

# North Mac Community Unit School District #34

## Coaches' Manual

525 N. Third Street  
Girard, IL 62640

### PHONE NUMBERS

Dr. Jay Goble, Superintendent	Cell	618-218-0378
Chris Raynor, High School AD/Asst. Principal	Cell	217-899-3059
Rob Horn, High School Principal	Cell	217-971-9731
John Downs, Middle School/Int Principal/AD	Cell	217-454-4534

## INTRODUCTION

The purpose of this coaching manual is to clearly communicate the expectations and philosophy of the North Mac Athletic Program. All District handbooks are an extension of North Mac Community Unit School District Number 34 (District), and Board of Education (Board) policy; therefore, the requirements contained within them are enforceable through disciplinary action.

### Sports Program

#### High School

Golf (Co-ed)  
 Football  
 Volleyball  
 Basketball (Girls and Boys)  
 Track (Girls and Boys)  
 Baseball  
 Softball  
 Soccer (Girls and Boys)

#### Middle School

Softball  
 Baseball  
 Basketball (Girls and Boys)  
 Volleyball  
 Track (Co-ed)

*North Mac High School is a member of the Sangamon County Conference*

Members include: Athens (co-op with Greenview), Auburn, Illini Central, Maroa-Forsyth, New Berlin (co-op with Franklin and Waverly), North Mac, Pawnee, Petersburg-PORTA, Pittsfield (football only), Pleasant Plains, Riverton and Williamsville.

*North Mac Middle School is a member of the MSM Conference*

Members include: Auburn, Buffalo Tri-City, Edinburg, Franklin, New Berlin, North Mac, Pawnee, Raymond-Lincolnwood, South Fork (Kincaid), and Waverly.

#### High School Beginning Practice Dates

BOYS	2017-18
Football	August 7
Golf	August 9
Soccer	August 9
Basketball	November 6
Baseball	February 26
Track & Field	January 15

GIRLS	2017-18
Volleyball	August 9
Golf	August 9
Basketball	October 30
Softball	February 26
Soccer	February 26
Track & Field	January 15

#### Middle School Beginning Practice Dates

BOYS	2017-18
Baseball	July 31
Basketball	October 16
Track & Field	February 26

GIRLS	2017-18
Softball	July 25
Basketball	August 28
Volleyball	November 27
Track & Field	February 26

## **HEAD COACH/SPONSOR RESPONSIBILITIES**

The head coach of any sport or an extracurricular activity at North Mac Community Unit School District #34 is expected to be responsible for the following activities.

### Domain 1: Communication

- Informs the administration of problems, concerns, or schedule changes
- Addresses the administration in a professional and prompt manner
- Conducts themselves in a polite manner and is professional with other coaches, sponsors, and officials
- Addresses the media in a positive and professional manner
- Uses positive reinforcement with students and athletes and addresses comments and concerns in a professional manner
- Communicates with parents in a professional manner and is proactive in initiating communication to parents
- Holds parents/player/participant meetings and addresses expectations when applicable
- Demonstrates respect and good sportsmanship to all

### Domain 2: General Program Management

- Keeps well organized inventories and records
- Views all information regarding meetings required by the IHSA such as rules interpretation
- Rates officials in a timely fashion
- Manages the budget while purchasing items for the program
- Attempts to foster growth for professional development
- Maintains gym and extracurricular activities facilities and athletic fields

### Domain 3: Planning and Preparation

- Develops and implements practice plans
- Utilizes practice times appropriately
- Prepares, distributes and adheres to a practice plan
- Develops and implements a plan for off-season activities
- Outlines expectation of all coaching staff at each level of play
- Scouts opponents and utilizes game plans
- Supervises players at all times

### Domain 4: Professionalism

- Manages the bench area and assures that only appropriate personnel is found
- Displays good sportsmanship and is a positive role model for players
- Dresses appropriately and represents North Mac at all times
- Teaches appropriate skills and techniques to players

## **ASSISANT COACH/SPONOR/VOLUNTEER RESPONSIBILITIES**

### Domain 1: Communication

- Informs the administration and head coach of problems, concerns, or schedule changes
- Addresses the administration in a professional and prompt manner
- Conducts themselves in a polite manner and is professional with other coaches, sponsors, and officials
- Addresses the media in a positive and professional manner
- Uses positive reinforcement with students and athletes and addresses comments and concerns in a professional manner
- Communicates with parents in a professional manner as directed by the Head Coach. When communication to parents takes place the Assistant Coach will report those discussions to the Head Coach
- Be supportive of the head coach and the program especially publicly and insures that disagreements or differences are always and only handled in private with the Head Coach
- Demonstrates respect and good sportsmanship to all

### Domain 2: General Program Management

- Keeps well organized inventories and records
- Views all information regarding meetings required by the IHSA such as rules interpretation
- Attempts to foster growth for professional development
- Maintains gym and extracurricular activities facilities and athletic fields

### Domain 3: Planning and Preparation

- Develops and implements practice plans
- Utilizes practice times appropriately
- Prepares, distributes and adheres to a practice plan
- Helps with the developing and implementing off-season activities
- Outlines expectation of all coaching staff at each level of play
- Scouts opponents and utilizes game plans
- Supervises players at all times

### Domain 4: Professionalism

- Manages the bench area and assures that only appropriate personnel is found
- Displays good sportsmanship and is a positive role model for players
- Dresses appropriately and represents North Mac at all times

- Teaches appropriate skills and techniques to players

## **VOLUNTEER COACHES**

There may be instances where an individual will want to volunteer to assist in one or more of our athletic programs. In order for an individual to become involved in this manner, the following procedures will be followed:

- Volunteer coaches will have the same responsibilities as the assistant coach.
- Volunteer coaches will follow IHSA and IESA guidelines for coaching requirements.
- The volunteer must have either a teaching certificate or ASEP certification.
- The volunteer must apply in writing to the Athletic Director.
- The volunteer will be interviewed by the Athletic Director.
- The request must be approved by both the administration and Board of Education.
- Each year the request for a volunteer must be approved by the Board of Education before beginning their volunteerism.

## **THE RESPONSIBILITIES OF COACHES/SPONSORS**

The coach/sponsor will direct his/her program in such a manner in an effort to maintain an atmosphere of professionalism where coaches/sponsors and players/extracurricular participants are treated with respect and dignity.

- Each coach/sponsor will meet district expectations as outlined under criteria for communication, program management, planning and preparation, and professionalism.
- Coaches/sponsors will educate students through participation in athletics/extracurricular activities.
- The coach/sponsor will provide immediate attention to an injured athlete/extracurricular participant and to any athlete/extracurricular participant that the coach knows is injured.
- When applicable, the coach/sponsor should meet with the opposing coach/sponsor prior to and after each game/activity as a demonstration of good sportsmanship.
- A coach/sponsor is expected to support the administration in all policies, rules, and regulations. When there are differences in opinions, they should be handled in a professional manner.
- Each coach is responsible for making sure his/her athlete has a physical before participation.
- Each coach/sponsor is responsible for making sure his/her athlete/extracurricular participant has signed the athletic/extracurricular participation code before participation.
- Rules of the game, competition, or contest will be followed.
- Good sportsmanship will be stressed and a positive example will be set for athletes, extracurricular participants, parents, and community members.

- Players and extracurricular participants will be advised by their coaches/sponsors about proper conduct when speaking to the media.
- The coach will prepare and use daily practice plans.
- Sponsors will plan and organize all meetings and contests.
- When applicable, each coach/sponsor will provide adequate and proper fitting equipment for all participants.
- The coach/sponsor will treat his/her athletes and extracurricular participants with respect. The use of inappropriate language around participants will not be tolerated and can be grounds for dismissal.
- Each coach/sponsor will dress in professional and appropriate attire during contests.
- The coach/sponsor will supervise his/her participants before and after practice, meetings, games, contests, or activities.
- All coaches/sponsors will be trained in cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED).
- Each coach/sponsor will be held accountable to keep accurate information regarding receipts, purchase orders, deposit slips, etc.

## **ATHLETIC PROCEDURES AND INFORMATION**

### Absences - Missing a Practice or Athletic Contest

- An athlete must clear a pre-arranged absence with the coach.
- If an athlete is in school and must leave because of illness or any other reason, he/she must report to the office and see the coach before leaving the building or make arrangements to notify the coach.
- If an athlete cannot attend an athletic contest, the athlete or parent must notify the coach before the athletic event. If the contest is away, the coach must be notified before the bus departs.
- If an athlete misses the bus, he/she may not compete in the event unless approved by the Athletic Director.

### AED - Defibrillator

The school provides an AED Defibrillator for each sport. They are in the High School Office and must be checked out before the sport and checked in when the sport is over. The AEDs are the coach's responsibility to maintain. If any part of the equipment needs to be replaced, please let the office know as soon as possible.

### Athletic Management

Safety is the District's primary concern for all student athletes. The coaching staff is responsible for all precautionary issues. This includes, but is not limited to, equipment, maintenance of medicine kits, emergency information sheets, and attendance at clinics and training seminars that pertain to specific sports (when pre-approved by the Athletic Director). Please report all injuries requiring medical attention to the high school or middle school office.

### Athletes in Season Giving Blood

North Mac CUSD #34 prohibits athletes from giving blood during their athletic season, unless prior approval has been granted by the head coach. The notification of this prohibition should be made during the player/parent meeting prior to the beginning of the season. IF a player gives blood during the athletic season, the player will not be able to participate in practice, conditioning, or athletic contests for a period of 24 hours after giving blood. If a player donates blood without prior approval from the head coach, and as a result must miss practice/conditioning/athletic contests, that player will be subject to the consequences outlined by the coach at the player/parent meeting. To protect the health and wellbeing of the student athlete it is the responsibility of the student athlete, and/or the parents of that athlete, to notify the coaching staff if the student athlete has donated blood without notifying the coach or gaining prior approval.

### Athletes Playing Up a Grade Level

*High School* – Placement on a competition level is the decision of the Head Coach and his/her coaching staff. If an athlete does "play up," he or she may play down if IHSA quarter guidelines and other limitations, such as tournament participation, are followed.

*Middle School* - Boys and girls are to participate only on those teams designed for their grade level. If low numbers exist at a certain grade level, then in consultation with the Athletic Director or Principal, arrangements will be made so that a team can be fielded.

### Attendance

*Coaches* - Coaches must inform the Athletic Director or Building Principal if they are going to be absent from a practice or game. The Athletic Director and/or Building Principal will determine what arrangements need to be made in the coach's absence.

*Players* - No player may practice for, or appear in any competition for any interscholastic event during the time he/she has a medical excuse (from a doctor or administration) exempting him/her P.E. class. To practice or to play in an athletic game the player must be in school for ALL classes on the day of the game or practice (exception – a player with a medical appointment, death in the immediate family or personal problem may be excused by the Building Principal).

### Awards

The Athletic Department will be in charge of certificates, North Mac letters, pins and four (4) award plaques for the awards programs. Any others awards (additional plaques, miniature basketballs/volleyballs/football helmet decals, keepsakes, etc.) will be purchased from proceeds in the team's activity account.

### Custodial Service

If any coach is in need of a custodian for a weekend sporting event or special sporting event, that coach must notify Mr. Riffey (at the North Campus) or Mr. Butler (at the South Campus) as soon as possible. The custodians are on a rotation for all weekends and special sporting events.

### Discipline

Out of season and in season violations will be handled according to the written documentation of the Athletic Handbook.

If an athlete's behaviors are not in line with a coach's expectations and these behavioral consequences are not SPECIFICALLY identified in the Athletic Handbook or within a team's written rules, a coach must follow these guidelines before dismissal will take place:

- Document unacceptable behaviors.
- Meet with the parents of the athlete as soon as the unacceptable behavior is recognized.
- Inform the Building Principal and Athletic Director prior to any athlete's dismissal from a team.

### Equipment and Training Room

The equipment room and training room must be clean and organized. These areas are heavily used and should be picked up daily after each practice. The whirlpool must be drained and cleaned after each use. In addition, all doors must be locked before leaving.

### Evaluation

The Athletic Director, in consultation with the Building Principal, is responsible for completing and/or overseeing the completion of head coach, assistant coach and volunteer coach evaluations after the completion of the season, but no later than June 15<sup>th</sup>. Evaluations will be completed with the District evaluation form. Volunteer coaches will be evaluated by the head coach, in consultation with the Athletic Director. Evaluators will use the District evaluation form.

### Fundraising

The Building Principal and Athletic Director must approve any athletic fundraising. All fundraising monies should be deposited in the proper Activity Club account upon approval of the Athletic Director. **One (1) fundraiser per activity per year.**

### IESA Submission of Seasonal Schedules Mandate

A copy must be sent to IESA for "A" games only. Certification lists will be kept on file with the Athletic Director and coaches. Coaches need to comply with all IESA certification list/regional or state section information.

### IHSA Rating Officials Mandate

The Head Coach will be responsible for the evaluation of all assigned officials at every home and away contest. Evaluations need to be submitted to the IHSA by the conclusion of each season. If officials work more than one game in a given season, they will be evaluated for each contest they work at North Mac High School. (Please see the Athletic Director for passwords)

### IHSA Rules Interpretation Meeting

The Head Coach must attend an online IHSA rules interpretation meeting prior to the team beginning interscholastic competition. All coaches are encouraged to attend.



Although this is not an IESA requirement, all coaches are encouraged to attend sport specific meeting as well.

### Inventory

All uniforms and equipment that can be stored will be stored in durable/plastic tubs, lockable lockers or heavy-duty boxes in the Athletic Director's office or middle school storage room. An inventory list should be completed within three (3) weeks following the conclusion of each season and submitted to Athletic Director for approval. Students must sign out school-issued equipment using office-provided forms each season.

### Keys

Keys are to be kept out of student hands. All coaches must turn in their keys after the season ends unless prior permission is granted by the Principal/Athletic Director.

### Medical Kits

Each team must have a medical kit that should be carried to all practices and games. Coaches will identify kit needs to the Athletic Director who will fulfill requests.

Ice is available in the ice machines found in the cafeteria, training room, and Berry Gymnasium equipment room at the North Campus (Virden). At the South Campus (Girard) the ice machine is located in the teacher's lounge.

### Participation Requirements

All athletes must have the following complete before practice/game participation will be allowed:

- Current sports physical - good for one calendar year
- Insurance: Waiver - renewed and signed yearly
- Participation fee:
  - High School - \$40.00 per sport -- \$65.00 per football
  - Middle School - \$25.00 per sport
- Birth Certificate
- All IHSA and North Mac Community Unit #34 policy papers
- Athletic Handbook receipt signed by parent or guardian

### Practice Times

*Length of practice* should be a consistent consideration when developing the practice schedule. If a coach changes/cancels a practice, please inform Athletic Director's office, the high school or middle school principal, and other coaches. Please be consistent when dismissing athletes.

Practice times should be noted on schedules given to the student athletes and made available to parents. Scheduled practices should not interfere with home events in the same gym.

### Publicity

Each head coach or his/her designee will provide team/game information to the *Virден Recorder* and *Girard Gazette* on the Monday afternoon following week's completion of scheduled game activities.

#### Purchases

Equipment-Coaches must submit their equipment needs for the upcoming year to the Athletic Director. Each budget request should include the following information:

- Equipment needed for the upcoming season
- Supplies needed for the upcoming season
- Renovation or repair of existing equipment or facilities

Uniforms - It will be the responsibility of the Athletic Director, in consultation with the head coach, to seek proposals and prepare the purchase order for the Superintendent's approval.

#### Results Reporting

High School: The head coach will ensure that every home contest is called into the *State Journal-Register* (800.397.7678) or fax (217.788.1383) and TV Channel 20 (800.263.9720 x 647) immediately following each contest. Each North Mac coach has the responsibility to ensure scores from away contests are also called into the *State Journal-Register*. North Mac coaches need to ask opposing coaches if their school send scores to the *State Journal-Register* Sports Section. If the school does not, coaches are expected to call the *State Journal-Register* with their score information. If the IHSA is to be contacted about the state series competition, it is the responsibility of the head coach or Athletic Director to make the appropriate report on designated forms.

Middle School: The head coach is encouraged to call the *State Journal-Register* (800.397.7678) or fax (217.788.1383) after games and to provide information to the *Virден Recorder* and *Girard Gazette* on Monday afternoon following the completion the that week's events.

#### Scheduling of Events

It will be the responsibility of the Athletic Director to schedule all game events for the district's athletic program. IHSA and IESA limitations will be followed while creating participatory opportunities for different levels of play. Coaches will be consulted with suggested changes. Also, the coach's input will be sought in scheduling junior varsity, freshmen, middle school and 6th grade games. All competition must be school based or have an affiliation. **Coaches are not allowed to schedule events.**

#### Seasonal Reminders

- Attendance at required meetings
- Board approval for volunteer coaches
- Coaching staff evaluation

- Evaluation of officials (high school only)
- Inventory
- Self- evaluation

### Senior Night

Senior night will be an annual high school event held on a date decided by the Athletic Director and organized by the Athletic Director. The school will provide awards for athletes. All other gifts will be given in private. A student may be recognized for multiple sports or activities during the senior year.

### Sport Participation Limitations

No middle school or high school student may be a member of two athletic squads or a cheerleading and an athletic squad at the same time without a meeting held between parent, coach, Athletic Director and athlete prior to the start of the season. If the District does not offer a sport or does not have enough participation in a sport to constitute as an IHSA team, a student may participate as an independent. The school sport shall be the primary activity.

### Sport Specific Clinics

All coaches, head and assistant, will be encouraged to maintain active involvement in their chosen coaching field. Coaches will be allowed to attend one camp/clinic with prior Athletic Director approval.

### Springfield Clinic Sports Medicine

Springfield Clinic Sports Medicine provides high school and middle school supportive athletic care. If a player's parents approve, the trainer will assess any North Mac athlete. Coaches need to notify the high school or middle school Athletic Director of anyone who needs to be seen. The athlete shall sign up on the white board located outside the trainer's room located in the basement of the old gym to be contacted to see the trainer. The trainer will make arrangements to see the athletes. Springfield Clinic Sports Medicine examinations are free, but any doctor visit to a will cost the athlete. (Springfield Clinic Sports Medicine phone number is 217.528.7541)

### Student Athlete Concussions and Head Injuries

All North Mac coaches are expected to follow the requirements of policy 7:305 and the decisions of the North Mac Concussion Oversight Team.

Members of the Concussion Oversight Team are Torie Crocks, Athletic Trainer, Chris Raynor, High Assistant Principal and Athletic Director, Vanessa Reinhart, School Nurse, Dawn Sanson, School Nurse, TJ Wilson, Physical Education Instructor, and Kim Beck, Physical Education Instructor.

### Summer Activities

Camps and clinics at all competitive grade levels are encouraged. Communication

between all high school and middle school coaches is encouraged before finalization of summer plans.

### Sunday Practice

Sunday practices may be from 1:00 p.m. to 5:00 p.m. at either the high school or middle school level. If a conflict should arise between teams, the Athletic Director will make final scheduling decisions.

### Supervision

It is the coaching staff responsibility to supervise their athletic teams at all times. A coach's supervisory role will include but is not limited to:

1. Locker room supervision before and after practice or game participation
2. Locker room supervision during games or practices if players return to the locker room for any length of time
3. Locking the locker room during practices and at home and away games
4. Providing supervision on all school transportation. Vehicles should be checked for cleanliness and other concerns prior to and after the trip. (If students eat on the bus, coaches are responsible for clean-up.)
5. Building security. Athletes should not have access to the main portion of any building after practice or during any holiday. Coaches must check each door in the building that the team would have access to before leaving the premises

Make sure all lights are turned off, and equipment put away. When alarms are active coaches must de-activate them with password or keycards after school, weekends, and holidays.

**Coaches must provide supervision for athletes while in school facilities, including the weight room. No member of the teaching staff or community may provide supervision for North Mac students, in-season or out-of-season, unless recommended by the Athletic Director and Superintendent to the Board of Education for formal approval as either a paid or volunteer coach.**

### Tournament Hosting

North Mac High School and North Mac Middle School are proud to promote the IHSA and IESA state series of competition. Because hosting a tournament is important, coaches will be expected to be in attendance to help with said duties.

### Transportation

Coaches are expected to ride the bus and provide supervision on all away trips. Before each away event, the coach will provide a list to the high school or middle school office with the bus driver name and athlete names going to the event. The coach will also keep a copy for his/her file. The head coach and/or assistant coach should insure that all athletes have a seat on the bus. NO bus will depart unless there is enough space on the bus for each individual to sit safely in a seat per the safety requirements of that particular bus or vehicle. The head coach and/or assistant coach should check the bus before and after each trip to make sure that there is no damage and that the bus/van or vehicle of

transportation is as clean after the trip as it was before. Getting to and from practices is the athlete's responsibility. Transportation from North Mac High School to the site of away contests and back will be provided by the school district. After away contests, head coaches may allow the athletes to ride home with their parents, with written permission, at the coach's discretion.

#### Weather Emergencies

Safety is a major concern. In the event of severe weather and the sounding of Girard and Virden early warning sirens sounds, practice/games will come to an immediate halt and all present should seek shelter. In case of thunder/lighting, all participants must leave outdoor events immediately.

#### Written Team Rules and Policies Checklist

Each coach shall prepare and complete a report of the following information prior to the start of practice. The report shall be submitted to the school office.

- An eligibility list
- Proof of a valid sport physical
- Proof of an insurance waiver of school insurance
- Proof of birth certificate
- Proof of paid activity fee
- Complete roster information