

2025-2026 Midwest Central

Coaches Handbook Changes

Front Cover

*MIDWEST CENTRAL
COACHES HANDBOOK
~~2024-2025~~ 2025-2026*

Rationale: Date change

New Section: **Volunteers and Unpaid Assistant Coaches**

An **Unpaid Assistant Coach** will be defined as any non-student volunteer over the age of 22 that is going to have regular contact with athletes. These individuals will need to be fingerprinted and background checked for any work they do starting in July 2025, even if they have volunteered in the past. The fingerprinting and background checks will be scheduled and paid for by the District. Upon completion of the fingerprinting, background check and other requirements (i.e. concussion certification and any other IHSA and IESA requirements), these individuals will be given building access and may hold practices and ride buses to and from games and matches, with or without the presence of the paid coach.

A **Volunteer** will be defined as any high school student volunteer, volunteer under the age of 22, or any adult volunteer who will have infrequent contact with athletes. These individuals are required to have the concussion certification, but do not need to be fingerprinted/background checked. These individuals may only work with athletes and ride the bus to and from events under the supervision of the paid coach.

Rationale: New legal compliance and updated policy

E. Coach Evaluations-Preseason Meeting

- ~~1. The Athletic Director and/or Administration will formally evaluate all coaches, annually.~~
2. A pre-season evaluation meeting with the Athletic Director and/or Administration shall take place before the start of the season's practices to discuss review coach goals, expectations, and the seasonal checklist. The objective of this in person meeting is to prepare for the season. The Coach will identify goals in each component of the Coaching Performance Instrument as a means to improve upon tasks or skills within each component group. Some goals may be directed based upon a previous evaluation or a targeted need.
- ~~3. Coach and Evaluator will meet to conduct an evaluation no later than 30 days following the end of the team's season. The meeting will include an assessment of goals, review of the post-season checklist, and a completion of the Coaching Performance Instrument.~~

Rationale: A preseason meeting will be held for all coaches in the summer to go over the expectations for the upcoming year. The pre-season meetings hold all coaches in the district to the same standards and we know that all information was shared with all coaches. Coaches will then be held to these standards. Anyone not in attendance will be met prior to their season. When things arise, we will address those issues or situations.

A. Personal Preparation

1. Coaches must schedule the date of issuance of equipment and uniforms.
2. All work orders regarding facility needs should be submitted to the Athletic Director or Administration at least one week prior to the first practice.
3. Head coaches and assistants are required to submit transportation requests with the Athletic Director or Administration.
4. Head coaches are responsible for satisfying mandatory attendance requirements at IHSA and IESA rules interpretation meetings.
5. Head coaches and assistants are required to review the IHSA and IESA handbook and IHSA and IESA Terms and Conditions for rules and regulations that pertain to their specific sport.
6. All head coaches must make sure that their volunteers have all the required IHSA or IESA elements completed before they are allowed to attend a tryout or practice.

Rationale: All coaches must be properly certified as per IHSA and IESA to be allowed to coach at any time.

B. Communication

1. Coaches must turn an inventory of their sports equipment and uniforms into the Athletic Director or Administration.
2. Coaches should develop practice plans, team policies, and tryout parameters; discuss them with the Athletic Director or Administration; and explain them to all students prior to the actual tryouts for any athletic team.
3. The head coach should develop a list of candidates, identified by grade level, to submit to the Athletic Director or Administration for the purpose of determining whether a student is eligible.
4. Head coaches should check with the Athletic Director or Administration to see that officials and workers have been assigned for all contests at home.
5. Head coach must make a request for volunteers needed for their program at least 30 days prior to their season to their Athletic Director and/or Administration. This request then will be presented to the Board of Education by the Athletic Director and/or Administration. If additional volunteers are needed, please discuss with the Athletic Director or Administration.

Rationale: Allows time for the approval of the Board of Education before the season starts.

Pg. 10

B. Supervision of Athletes and Facilities

All coaches are responsible to:

1. Make sure an emergency medical pack accompanies the team before leaving the locker room for all contests and off-campus practices.
2. Check on all athletes for injuries after all contests and practices.
3. Monitor athletes while they are in the locker rooms.
4. Make sure that all athletes are dressed and gone before leaving the locker room area.
5. Remain in the building after a trip until all athletes have departed.
6. Ensure all facility and locker room doors are locked and secure.
7. All participants will ride to and from road activities only on team-provided transportation. Being absent from the team transportation for an unexcused reason will result in the student not participating in the activity. In the event that a parent/guardian wants to take their child(ren) home, the parent/guardian must sign them out on the supplied sign-out sheet. Participants will be allowed to ride home with other parents only after their parent/guardian has notified the office in writing, per event, and the parent taking them home signs them out.
8. If an athlete is present on a bus, a coach must accompany them.
9. Facilities must only be used by Midwest Central athletic teams or Midwest Central School sponsored camps. Non-affiliated teams must provide a certificate of insurance.

10. Make sure their athletes are supervised by appropriate coaches. IESA coaches are not required to take the same level of training as IHSA coaches; therefore, Middle School volunteers are not allowed to supervise athletes on their own.

Rationale: Middle School volunteers are not required to take the same level of training as IHSA volunteers.

Pg. 11

D. Communication

1. All coaches are responsible to review team rules, training rules, and expectations with their athletes.
2. All coaches should distribute game and practice schedules to all team members.
3. All coaches must inform athletes of their responsibility to hand in all school equipment and that they will have to pay for any items that are missing, lost, or damaged.
4. Coaches should discuss with all team members their conduct expectations:
 - a. At school
 - b. During contests
 - c. On road trips
 - d. Away from school and in the community
5. All coaches must inform the Athletic Director or Administration the date and reason whenever an athlete drops or quits the team.
6. All coaches are responsible to check ~~weekly~~ the daily email containing bus schedules and event times as soon as it is received from the athletic department.
7. All coaches should check weekly eligibility lists for student progress and communicate with the student and parent(s)/guardian(s) regarding deficiencies prior to the student becoming ineligible.
8. All coaches are responsible for reporting game scores and other pertinent information to all daily media outlets immediately following a home contest or as requested.
9. All coaches are to publicize information to our Districts social media platforms through Thrillshare.
10. All head coaches are responsible for supervising and providing guidance to assistant coaches, assigning their respective duties, and coaching staff meetings as necessary.

Rationale: A daily email of the events happening in the district is sent out each morning. Coaches need to verify that this is the correct information.

Pg. 12

IV. Post-Season Responsibilities

A. Supply and Equipment Return

All coaches are responsible to:

1. Ensure that all equipment and uniforms are returned **washed**. Coordinate collection of uniforms, equipment, and training room supplies with the assistant coaches.
2. Submit a list of athletes to the Athletic Director or Administration with detailed information of those who failed to turn in school issued equipment.

Rationale: All uniforms need to be turned into the Athletic Director or Administration at the end of the season clean.

Pg. 14

Attendance

Students who do not attend school (excused or unexcused) may not attend school-sponsored co-curricular activities on the day of their absence unless the absence has been due to a school-related function. A student must be in school at least a half-day (3 1/2 clock hours) ~~on the day of an event~~ in order to **attend practice or** participate **in an event**. (Administrative exceptions may be granted.). The Athletic Director or Administrator will determine on an individual basis circumstances beyond the control of the student. Students must return to school with a medical note, judicial note, or a note from parent/guardian if the student has attended a funeral to be eligible to participate, practice, or compete in an athletic event. The student is required to present the note even though a parent/guardian has called to verify the absence each day of the student's absence from school.

Rationale: Aligns with proposed language in Activity Handbook.