

## **PURPOSE OF THE ATHLETIC HANDBOOK**

The purpose of this handbook is to provide students and parents with information concerning the interscholastic programs available to students and to present an overview of the general operations concerning the athletic program at East Coloma School District #12. It is also an effort to provide information regarding general requirements for student participation. It is not practical for this handbook to address all rules and regulations necessary to govern the operations of all athletic activities at East Coloma Elementary School. We attempt to address those rules and regulations that seem to stimulate the most questions throughout the year.

## **ATHLETIC PROGRAMS**

### **Athletic Policy**

Athletics are extracurricular activities at East Coloma Elementary School and are considered a privilege for students who qualify. Each coach may set appropriate standards for training, participation, sportsmanship, conduct, and appearance for his/her athletes. All athletes are expected to abide by all rules and regulations established by the school and the coaches.

### **Volleyball**

The volleyball program consists of two teams: a 5<sup>th</sup>/6<sup>th</sup> grade team and a 7<sup>th</sup>/8<sup>th</sup> grade team. There is a no-cut policy for both teams. Volleyball practice may begin two weeks prior to the first scheduled day of school.

The basic goals of the volleyball program are to promote sportsmanship, self-discipline, a spirit of cooperation among the participants, and dedication to reaching a common goal. Participants are expected to learn the basic rules and fundamentals of the sport and progress at a pace commensurate with their abilities.

### **Cheerleading**

The cheerleading program is comprised of two squads: a 5<sup>th</sup>/6<sup>th</sup> grade squad and a 7<sup>th</sup>/8<sup>th</sup> grade squad. A try-out system is used for the selection of the members of both squads. The procedures for selection and the criteria used in the selection process are as follows:

1. Cheerleading try-outs are held in the fall to choose the squads for the school year.
2. The sponsors will announce practice dates and try-out dates.
3. Teacher evaluation sheets will be completed and turned in to the sponsors.

4. On the try-out date, all participants will be judged by a panel of judges. The judges will be selected by the sponsors and/or the Athletic Director.
5. The judges will complete a rating sheet on each participant. Criteria for judging will include: attendance, cheering ability, jumps, and attitude.
6. The sponsors will tabulate the results in order to determine the individuals selected.
7. Every effort will be made to balance both squads with equal numbers of participants.

The purposes of the cheerleading program are:

1. To initiate exciting challenges in an effort to help the squad attain its greatest potential.
2. To radiate a special spirit in an effort to develop enthusiasm and establish friendships among squad members and the student body.
3. To promote self-improvement, insight, and dedication to the cheerleading squad and the school.

The cheerleading program is a means to develop the leadership potential of the squad members. Cheerleading squad goals consist of the following:

1. Design and construct effective practice sessions.
2. Understand rules of individual games.
3. Organize fundraisers (only upon the approval of the Athletic Director and the Superintendent).
4. Communicate effectively with the student body.
5. Help to build school spirit.
6. Work well with the sponsors.
7. Incorporate new ideas, cheers, chants, stunts, and formations for the routines used at athletic events.
8. Help to build squad unity.
9. Work to discover each individual's potential.
10. Share the enthusiasm and spirit from squad members.

Cheer sponsors will provide a letter for all cheerleaders, which will explain the policies, procedures, and rules that are to be followed by each participant during the season. A cheerleader is expected to display a positive, cooperative attitude at all times. A cheerleader will be excused from practice in the case of an accident or death in the family. The sponsor must be notified at least one week in advance when practice times conflict with family plans.

### **Basketball**

The basketball program consists of a boys' program and a girls' program. Both programs consist of two teams: a 5<sup>th</sup>/6<sup>th</sup> grade team and a 7<sup>th</sup>/8<sup>th</sup> grade team. A no-cut policy is followed for both teams. An "A" and a "B" team system may be placed in effect for

either team if the number of participants warrants a second team. The following procedures will be used if an “A” and a “B” system is implemented:

1. Players on the 5<sup>th</sup>/6<sup>th</sup> grade “A” team shall not be allowed to play in the “B” game if the participant was unable to play in the “A” game.
2. Transfer from the “A” to the “B” team will be determined by the coach. Once established, the teams should remain constant throughout the rest of the season.
3. Players will receive equal instruction during each practice session.

Boys’ basketball practice may begin approximately October 1<sup>st</sup>. Girls’ basketball practice may begin in mid-to-late December or early January. Coaches will provide a letter for all participants, which will explain the policies, procedures, and rules that are to be followed by each participant during the season. An athlete will be excused from practice in the case of an accident or death in the family. The coach must be notified at least one week in advance when practice times conflict with family plans.

The coaches will provide a practice schedule and a game schedule for each participant. A 5<sup>th</sup>/6<sup>th</sup> grade and a 7<sup>th</sup>/8<sup>th</sup> grade basketball conference tournament may be scheduled at the end of each regular season for the boys’ program and the girls’ program.

Students participating in the basketball program can expect to learn the following basic skills:

1. Shooting: lay-ups, free-throws, set shots, and jump shots.
2. Dribbling: right hand, left hand, and cross-over ball handling.
3. Passing: chest pass, overhead pass, and bounce pass.
4. Rebounding: positioning, blocking out, and timing.
5. Defense: correct stance, positioning, movement, over-play, zone defense, and man-to-man defense.
6. Offense: set patterns against zone defense and man-to-man defense, jump balls, and out-of-bounds plays.
7. Drill to develop basic basketball skills.
8. Overview of the rules for better understanding of the game of basketball.

## **STUDENT PARTICIPATION REQUIREMENTS**

### **Academic Requirements**

Students who wish to participate in an interscholastic program must meet the academic standards listed in the ELIGIBILITY REQUIREMENTS section of this handbook. Academic eligibility requirements will begin with the first practice of the season.

### **Residency and Age Requirements**

Pupils must meet the residency requirements for valid admission to East Coloma School District #12. In order to participate in any interscholastic sports program, the student

must be enrolled in a full course of study at East Coloma Elementary School or have an IEP for a special education program approved by District #12 as part of the Bi-County

Special Education Cooperative. Pupils must meet any age requirements specified by the conference and any other applicable governing body approved by the school district.

### **Physical Examinations**

A certified physical examination is required annually for interscholastic competition. The physical examination form must be filed with the coach or the Athletic Director before practice begins and must not be more than twelve (12) months old for it to be in compliance. The coach will file the completed physical examination form with the Athletic Director. The Athletic Director will file the completed physical examination forms with the School Nurse. (Note: The State requirement for a physical examination for all 5<sup>th</sup> grade students may also be used as a physical examination for participation in athletics.) Students will not be allowed to participate in practices or games until a physical examination form has been received by the school.

### **Athletic Fees**

Athletic fees are also discussed in the East Coloma Elementary School Handbook, (*The Informer*). Current fees are \$40.00 per each student participant and per each sport. In addition to student participation fees, parents are strongly encouraged to assist during athletic events (i.e., ticket sales, concessions, scorebook, running the clock, tournaments, etc.)

### **School Insurance**

East Coloma Elementary School does carry accident insurance to cover athletic injuries. Parents are also encouraged to provide appropriate insurance coverage for their child(ren) in case of an injury. All claims must be submitted promptly (within 90 days).

### **Dual Participation Prohibition**

Students will not be allowed to participate on two teams of the same sport during the same season. If a student chooses to participate on a non-school team at the same time that the season is in progress, the athlete will be disqualified from playing on the school's team. This rule is regulated by the Illinois State Athletic Association.

## **ELIGIBILITY REQUIREMENTS**

Student eligibility is regulated by these rules and enforced under the jurisdiction of the Athletic Director, the Superintendent, the coach, or the sponsors of the activity. The Superintendent has the authority to make the final decision on student eligibility.

### **Attendance**

The athlete must be in attendance at school for the full day on the day of an athletic event. The Athletic Director, the Superintendent, the head coach, or the sponsors must clear arranged appointments before the student leaves the school for the child to be eligible for participation in the sporting event.

The athlete must be in attendance at school at least one-half day on the day of practice. The Athletic Director, the Superintendent, the head coach, or the sponsors must clear appointments before any late arrivals at school or leaving early from school can be approved.

Team members who miss practice without prior arrangement with the coach may be subject to disciplinary action. Four (4) unexcused absences from practice will result in dismissal from the squad.

A detention after school is considered a one-half day unexcused absence from practice. A detention received on the day of a game will result in the athlete being ineligible for that game. It is the athlete's responsibility to notify the coach of all detentions received.

Students who are unable to participate, due to injury or for other reasons approved by the coach, must attend practices or games, but they will not be required to participate.

### **Academic Eligibility**

Athletes must maintain passing grades in all subject areas. A student will be declared ineligible to participate in a sport (either as a player, a cheerleader, or a student manager) for a period of one full week if that student receives the following:

1.) A grade of "D" in two or more subjects 2.) A grade of "F" in any one subject  
The eligibility deadline is 4:00 p.m. on Wednesday of each week throughout the season. Each week eligibility sheets will be completed by athletes' teachers listing those athletes who are failing. If a student is determined ineligible, the athlete will not participate in any games for the following week. The duration of ineligibility is from Friday through Thursday of the week determined ineligible. A student will be granted two listings of ineligibility (consecutive or non-consecutive) throughout the season. Upon receipt of the third listing of ineligibility (consecutive or non-consecutive), the student will be dropped from the team roster and asked to turn in his/her uniform and all equipment.

Athletes who are determined academically ineligible will be expected to practice. Ineligible athletes will not be allowed to attend games. We encourage them to catch up on their studies.

Student athletes are encouraged to achieve their best both academically and athletically. They should seek help from their teachers if they are having trouble with their studies. Academic problems should not be ignored. They can be solved with the cooperative help of the student, teachers, parents, and coaches.

## **Training Rules**

The head coach of each sport will establish training rules. The rules must be consistent with the school policy and be approved by the Athletic Director. Violation of training rules may result in suspension from participation.

Commitment to a sport is necessary in order to secure a position on an athletic team. Students must condition their bodies appropriately through proper diet and exercise in order to perform effectively.

## **Conduct**

All athletes are to represent themselves and their school in a positive manner and with a positive, cooperative attitude. A successful athletic program can help build character, leadership skills, and make school more enjoyable, while positively influencing school spirit. We hope that the extracurricular programs at East Coloma Elementary School enrich the lives of each athlete and provide a worthwhile experience for those who choose to participate.

While in attendance at practices or sporting events, student athletes are subject to all rules and regulations affecting the students' general conduct, as listed in the Student/Parent Handbook (The Informer) and in this Athletic Handbook.

## **GENERAL CONDUCT RULES**

### **General Rules for All Sports**

1. Team members observed by staff, or admitting to the use or possession of alcohol, tobacco, or other drugs at any time, will be dismissed from all extracurricular activities for the remainder of the school year. Suspension and dismissal from extracurricular activities will not extend beyond the end of the school year.
2. Team members charged with possession of alcohol and/or a controlled substance, or who commit a felony offense, will be dismissed from participation in all extracurricular activities for the remainder of the school year.
3. Athletes who become involved in police matters will be placed on probation and will be reviewed for dismissal from all athletics.
4. Participants in the East Coloma Elementary School athletic program must respect coaches, managers, officials, teammates, and opposing team members.
5. An East Coloma Elementary School athlete is expected to display a positive attitude and show good sportsmanship at games and at school.
6. Athletes must report to all practices on time.
7. Students participating in athletic and cheerleading activities must dress properly for practice (shorts or sweatpants, T-shirt, and gym shoes) or the student will not be permitted to participate.
8. Players are required to help keep the locker rooms clean and presentable.

### **Additional Cheerleading Rules and Regulations**

1. The sponsor will set practice dates and times.
2. Fundraisers may be scheduled to help raise money. Each cheerleader is responsible for participating. All fundraisers require pre-approval from the Athletic Director and final approval by the Superintendent.
3. Jewelry is not to be worn during practices or during games.
4. Make-up should be used sparingly.
5. Hair must be neat and away from the face at all times.
6. Cheerleaders must arrive at games at least fifteen (15) minutes prior to the game starting time.
7. Cheerleaders are required to sit with the sponsor at all times.
8. Cheerleaders are allowed to eat at half time or between games only.
9. No gum chewing will be allowed while cheering.
10. Cheerleaders must have and display good moral judgment at all times.

### **Due Process of Athletes**

Suspension from a sport, for any reason, will be subject to the due process review procedure of the East Coloma School District. In the event that any statement in this handbook is in conflict with School Board Policy or the Student/Parent Handbook (*The Informer*), School Board Policy or the Student/Parent Handbook (*The Informer*) shall take precedence.

### **Complaint Procedures**

Parent complaints shall be channeled through the coach first. There will be no action by the administration or Board of Education until contact has initially been made with the coach of the team. If the problem is not resolved, a scheduled parent/coach conference, in the presence of the Superintendent, will take place. If the parent or coach is not satisfied with the result of the conference, a parent/coach/School Board conference will be scheduled.

Community Club members are not authorized to deal with coaching complaints. They are members of an organized club, which is designed to assist with fundraising for school-related activities at East Coloma Elementary School. Please do not take your complaints to these people. They are not responsible for personnel issues.

## GENERAL INFORMATION

### **Parental Involvement**

Parents are encouraged to become actively involved with their child's activities. When parents take an active interest in their child's activities, the students normally display greater interest and dedication.

### **Practices**

Practices may last approximately 1½ to 2 hours. There will be no practices on Sundays. Practices on Saturdays will require that both of the following criteria to be met:

- Approval of the Athletic Director.
- Attendance of the Athletic Director (or a designated certified teacher on staff) in a supervisory capacity at the entire practice in a supervisory capacity.

Coaches will remain with their students after all practices and all games to ensure student safety. Every effort will be made to start and end practices on time.

Parents/Guardians are requested to be prompt when dropping off and picking up their child(ren).

### **Uniforms and Clothing**

Uniforms will be distributed by the coach to all eligible players.

Students are encouraged to dress up on game days. Remember, you are representing yourself and the school at home and at away games.

Students need to provide other items of clothing, which will be used during the season. Examples include T-shirts, shorts, shoes, and socks. Travel bags are recommended for away games.

All volleyball and basketball uniforms (girls and boys) will be laundered at school by the custodians. No volleyball uniforms or basketball uniforms (girls or boys) are to be taken home after games. After all home games, a laundry bin will be provided outside each locker room door. Athletes may place the soiled uniforms in the bin. Uniforms will then be laundered by the custodians in time for the next game. After all away games, each coach will collect uniforms and leave them for the custodians to launder.

Students are individually responsible for keeping their practice clothes clean at all times.

### **Responsibility For and Care of Athletic Uniforms and Equipment**

Supplies, uniforms, and equipment issued to students become the responsibility of the athlete and their parents. Damage to uniforms and equipment will result in an assessment of a damage fee.

The coach, with the assistance of the Athletic Director, if requested, must check in all uniforms and equipment returned. An inventory list will be kept by the Athletic Director. When returning basketball uniforms or volleyball uniforms, each athlete is responsible for returning the exact item number (i.e., shorts and jersey, etc.) that was originally issued to the athlete. The coach of each sport is responsible for the inventory, practice schedules, and game schedules for the team. These items must be presented to the Athletic Director for his approval. **Continued communication between coaches and school personnel is vitally important for the smooth operation of the athletic programs.**

### **Responsibility For and Care of Cheerleading Uniforms and Equipment**

The cheerleading uniform becomes the responsibility of the individual cheerleader. The uniform must be returned to the sponsor in good condition at the close of the season or a damage fee will be assessed to replace the uniform. When returning cheerleading uniforms, each cheerleader is responsible for returning the exact item number (i.e., skirt, top, etc.) that was originally issued to the cheerleader. Cheerleading uniforms may only be worn on game days. All parts of the uniforms must be worn only by the cheerleaders selected and not by any other individuals. Cheerleading is a privilege, and one must honor this position.

### **Injuries**

All injuries must be reported to the team's coach. A completed accident report will then be filed with the School Office.

### **Admissions**

The athletic admission fees are as follows: \$2.00 for adults and \$1.00 for students and senior citizens. Children 5 years old and under are free.