

NORTHLAWN



PANTHERS

Coaches' Code of Conduct

Welcome Aboard!

Welcome to your Coach's handbook! The purpose of this handbook is to acquaint junior high coaches and administrators with the policies, rules, procedures, and forms necessary and required for proper enforcement of regulations for junior high school athletics and to ensure a better opportunity for coaches to have first-hand information.

Your work as a coach in this District is important! You are providing lifelong skills to all of our athletes. By following these procedures and guidelines, we help to ensure that our athletic department will run efficiently throughout the course of the school year.

Thank you for your dedication to our student athletes and our schools.

Dr. Jeffrey Alstadt
Superintendent
SES 44
jalstadt@ses44.net

From the AD,

Welcome to the NJHS Panthers team! My name is Michael Burke "Mike" and I will be the Athletic Director for Northlawn Junior High School.

Keeping open lines of communication is a top priority as your AD. If you have questions or concerns, not addressed in this handbook, please feel free to reach out to me. If I don't have an immediate answer, I will endeavor to get one to you ASAP.

Thank You
Mike Burke
mburke@ses44.net

MISSION STATEMENT

Northlawn Junior High School considers interscholastic athletics to be an important and integral part of the educational program for every child. In keeping with the SES 44's mission statement, the athletic program provides experiences that will develop skills, self-esteem, and self-confidence in each student so that they can reach their greatest potential and develop lifetime skills that will enhance their life now and in the future.

Involvement in team sports offers students opportunities to achieve through participation in activities that require integration of mind and body, requiring them to strive for mental and physical excellence both in practice and in competition.

The Athletic Department seeks to hire highly qualified coaches, providing them with the unique opportunity to teach positive lifetime skills and values. In order to ensure that athletes are prepared for the commitment and personal sacrifice needed to be successful in athletics, coaches must help them develop and understand the roles that desire, dedication, and self-discipline play in reaching team and individual goals. These are lifetime values that promote and nurture integrity, pride, loyalty, and overall character.

While striving for victory is the nature of athletic competition, it is only one criterion when determining a season's success. Guiding a team as well as an individual to reach their maximum potential is the ultimate goal. Along with this comes emphasis on good sportsmanship, including being modest in victory and accepting defeat.

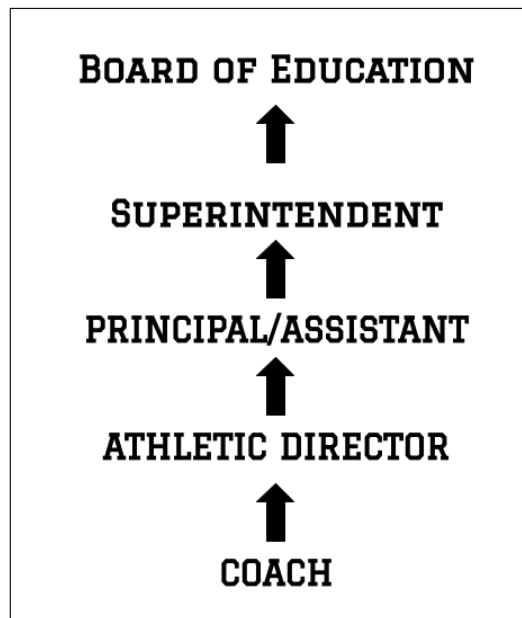
INTRODUCTION

This document is intended to provide a reference for personnel related policies and procedures for employees in District 44, who provide coaching services. This Coach's Handbook is intended to outline procedures regarding the athletic programs with the District and is not intended to fully address all employment-related issues of the Coach. As a coach in the District, you are

responsible for the information in this handbook, as well as the District employee handbook and Board of Education Policies.

CHAIN OF COMMAND - MANAGEMENT AND DIRECTION

The following chart shows how the athletic department fits within the Streator Elementary School District organizational chart. This chart indicates the channels of authority and reporting relationships for Athletic Department employees. Athletic Department employees should follow this “chain of command” for reporting information, concerns and suggestions. The proper line of communication would involve contacting the immediate supervisor first. If an issue is not resolved at the first level, the employee may advance to the next level. These channels should be followed, and no level should be bypassed, except in unusual situations.



COACHING REQUIREMENTS

The following are requirements for all coaches at Northlawn Junior High prior to the first day of coaching any sport:

1. All employees must undergo a fingerprint-based criminal history records check.
2. Any coach without a college degree must take a coach's class offered on the IESA website. It is called - "Coaching Education Requirements"
3. All coaches must take the Concussion course offered on the IESA website. This certification is good for two (2) years.
4. A coach must stay on NJHS school grounds until all athletes have been picked up and have left the property.

Under no circumstances will a coach permit any outside person to assist in the coaching of his/her team without consulting the Athletic Director, and without that person completing all required paperwork at the administration building.

PERFORMANCE RESPONSIBILITIES

1. Organizes effective daily practice schedules. Each coach will include their excused/unexcused absences policy for their team to be pre-approved by the Athletic Director before their season begins. This will be handed out to parents along with the athletic code at the parent meeting. A signature page will be included with your policy. Furnishes athletic director with accurate inventory of all equipment, supplies, and material at the beginning and end of the season.
2. Recommends the purchase of new equipment, supplies, and materials to the athletic director.
3. Assumes responsibility for all athletic property used in the programs supervised by the coach.
4. Supplies information requested by the Superintendent, Principal, Assistant Principal or Athletic Director.
5. Assumes responsibility for the conduct of the team and administers discipline in accordance with established regulations.

6. Adheres to Board Policies.
7. Collects all Athletic Code Signature pages and \$50 pay-to-participate money and turns it in altogether no later than three (3) days prior to the first game of their respective season Anyone who does not turn in either of these requirements will be allowed to participate in games or practices until both requirements are met.
8. Coaches will enforce the dress code upon their team.

MANDATORY COACH'S MEETING

A mandatory Parent meeting with the head coach will be held before the season begins. Coaches will review all parts of this handbook with the Athletic Director and answer any questions you might have before you season starts

QUALITIES OF A GOOD COACH

The most important asset that a coach can have is a sound philosophy of athletics and an understanding of the leadership qualities necessary to become a good coach.

By observation of good coaches, we have developed the following qualities:

Enthusiasm - Good coaches are enthusiastic about their job and the athletes they work with.

Observant - Good coaches have developed an ability to recognize potential in athletes.

Responsibility - Good coaches accept the responsibility for the performance of their team.

Poise - Good coaches are always in control and demonstrate stability and dignity on and off the field.

Positive - Good coaches are inclined to expect the best possible outcome.

Self-Confident - Good coaches believe they can do the job and will work hard enough to get it done.

Patience - Good coaches realize that learning new skills and attitudes take time. They are firm but patient with their athletes.

Appearance - Good coaches present a clean and well-groomed image.

Initiative - Good coaches step in and take charge when they see a need..

Cooperation - Good coaches realize the importance of working with the coaching staff, faculty, administration, especially when asked to perform additional assignments.

PRACTICE SESSIONS

Practices may only be held if there is a janitor in the building or pre-approval from the Athletic Director. A coach's meeting will be set by the Athletic Director before the school year starts. Coaches must attend if they want to schedule times in the gym, otherwise times for practices will be scheduled for you. No practices will be scheduled on weekends unless set up through the Athletic Director. Practices will not be permitted on days that school has been canceled.

ELIGIBILITY RULES

Each athlete is expected to have an eligibility sheet filled out by their teachers on Friday. The eligibility sheet should be turned into the Athletic Director before they leave school on Friday. They should be placed in the folder outside the Athletic Director's room. It is the coach's responsibility to make sure all of his/her players follow this rule or they will not be able to participate in any athletic activities the following week. Any questions concerning eligibility that are not covered by the previous sections can be answered by contacting the Athletic Director.

CUTS

Cuts can only be made after consultation with the Athletic Director.

DRESS CODE

All student athletes are representing Northlawn Junior High School during both home and away events and should present themselves in a clean and neat manner. Student athletes should wear clothing that allows them to present themselves in that manner while following the dress code outlined in the student handbook. As appropriate for their sport, student athletes should dress up in nicer clothes on game days. These clothes may include dress pants and shirts, dresses, and skirts without intentional or unintentional holes. Graphic t-shirts and hoodies should be Northlawn attire. The student is also required to be in athletic dress code even if deemed ineligible.

Students found in violation on game-day will be disciplined according to the rules and guidelines presented to them by their respective coach. If a student's attire is deemed to be an egregious violation of the Northlawn Junior High School dress code, the student will be subjected to disciplinary actions as outlined therein.

PHYSICAL EXAMS

IESA states that each athlete must have filed with his/her Athletic Director a certificate of physical fitness issued by a licensed physician not more than one year preceding practice or participation in any sport.

A Coach's Responsibility as it relates to Physical Exams

1. A coach shall not permit an athlete to try out or practice unless he/she has turned in a physical exam or his/her name is on the updated physical exam list.
2. A coach shall return all physicals to the Athletic Director's Office.

3. A coach shall remind the athletes of the expiration date of his/her physical when told to do so by the Athletic Director. If the athlete does not renew his or her physical, all activities shall cease immediately.

PRE-SEASON OPEN GYM

You may conduct camps or open gyms. However, it must be made available to all current active students. You cannot use these as “tryouts” or determining factors regarding playing time. During “Open Gym”, you cannot coach or direct any student in a sport specific manner. Camps can be designed to promote fundamental skill development and cannot be used to determine the roster, or starting/playing time during the regular season. All Camps and Open Gyms must be approved by both the Athletic Director and building Principal and may depend on facility availability.

A Parent’s Meeting is to be held with the parents/guardians of all athletes before the first contest. It will be held as soon as the team is selected. The following topics are to be covered in this meeting:

1. Team Rules/Coach Expectations
2. Care of Practice gear and uniform. If damage/not returned, there will be a uniform fee.
3. Athletic Eligibility and Athletic Code
4. Coach’s Philosophy
5. Chain of Command (Coach -> AD ->Principal/Assistant Principal -> Superintendent -> Board of Education)
6. 24-Hour Rule (Any parental issues/concerns will be addressed after 24 hours from the completion of a game/contest.)
7. Game/Contest Schedules including all in-season and postseason tournaments.
8. Any important information in regards to a player’s pre-existing medical conditions ie Asthma, allergies, or any other important condition that requires close monitoring by the Coach and officials.

REGULAR SEASON

1. IESA information is updated - rosters, records, and birthdates
2. Constant communication with parents regarding schedule changes, practice changes etc.

POST SEASON

1. Inventory of uniforms completed and turned into the Athletic Director
2. Any equipment such as medical bag, dry erase board, batting helmets etc. must be turned in to the Athletic Director.

TEAM ROSTER

1. Once the team has been selected, the Roster Information Form is to be returned to the Athletic Director. These rosters are needed immediately for programs, name boards, media, and tournaments. See Forms Appendix for Roster Information form.
2. Max Roster sizes: The IESA does restrict the max roster size for State Tournament play.

MAX ROSTER SIZE:	IESA	NJHS
Baseball/Softball	= 18	14
Basketball	= 15	14
Volleyball	= 15	14
Bowling	= 8 (4 boys/4 girls)	

Exceptions include Track & Field; Academic Team; Cheer Squad.

NJHS limits rosters to 14 which is the max capacity of the Mini Buses used to transport teams to games/meets. For Track & Field, big bus requests are made. We cannot exceed max capacity.

CANCELLATIONS

When weather plays a factor in any event cancellation, the Athletic Director and School Administration will try to make a decision no later than 1:00 PM. The final call will be made by the Superintendent.

The Athletic Director will inform in the following order:

1. Administration;
2. Secretaries to make an announcement to the school;
3. Coaches so they may inform parents/guardians and players;
4. Referees/Officials;
5. Opposing Team(s);
6. Game/Event staff and
7. Post on Social Media

STIPENDS

All coaches' stipends will be paid half on Dec. 15th and half on May 15th.

TRANSPORTATION

Transportation for away games will be provided by the district. Bus times will be communicated via all schedules given out by the Coach. All members of the team must ride the bus to the game, unless extenuating circumstances have been communicated and approved with the Athletic Director and Principal/Assistant Principal. Parents/Guardians may choose to bring their student athlete home after the contest has been completed and the Coach has released the players. The Head Coach or designee will have a signout sheet that the Parent/Guardian must sign, before a student athlete is allowed to leave. A transportation waiver must be signed by a parent/guardian indicating who is allowed to transport the student. If changes or additions need to be made to the transportation waiver, parents should contact the school office or Athletic Director before the event.

Coaches must provide valid copies of active drivers' license and insurance information to the Administration Building.

In the case of an emergency situation, please tell the Parent/Guardian to communicate the need immediately.

SCHEDULING

The Athletic Director will be responsible for the scheduling of Conference and non-conference games. Coaches are not permitted to schedule any contest for their team. Exception being Scholastic Bowl.

Concussion Certification:

Please go to IESA.org; Click on “Schools and Officials Login” tab. Select “Streator Northlawn and enter XXNPEYYPTP (password). Then select the “Resources” Tab and then click on the link for Concussion Certification.

Please print a copy for your personal records, and a copy for the Athletic Department.

MINI BUS OPERATIONS:

By signing this waiver, you certify that you are properly authorized to drive the mini bus to all away scheduled contests. Also you must provide the Administration Office with copies of your valid drivers license and insurance.

Please check the following that you know where and/or to fully operate the mini bus.

1. Ignition ____
2. Door Open/Close Lever ____
3. Mirror Adjustment ____
4. Seat Adjustment ____
5. Hazard Lights ____
6. How to disable Alarm _____
7. How to fill out pre and post checklist _____
8. How to dispose of trash _____
9. Rules regarding railroad crossings ____

FOR ATHLETIC DIRECTOR FILES:

Coach _____

Copy of PEL or Accredited Coaching Certification _____

Copy of Concussion Protocol Certification _____

Copy of CPR/AED Certification _____

Copy of 1st Aid Certification _____

Resume _____

Signed Code of Conduct _____

Inclusion into Team/Parent Communication App _____

Complete Contact Information:

1. Phone Number _____

2. Email Address: _____