



JACKSONVILLE MIDDLE SCHOOL

COACHES HANDBOOK

2025-26

Jacksonville Middle School Extracurricular Philosophy

It is the goal of Jacksonville Middle School to provide extracurricular activities that challenge and meet the needs associated with middle school adolescents. Each program should balance physical and intellectual abilities with skills and training that promote lifelong learning. Extracurricular programs should help middle school students enjoy a sport, obtain the benefits of overall physical fitness, develop sportsmanship and competency, and build upon leadership and teamwork at their grade level.

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JACKSONVILLE MIDDLE SCHOOL 2024-25

Activities/Athletic Teams

Band
Baseball
6th, 7th, and 8th Boys Basketball
Boys & Girls Golf
Boys Track
Cheerleading
Choir
Cross Country
Dance
Football
6th, 7th, and 8th Girls Basketball
Girls Track
Scholastic Bowl
Softball
6th, 7th, and 8th Volleyball
Wrestling

Coaching Qualifications for Athletics

All coaches including assistants **and volunteer coaches** must complete the necessary certifications as outlined by IESA and JSD117. These include a concussion test (every 2 years) and for non-certified teachers a Human Kinetics Coaching Essentials certification found on the IESA website along with the required yearly, district training. Coaches need to provide a copy of the coaching certifications to the Athletic Director. It is the responsibility of the coach to complete all necessary requirements within the time frame allocated.

Volunteers

Anyone wishing to volunteer (including parents) to assist with practices or competitions who is not already employed by District 117 must be cleared through the Athletic Office and complete the Secure Volunteer requirements through Central Office. This is for the safety of our athletes.

Parent Informational Meetings

Coaches must host an informational meeting with students and parents **before** tryouts. The purpose of the meeting is to inform parents of the try-out dates, expectations, review of sportsmanship, and necessary forms. Please schedule these meetings through the Athletic Office in advance as interpreters must be requested.

Interpreters

It is the coach's responsibility to inform the Athletic Office of the need for an interpreter.

Participation

All students wanting to participate in athletics should complete the seasonal sports sign-up form online, be registered, and complete the necessary athletic paperwork located in Skyward before open gyms or tryouts. Students must have a current sports physical on file before participating and through the sports

sign-up the Athletic Office can check these ahead of time. Coaches have access to their sport's spreadsheet to check for proper forms. Any physicals collected by the coach should be submitted to the Athletic Office as soon as possible. Coaches should check in with the Athletic Office if a student attends a tryout and is not listed on the spreadsheet. Until the necessary paperwork is checked, these athletes are not able to participate. As soon as tryouts are completed, coaches are to submit a roster to the Athletic Office. It is the responsibility of the coach to inform the Athletic Office of any changes to the roster during the season.

Athletic Fees

\$50.00 will be assessed for each sport a student participates in at JMS. Students will be assessed for a maximum of 2 sports. No student will pay more than \$100.00 (i.e. if a student participates in a 3rd sport, there is no charge for the third activity). **All fees are handled by the JMS office.**

Tryouts

- Students must have a valid physical and all necessary athletic paperwork completed on Skyward
- Rosters are set at the conclusion of tryouts. *
- No player can be added to the roster after the conclusion of tryouts. *
- Students are expected to be present at all assigned tryouts barring illness, or other excused absences (such as funeral)
- In case of injury or illness, the student must participate in a minimum of one tryout session in order to be evaluated by the coaching staff. If unable to attend at least one tryout, the student will not be selected for the team. Two exceptions exist for this rule: (1) If there are less than the IESA allotted number of athletes trying out for the team or (2) if the student is an eighth grader who participated on the JMS team in the given sport as a seventh grader.

*** Exceptions must be cleared by the Athletic Director and Principal.**

Practices

All practice times and locations are scheduled through the Athletic Office, whether on or off campus. For safety reasons, emergencies, and communication with parents who call the school office, the whereabouts of our JMS teams are necessary. Notify the Athletic Office of proposed dates and times or any changes to the practice schedule. Coaches should take into consideration holidays and holiday breaks when scheduling practices. Games and other official school events will take precedence over any practices. Every effort should be made to avoid conflicts between various activities. If there is a conflict on the calendar, notify the Athletic Office immediately. There will be no practices, events, or open gyms on days when school is dismissed or canceled due to inclement weather. The administration may determine if events may take place if the weather improves.

Academic Eligibility

A student's eligibility for extra-curricular activities will be determined from grades recorded from weekly eligibility lists. The Athletic Director will verify grades with the teachers. Eligibility is due to be posted on Fridays by 3:15. Eligibility lists will be distributed on or before Monday of each week. The period of ineligibility will start the Sunday after the posting and run through the following Saturday. It will be the grade given during the season of any given activity which will determine a student's eligibility status. The following would render a student ineligible:

One (1) F (academic or elective)

An athlete/participant who earns an accumulative grade of "F" in any course of academics shall become ineligible for a period of one week.

During a period of ineligibility, a student is still considered a member of the team. The student is expected to attend the game (not in uniform), sit with the team, and perform whatever duties the coach assigns. The student will be expected to attend all practices. Coaches are free to assign study work to an ineligible student rather than practice. It is the responsibility of the coach to inform the athlete and their parents of their ineligibility.

Awards

Coaches may have an awards event. Scheduling of awards events will be done through the Athletic Office. Coaches are responsible for communicating the date and time. Coaches will work with the Athletic Office to prepare the awards.

After the completion of the first season, an athlete is presented with a pin for each sport. Coaches will have the opportunity to present awards to each grade level participating in a given sport at the end of a season. One of the awards must be for sportsmanship. The others are at the discretion of the coach.

Students declared ineligible for 3 weeks or more are not eligible for team awards. Coaches should communicate to the student that he/she will not receive any award or pin during the honors night. A player ineligible for awards may be recognized as a participant of the team during the awards night. Coaches should communicate with AD or administration regarding any concerns of this nature. No athlete should receive their pin, or awards unless all equipment and/or uniforms have been turned in to the coach.

All tournament awards, trophies, or plaques are the responsibility of the coach to order upon approval.

8th Grade Recognition

Eighth-grade students on the home team and the visiting team will be recognized at the last home competition of the season. Banners, posters, gifts, etc. will no longer be presented at recognition to be equitable across sports. Please communicate with the Athletic Director if there is a necessary change to the scheduled game. Coaches should generate a list of 8th-grade players. It is the coach's responsibility to communicate the date and time of this event with athletes and parents.

Code of Conduct

A member of Jacksonville Middle School competitive programs becomes responsible to the Code of Conduct outlined in the Extracurricular Handbook. The student assumes the responsibility of representing the school and community within the stated guidelines. Any candidate or student selected for participation who repeatedly receives behavioral referrals, suspensions, or has excessive absences/tardies will forfeit the privilege of participation based on the guidelines in the Extracurricular Handbook. It is the responsibility of the coach to have conversations with athletes and parents regarding any behavior issues at practices or competitions and inform the Athletic Director.

Concessions

Every sport has the first right of refusal to cover concessions for their games. Any concessions not covered by the "playing" sport will be open to other activities/sports to work. The Athletic Department will purchase items for sale in the concession stand except for tournaments. The tournament host will

coordinate concessions except for drinks for the tournament. The district has a contract with Pepsi. Therefore, donations for beverages are not allowed. All drink purchases will be completed through the Athletic Department. Parents will be asked to set up and run concessions for the team or activities home contests. Students are not to be responsible or left alone with the money box. Proceeds from these concessions will benefit the team directly. Teams receive forty percent of the profit and the pep activity fund receives sixty percent.

Food items are not to be left out on the tables at any time. Any dishes, crockpots, or other cooking utensils are to be cleaned and not left in the sink after an event. The popcorn machine must be cleaned.

Discipline

If a student is on out-of-school suspension, he/she may not practice nor compete in JMS extracurricular activities during that suspension. Furthermore, students on a multiple-day suspension will also not be allowed to participate in 1/9 of the total competitions in the current extra-curricular season.

If a student is assigned alternate educational placement (AEP) or in-school suspension, he or she may practice or compete in JMS extracurricular activities at the discretion of the coach and Athletic Director. It is the responsibility of the coach to inform athletes and their parents in advance of a competition(s) in which an athlete is unable to participate.

Team expectations/rules will be reviewed and filed in the Athletic Director's Office. Coaches will need to submit a copy for review in a timely manner before the parent meeting. Coaches will follow the disciplinary guidelines in the JMS Extracurricular Handbook. Violations of the handbook should be reported in a timely manner to the Athletic Director. Incidents not addressed in the student handbook will be left to the discretion of the coach and administration.

Drugs, Alcohol, Tobacco

Just as our courts cannot convict suspects based on hearsay evidence and rumors, neither can school officials impose penalties based solely on hearsay and rumors. If circumstances justify, school personnel may investigate accounts of a student violating behavior rules; however, real evidence of violations must be available before the Athletic Director can begin any procedures or impose any penalties.

Transportation

It is the responsibility of the coach to inform the Athletic Office of departure times based on the schedule of events. Transportation requests are submitted well in advance of the season. Please submit these to the athletic office as soon as possible. If a bus does not arrive within 10 minutes of the scheduled departure time, contact the Athletic Director. During weekends or holidays, contact the Bus Garage directly and inform the Athletic Director of the issue.

Students are expected to ride the transportation provided by the school district for extracurricular events. In the event of a "special circumstance" and an athlete cannot ride the provided transportation to the contest, parents must provide written notification to the Athletic Director at least 24 hours prior to the contest using the Alternate Transportation Form. Coaches may deny requests that have not been cleared by the Athletic Director. Parents wishing to have "THEIR" student ride with them after the event/contest "MUST" sign out with the coaches. Coaches should retain these signatures for liability purposes.

The responsibility for student conduct on the bus rests with the coaching staff. Coaches should engage in the following activities to secure a safe trip for all members of the traveling team: use proximity to monitor student activity on the bus, consult with the bus driver regarding the destination and expectations

of the trip, and familiarize students with the “Rules of Conduct for Riding a Bus” (found in the Student Handbook or agenda).

When traveling to an away contest, coaches may elect to stop for meals. Stopping for meals should take into consideration the time of departure, the return time, and weather conditions. Please communicate with the bus driver the need to stop for meals.

Coaches should communicate with team members the expectations for riding a bus in JSD #117. Misconduct on the bus should be reported in a timely manner to the Athletic Director. **Parents of athletes, other students, or any other child or adult not cleared by Central Office who are not members of the extracurricular team are not to ride the bus to or from away events.**

Finances/Fundraising

Jacksonville Middle School does not currently have an athletic booster organization.

Each sport has a yearly \$200 supply budget to be spent only on supplies for the upcoming season. All purchases of supplies (scorebooks, balls, first aid kit, etc.) are the responsibility of the coach to communicate to the Athletic Office.

All money raised or spent by an activity must pass through that activity’s account at JMS. No activity may use an outside organization or account for any finances. Coaches cannot solicit donations from outside sources without prior approval and all monetary donations must be coordinated through the JSD 117 Foundation Office.

Coaches are allowed to sponsor two fundraising activities within a year. All fundraising requests must be submitted through the Request for Fundraiser Form to be approved by the Athletic Director. District policy does not allow for any exchange of funds through cash apps. All money collected must be in the form of check or cash. Coaches will then need to complete an Activity Deposit Form through the Athletic Office outlining the details of the deposit.

Purchases through the Activity Account must have prior approval by the Athletic Director before orders or purchases are made. After a coach has received approval, it is the coach’s responsibility to place any orders. Use of the school credit card for purchases is allowed with prior approval and will be reimbursed through the Activity Account.

Playing Time

The coaching staff will decide who will start, play, or dress for the exception of when discipline is involved. Deciding factors will include, but are not limited to talent, group dynamics, work ethic, practice attendance, academic standing, behavior, and attitude. The coaches will make a sincere effort to provide playing time for all team members, but will not make any guarantees or promises concerning this issue. According to our JMS philosophy, athletes are to participate at their grade level where grade-level teams are defined and are not allowed to play up.

Injuries

It is the parent's responsibility to inform the Athletic Office or school nurse of any special medical issues that would prohibit or limit the participation of an athlete. A doctor’s note will need to be on file at the

school office and a release to return to activity before an athlete is allowed to participate again. Any connected injury that requires medical attention shall be reported to the coach. If an athlete receives an injury during practice or team competition, it is the responsibility of the coach to contact the athlete's parent or guardian as soon as possible. Any injuries should be reported to the Athletic Office.

Post-season, Tournaments, Competition Teams

7th and 8th grade teams will compete during the post-season. Fifteen uniformed players are allowed for the post-season tournament team in basketball and volleyball.

Competitions may require teams to travel a great distance. Overnight accommodations will only be allowed for teams that compete late on a given night or early the next day. This type of arrangement must be cleared with the Athletic Director before arrangements are made and will be granted only in extreme situations.

If parents wish to spend the night before or after a competition or post-season game, coaches are not to make hotel accommodations for the families. Coaches are to follow the Alternate Transportation guidelines.

If an athlete or a team is in the State competition, the Athletic Office will request transportation and funding for food for the athlete/team from the Central Office. Coaches will need to email the Athletic Office with the count and names of everyone who will be in attendance to the state competition. No other students, athletes, or adults will be allowed on the transportation to the competition unless cleared by the Athletic Director. The Athletic Office will schedule a Clapout at the end of a school day for the team or athletes who qualify. The coach will inform the parents and athletes of the date and time.

Scheduling

All event scheduling will be done by the Athletic Director. Coaches are to communicate with the Athletic Director regarding changes they would like to see in their sports schedule. Cheer and dance coaches are to communicate their competition schedules with the Athletic Director.

Dual-Sport Athletes

Athletes who wish to take part in two sports during the same season must meet the following criteria:

- The athlete must be passing all classes with a “C” or above.
- The athlete, parents, and both coaches must meet prior to the athlete taking part in any activity for the second sport.
- All parties must agree on the practice and game arrangements set forth by the coaches. This must be a written agreement approved by the Athletic Director and Principal.
- An athlete who quits one sport may not take part in a second sport until the season of the first sport has concluded.
- Athletes may take part in a second sport in a given season at the conclusion of the first season without meeting the above criteria.
- Coaches will make an effort to share practice time and game time when possible. In some cases, the sharing of athletes may not be possible.

Uniforms

Extra-curricular uniforms are the property of Jacksonville Middle School. Uniforms shall be any item of clothing worn by a student while representing JMS in a school-sponsored event. Items include warm-ups, shooting shirts, etc. that are worn on game day on the field/court/stage etc. Anything that includes the official logos and will be part of a uniform must follow the District 117 Style Guide and be approved by the Athletic Director. All game and competition uniforms are to be inventoried on the Uniform Inventory Spreadsheet. It is the responsibility of the coach to distribute, record dates of handouts and return, and collect all uniforms. Uniforms are not to be turned into the front office or Athletic Office. Students are not to wear uniforms during the school day or places other than an athletic contest. For the promotion of team spirit, warm-ups or team shirts may be worn on the days of athletic events. UNIFORMS MUST BE TURNED IN BEFORE AN ATHLETE MAY RECEIVE ANY AWARD (J's, PINS, ETC.).

Uniforms are to be kept in the athletic storeroom. All uniforms and equipment will be inventoried by the coaches at the close of a season. Any damaged or lost items should be reported in writing to the Athletic Director. Students may be denied participation in extracurricular activities if uniforms are damaged, lost, or not returned. Students will be charged if uniforms are not returned. The rotation for uniforms is listed below.

24-25-Cross Country and Track
25-26-Cheer and Volleyball
26-27-Baseball and Softball
27-28-Boys Basketball and Wrestling
28-29-Football
29-30-Girls Basketball and Dance

Cheer and Dance

Cheerleaders and dance team members enhance school spirit. Their presence at home events creates a true sense of Crimson pride. These teams at JMS are considered to be competitive extracurricular teams. They will be present at home events for both "A" and "B" games scheduled for boys and girls basketball, home tournaments, and the annual tournament. Any changes to this schedule will need to be discussed in advance with the Athletic Director. Cheerleaders *may* be allowed to travel to postseason games. In the event of a conflict, cheerleaders participating with an additional extracurricular team will honor a competition over a practice in either sport. Cheerleaders will compete in post-season Regionals. Cheer and dance team members may take turns announcing the starting lineup for basketball games.

Website

JMS has a school website where athletic information can be posted for families. Under the Athletics tab is where all athletic schedules and website information can be found.

Social Media Pages

Social media posts should be school-appropriate, positive, and professional. To help promote fundraisers, events, etc. coaches should tag the JMS pages when posting.

Team Pictures

Team pictures will be organized and scheduled by the Athletic Office. Coaches will distribute the picture information to athletes in a timely manner and communicate the date and time to athletes and parents.

Parent Apps for Communication

Coaches are expected to set up and maintain a parent app account for the purpose of communicating with parents except when discipline is involved a phone call is better suited. School Messenger will not be used for this purpose. Coaches will be respectful of the time and frequency of communications.

Chain of Command

Board of Education
Superintendent
Principal
Athletic Director
Head Coach
Assistant Coach

The flow chart represents the preferred chain of command one should follow when trying to solve a problem with one of our programs.

Evaluation

Coaches will be evaluated by the Athletic Director following the end of the season. Coaches will also complete an end-of-season questionnaire.

GENERAL COACHES RESPONSIBILITIES

- ☐ Instruct players on the rules of the sport. Prepare and establish team rules/expectations. A copy of the team expectations/rules will be on file with the Athletic Director.
- ☐ Schedule and hold practices to develop skills and abilities needed for competition. Scheduling or changes in scheduling should be completed through the AD office.
- ☐ Attend all practices, contests, and bus trips unless the absence is approved by the Athletic Director.
- ☐ Ensure **only approved adults** are present at practices or in any supervisory role. Parents do not watch practices.
- ☐ Instruct and enforce proper conduct ethics. Require players to be responsible for their conduct. Require players to refer to you as “coach” or by school title.
- ☐ Represent JMS and the District - model appropriate behavior.
- ☐ Set clear expectations for student-athlete conduct, and be consistent with the application of consequences.
- ☐ Enforce school and district policies. Report violations to the Athletic Director immediately.
- ☐ Check the Seasonal Sign-Up spreadsheet for necessary student information.
- ☐ Conduct student and parent informational meetings. Communicate expectations, practice/event/bus times and any changes to the schedule.
- ☐ Attend IESA meetings required of the assigned sport. Complete the necessary paperwork associated with IESA competition and update scores on the IESA website.
- ☐ Complete 8th grade recognition. Communicate information regarding the recognition to players and parents.
- ☐ Prepare and submit requests for purchases to the AD.
- ☐ Inventory and assign uniforms at the beginning of the season. Collect, inventory, and store uniforms at the end of the season. Report lost or damaged items to the AD. Coaches have the final responsibility to collect school property and uniforms.
- ☐ **Make sure the building is secure during and after practices or games. Doors are NOT to be propped open at any time and discipline will be assigned for doing so.** Communicate with administration and custodians regarding security. **Do not leave students unattended after a practice or game...make supervision a priority.**
- ☐ Compile an awards list one week before the honors night for the activity. Submit to the AD.
- ☐ Coaches must inform the AD in writing if they will not be attending a game.

- ❑ Coaches should support each other and the athletics programs at JSD117. Adaptability and flexibility will be the key to successful programs. Practice schedules should be balanced. Morning practices may be required at some time. Teams competing at the post-season level will have priority over practice times.
- ❑ Provide information from and to media outlets as requested by the Athletic Director and administration.