activity at Lincolnwood must have a current physical examination on file in the office.
      2. Please submit a roster to the athletic director as soon as possible so physicals can be checked.
      3. A student cannot participate during practice or games until a physical is on file.
      4. If a physical is turned into a coach, please get it to the AD or office as soon as possible.
      5. Physical Examinations are good for 395 days
      6. If a physical expires during the season, it must be updated or the student may not participate
5. Organization of Programs
   1. Administration will direct the coordination of program activities
   2. All athletic programs are equal
   3. Connect with other programs at the school
6. Transportation
   1. Students are required to ride district provided transportation. No student will be allowed to ride to or from any activity with anyone except a parent or guardian.
   2. If a parent or guardian wishes to have their child ride with them, they must contact the coach/sponsor and sign the student sign-out sheet. Any other arrangements must be requested by a parent or guardian in writing and approved at least 24 hours before the contest to the Athletic Director. This may be done by written note or by email; texting or social media messages are not acceptable. Only direct family members may sign-out a student. This does not include siblings or other family members who are still/could be in school, family friends, etc. Note – Approval will be given in the case by case basis by the Athletic Director. Safety of the students is our number one priority; convenience is not.
   3. A coach MUST be on the bus at all times.
      1. Exception – at the beginning and ending of routes between FGS and LHS
   4. Supervision is the responsibility of the coach, not the bus driver
   5. Students should not be left unsupervised after school or encouraged to hang out at school to wait on evening games.
   6. Communicate any transportation needs early to the transportation department (Bev Lipe and/or AD)
   7. District needs supersede team/individual needs regarding departure and arrival times.
7. Budget Procedures
   1. Fill out purchase orders on the SDS system and have AD and principal sign before purchasing items
   2. Stay within your budget
8. Activity Accounts
   1. Office secretary will print out monthly statements for you
      1. If you do not work at the school, make sure office secretary knows where you want this statement
   2. Deposit concession money often
   3. List deposits in detail for bookkeeping purposes
      1. List where money came from and where to deposit it
   4. Fill out fundraising requests at least 2 weeks before fundraiser
   5. Fundraisers may not be used for uniforms without approval from administration
   6. Keep your own ledger in case money gets misplaced
9. Practice Schedules
   1. AD will make practice schedule for sports that use the gyms if necessary
   2. Please submit a practice schedule to AD when you have them
   3. Have a well organized practice schedule and distribute as needed
   4. Have a practice plan for each practice
10. Wednesday and Sundays
    1. No regular season games will be played on Wednesdays or Sundays
    2. Conference games can be made up on Wednesdays if necessary
    3. Practices on Wednesdays must end by 6:00
    4. These guidelines apply to all athletic programs. Any exceptions MUST be cleared by athletic director.
11. Rosters
    1. Turn in a roster at least 1 week before practice starts to AD
       1. AD will check physicals
       2. Office secretary will check athletic fees
    2. Update AD of any roster changes including drops, number changes, JV or V or any misspellings in programs or rosters
12. Coaches/Assistant Coaches/Volunteers
    1. Administration and AD will evaluate head coaches annually
       1. Head coaches will have a meeting with athletic director and/or administration within 30 days of the end of season to review evaluations and go over future expectations.
       2. Coaches will not be “rehired” every year. You will know at the end of year meeting with administrator if you are not being rehired.
    2. Submit any new coaches to the AD that need to be presented and passed by the School Board
       1. Administrative involvement in selection process
       2. All coaches and volunteers MUST be approved by the Panhandle School Board and/or administration before they may have contact with athletes during a Lincolnwood practice or event.
    3. All coaches, assistants and volunteer assistants must be qualified by one of the following:
       1. Valid Illinois Teaching Certificate
       2. Substitute Teaching Certificate
       3. Passed an IHSA and ISBE Certified Coaching Exam
          1. Coaches will be reimbursed for these programs, but only with prior approval
    4. Keep up-to-date on PED and Concussion tests on IHSA website
    5. Student Helpers
       1. High school students may help with junior high teams but must be approved by the principal/superintendent before they can have any contact with the players
       2. They may not practice against them
       3. Detail their duties and supervise them
    6. Duties
       1. Detail all expectations of your coaches and be clear what their duties are
    7. Stay positive and get as many involved in practices and games as possible
    8. At the end of each season, head coaches will need to fill out evaluations for their assistant coaches and return athletic director.
13. First Aid/Injury
    1. Take CPR/AED/First Aid classes when offered by the district
    2. Each team fill their own medical first aid kit
    3. Contact AD or school nurse if there are items you would like to have
    4. Get replacement supplies from the cabinet in the physical education storage room when needed.
    5. If supplies are low, please let the AD know
    6. Fill out accident report in full and turn into principal
    7. HSHS St. Francis Athleticare – If an athlete needs to be seen by a trainer contact the office secretary or AD to set up an appointment
14. Equipment
    1. Equipment must be put away by the program each day.
       1. If you delegate responsibilities to the players, ensure they have done it correctly each day. It may be their responsibility, but it is you that is ultimately in charge of this.
    2. Eliminate old, worn and dangerous equipment
    3. Check for required stamps
    4. Collect and inventory equipment and uniforms at the end of the season
    5. Turn in inventory to district secretary at the end of the season
    6. Storage at Raymond Park
       1. Please try and work together and with RHSA
15. Awards and Banquets
    1. Athletes that participate in high school athletics at Lincolnwood High School may earn a varsity and junior varsity chenille letter by finishing the season in good standing and meeting certain requirements for participation set by the head coach. An athlete will only receive one varsity chenille letter and one junior varsity chenille letter. A varsity letter winner will also receive a certificate and the appropriate pin. A junior varsity letter winner will also receive a JV chenille letter and a certificate.
    2. All first time letter winners will receive their graduating numerals.
    3. High school athletes may also receive a plaque for certain individual awards from their coaches. Each high school sport will be allowed 5 plaques to give out for whatever awards they wish to give out. If a coach wishes to give out more than 5 awards, they must pay for the extra plaque(s).
    4. Junior high school athletes will receive a certificate for each individual sport they participate in. Coaches may choose to award players with individual awards, but at their own expense.
    5. Coaches may set up their own banquets.
       1. Make sure the date is put on the mail calendar in the office and does not interfere with activities
       2. Parents must be involved in the banquets. You may choose to have an awards ceremony that involves parents and players and then a separate activity that only involves the players (much like coronation and prom).
16. Fundraising
    1. One per year outside of concession stand usage
    2. Must be approved by administration
    3. Copying charges will be covered by sport
17. Pictures
    1. AD will set up dates and times with Life Touch and with coaches
    2. Please make sure that all athletes have forms
    3. Be early and organized – will make the process simpler and faster
18. Uniform Rotation
    1. 2019-2020 – HS Basketball and Cheerleading
    2. 2020-2021 – HS and JH Volleyball, High School Girls Basketball (GBKB will be skipped)
    3. 2021-2022 – Soccer, JH Baseball, Golf
    4. 2022-2023 – HS and JH Softball, Junior High Girls Basketball (GBKB might be skipped)
    5. JH uniforms MUST be a stock uniform
    6. Each coach will be given a budget they MUST remain under
    7. May be a Year 5 break after 2021-2022 season – do not assume you will get new uniforms
19. Officials
    1. AD will hire all officials
    2. Make sure you rate officials for varsity contests
    3. If you see good officials, let the AD know
    4. If you have a poor experience with an official, let the AD know
20. Random Drug Testing
    1. Any athlete or student driver is subject to random drug testing at LHS
    2. IHSA may also conduct testing during state contests
21. Facilities
    1. Prepare for games and practices
    2. Tell AD or janitor or broken or non-functioning items
    3. If you are going to use/need the facilities outside of school teams, please get those schedules to the athletic director
    4. Submit any summer camps that will be held at Lincolnwood to the athletic director
    5. Organizations that are not school affiliated a building permit sheet should be submitted in a timely manner.
22. Emergency Procedures
    1. Know emergency procedures and locations in the gym and at the fields
    2. Lightning strikes and hearing of thunder - 30 minutes without hearing thunder or seeing lightning
    3. Take CPR and AED classes when they are offered
    4. Know where AEDs are in the building
    5. Outdoor sports – know where AED is and keep it maintained and updated
23. Communication
    1. Be proactive and get information out early
    2. Follow school policies
    3. Use School Reach, Remind, Teacherease to communicate with parents and students.
       1. You may use texting, but preferred to use the above to involve more and avoid misinterpretations and miscommunications
    4. Keep communication formal
    5. What you send to one, you should send to all
       1. Avoid using texting to one to send out to all
24. Professional Development
    1. View online webinars
    2. Attend camps and clinics
    3. Leadership training
25. T.E.A.M. Golf Outing – August 24th, 2019
    1. Funds are used to supplement high school programs
    2. Must have purchase order filled out and signed by Athletic Director and Principal before making purchase
    3. Try and keep track of all purchases so they can be published in the paper
    4. Spend all of the money if possible, but not frivolously
    5. If you are saving up for something, please let the committee know
26. SJR Athletes of the Week (Seniors)
    1. Have all seniors fill out and submit to the SJR
27. Read the Extracurricular Handbook For More Information
28. Acknowledgement Form
29. Good Luck This Year

**Sexual Harassment Policy**

It is the policy of the Panhandle School District to maintain an athletics program and sports-related extracurricular activities that are free from sexual harassment. Sexual harassment by athletics personnel of student-athletes, or of student-athletes by other student-athletes, is a form of gender discrimination in violation of state and federal laws. The Panhandle School District considers sexual harassment to be major offense which can result in disciplinary action to the offending athletics personnel or the suspension or expulsion of the offending student. In addition, the District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Each complaint alleging sexual harassment shall be promptly investigated.

Sexual harassment is defined as any advances or actions of a sexual nature or words of a sexual nature and includes, but is not limited to the following:

* Words, signs, jokes, pranks, intimidation, physical contact, violence.
* Unwelcome sexual advances, requests for sexual favors.
* Verbal or physical contact of a sexual nature when such contact creates an intimidating environment or prevents an individual from effectively performing duties in their position, or when such conduct is made a condition of compensation, either implicitly or explicitly.
* It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcomed by the receiver.

The Panhandle School District, including all persons to whom a violation of the Sexual Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

**Hazing Policy**

**Purpose** - The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members, Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

**General Statement of Policy** –

* No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.
* No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing.
* Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
* A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
* This policy applies to hazing behavior that occurs on or off school property and during and after school hours.
* The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

**Definitions**

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

* Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
* Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
* Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
* Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
* Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
* "Student organization," means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

**Reporting Procedures**

* Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
* The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
* Teachers, administrators, other school district employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
* Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

**School District Action**

* Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
* The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School district action taken for violation of this policy will be consistent with other school policies and applicable collective bargaining agreements and statutory authorities.

**Reprisal** - The school district will take appropriate action against any student, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**Dissemination of Policy** - This policy shall appear in each school's Student Handbook and in each school's Building and Staff handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

**Athletic Department Strategic Objectives**

As a Lincolnwood Athletics community, through our action plans we will…….

1. Maintain a 3.5 or higher in-season G.P.A. for at least 80% of all LHS athletic programs as measured quarterly either during or at the conclusion of each program’s season.
2. Reach a social media exposure of at least 50 average monthly website visits and 1000 Facebook ‘Likes’; maintain 400 Twitter ‘Followers’.
3. Increase the usage of the weight room by all athletic teams during the off-season by May 2023
4. Upgrade storage facilities in gym sports by August 2023.
5. At least 40 multi-sport athletes (grades 6-12).
6. Maintain a 40% or higher distinct extracurricular participation rate for grades 6-12 overall population.
7. Win at least 2 MSM Conference Championships each year.
8. Play in at least 3 regional championships each year.
9. Increase game attendance by 10% each year

**Lincolnwood Athletics Mission Statement**

The Lincolnwood Athletic Department strives to be the best it can be on a daily basis.  We believe that athletics are an extension of the classroom and can teach our athletes lessons that cannot be learned in the classroom.  We will build character in our athletes through athletic competition.  We build our programs to be better each day and compete at the highest level every year.

**Athletic Department Strategic Intentions**

As a Lincolnwood Athletic community, we will….

* Emphasize high expectations for academic achievement and support athletes as students
* Expand and sustain an open and proactive communications network that impacts all involved
* Continually maintain, upgrade and add athletic facilities to enhance the student and community experience
* Increase participation and balance for competitive intent for all levels and programs
* Improve the funding of athletic programming through a variety of sources
* Aggressively develop and preserve an increased sense of school spirit and support with all involved

**Athletic Department Value Statements**

In addition to our values, we believe in and value…

* Athletes as students, first and foremost
* Developing character in each person, making them to be the best they can be in mind, body, and spirit
* Developing meaningful relationships in our athletic “family” and broader society
* Developing sports specific skills to maximize the potential and success of players, teams, and programs
* Healthy lifestyles, including freedom from substance abuse
* Hard work, teamwork and sportsmanship which contribute to success and the achievement of goals
* Mutual respect and tolerance

**Panhandle School District Vision State**

*The mission of the Panhandle Community Unit School District 2 is to provide the maximum educational experiences and opportunities for all children, enabling them to develop to their fullest potential. These experiences and opportunities will be achieved through the interactive cooperation and involvement of the students, parents, community, and staff. The District will provide the environment that reflects the values, needs and standards of the community, strive to create well-balanced citizens and instill a desire to continue to be life-long learners.*

**Lincolnwood Athletic Department Strategic Plan Summary**

*2020-2021*