

# MERCER COUNTY School District



## Coaches' CODE OF CONDUCT

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## **Mercer County Athletic Department Philosophy**

The athletic experience is an essential part of many students' overall education. Athletics plays a significant role in developing positive self-esteem and a sense of well-being. Mercer County students are experiencing a time in their lives of tremendous growth and change. They often get excited, confused, argumentative, curious, sensitive and self-conscious. In sports and other extracurricular activities they will learn the value of fair play and sportsmanship. They are to be given the chance to participate and be allowed to make mistakes. They will learn to appreciate teamwork and how to deal with coaches, referees, opponents, peers and themselves.

## **Mercer County Athletic Department Mission Statement**

Mercer County School District is committed to excellence in both academics and extra-curricular activities. Our philosophy is that these two go hand in hand. Academics are our top priority, and we feel we prepare our students to be successful in any endeavor they choose. Extra-curricular activities are part of that preparation. It is the coaches and teachers responsibility to teach teamwork, work ethic, sportsmanship, leadership, communication, and countless other attributes.

All students are encouraged to be involved in extra-curricular activities at our schools. The schools offer many opportunities for the students to expand themselves and their knowledge. Being part of a Mercer County athletic team will help to develop pride, self-satisfaction, and the enthusiasm that comes with being part of a great team. In addition to following the general code for Student Conduct and Discipline, students who participate in athletics or other extra-curricular activities are also bound by the Mercer County Extra-Curricular Code of Conduct. Participants are bound by this Code at all times, both in and out of school and at all times, whether or not during the school year.

Coaches and sponsors have the right to issue and enforce additional reasonable rules and regulations governing their specific activity

## **Role Model**

The coach is responsible for setting an example for his or her players and setting the tone for the program. A coach who behaves professionally will encourage others around him or her to do the same. They must exhibit proper leadership and conduct, be fair and consistent disciplinarians, show respect to opponents and officials, and coach every player on their team. The Head Coach must be a strong, positive, respectful role model for his/her athletes by being a consistent ambassador of the game and of the Mercer County School District. All coaches are expected to have an understanding of the IHSA's/IESA's rules and regulations governing their sport. These will be provided to each coach at the beginning of the season.

## **OBJECTIVES OF THE ATHLETIC DEPARTMENT**

1. To conduct a program that achieves a high level of interest and support of student, faculty, alumni, local community and other segments of the community.
2. To employ an athletic staff of integrity, knowledge, skills and leadership qualities that enable programs of mental, moral, and physical benefit to student-athletes.
3. To administer and compete in conferences with high ideals of integrity and sportsmanship.
4. To provide student-athletes with adequate practice and competition facilities and proper medical supervision.
5. To provide student-athletes with support systems to promote academic success and on-time graduation.
6. To provide successful competitive athletic opportunities.
7. To provide information for all sports to the media, on an equitable basis.

## **GOALS OF THE ATHLETIC DEPARTMENT**

1. To run a program that is in complete compliance with IHSA/IESA rules and regulations.
  - o Increase staff education.
  - o Improve assistance in communication and reporting of student-athlete eligibility.
2. To support the education of student-athletes.
  - o Provide access to academic support.
3. To continue strengthening the relationship between the high school and the local community.
  - o Target Mercer County student-athletes.
  - o Target the community youth.
  - o Target corporate community.
4. To encourage alumni interest and support.
  - o Communicate with the alumni.
5. To enhance community within the general Mercer County student body.
  - o Create athletics as “the” place.
  - o Enhance student participation in co-curricular activities.
  - o Develop a working relationship with the student government.
6. To enhance participation within the Mercer County Faculty and Staff Community.
  - o Involve the faculty and staff.
  - o Inform the faculty and staff.
7. To have competitive teams at the state level.
  - o Set measurable standards for each program.
  - o Develop long range plans to provide opportunity for success.
  - o Ensure adequate coaching support for each program.

# **National Federation Coaches Association Coaches Code of Ethics**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own and his or her welfare should be uppermost at all times. Accordingly the following guidelines for coaches have been adopted by the NFCA Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for the good or ill, on the education of the student-athlete and, thus shall never place the value of winning above the value of instilling highest ideals of character.

The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance the sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

A coach should not exert pressure on faculty members to give student athletes special consideration.

A coach shall not scout opponents by any means other than those adopted by the league and/or state high school association.

## Liability

In today's athletic world the role of the coach has expanded in terms of legal liability issues. Please realize that you have the obligation for the following areas of liability:

1. Coaches can be sued for failure to teach fundamentals and protective skills in their particular sport. Teach athletes to protect themselves, teach proper fundamentals, and avoid praise or encouragement for doing something improperly.
2. Failure to Supervise: If you are not there, you are liable, and the more hazardous or more contact oriented the activity, the closer you must supervise (students should never supervise any drill). The head coach must be accessible to all aspects of a practice or activity through planning and observation. As a final component, the head coach should have written and recorded lesson/practice plans, and emergency policies in place.
3. Coaches must know all school policies related to their sport in any way. If you fulfill school policy, you automatically fulfill your duties as a reasonable and prudent coach and administrator.
4. Specific reasons for coach and administrator liability:
  - Failure to supervise an activity
  - Negligently entrusting a duty to an under-qualified or unqualified individual
  - Failing to teach proper skills
  - Failing to maintain a safe coaching and playing environment
  - Failure to inspect, repair and recondition equipment properly
  - Failing to teach and encourage athlete to inspect their own equipment
  - Failing to provide proper, effective equipment
  - Failing to properly play an activity
  - Failing to create and set policies and procedures for an activity
  - Failing to follow and enforce such policies and procedures
  - Failing to match or equate athletes
  - Failing to properly administer first aid
  - Failing to warn of inherent dangers of the activity
  - Failing to assess an injury or incapacity of an athlete
  - Failing to keep adequate and accurate records
5. Do not ever have an inappropriate relationship with a student regardless of the student's age. Do not have a peer relationship with students. Do not flirt with the students. Do not date the students. Do not talk about sexual topics with students. Do not have sexual contact with students. None of these things must take place even if they are consensual and/or the student is of a legally consenting age.

# **ATHLETIC DIRECTOR JOB DESCRIPTION**

1. Responsible to the Principal of the secondary school and the District Superintendent.
2. Serves as liaison between staff members and the administration.
3. Develops and monitors the school's Athletic Department budget and presents to be approved by the BOE.
4. Reviews staff requests and makes related recommendations to the administration.
5. Assists staff members in professional matters as requested or as the need for such assistance is observed.
6. Ensures that equipment is properly inventoried and maintained by coaches.
7. Approves departmental purchases.
8. Approves athletic schedules developed by coaches.
9. Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the IHSA/IESA, the Lincoln Trail/Prairie Land Conference, and by Mercer County School District #404.
10. Observes coaches sufficiently in order to make future recommendations in terms of job expectations and to make recommendations to the school principal as to coaches' job assignments.
11. Responsible for evaluating all new head coaching candidates for jobs and will be a member of each selection committee.
12. Responsible for all recommendations for improvement of facilities, which shall be directed to the Principal.
13. Coordinates with the Head Groundskeeper/Head Custodian the repair and maintenance of athletic fields, track, gymnasium, practice fields, and weight room.
14. Resolves conflicts that develop within the Athletic Department.
15. Gives assistance to coaches and booster clubs in finding ways to support and finance the athletic program.
16. Submits a financial report for the athletic department to the District Superintendent and Principal each year.
17. Maintains a current file of student-athletes, physical forms, insurance form, parent consent forms, etc. and that current information has been forwarded to be placed in Aries.
18. Works with the Principal for determining initial and continuing eligibility of student athletes.
19. Works with the Principal, Director of Student Activities, Cheerleading Advisors, and coaches involved in all athletic assemblies and spirit rallies.
20. Arranges for a medical doctor or trainer and an ambulance at all junior high, freshmen, JV and Varsity football home games and an ambulance at all Frosh home football games.
21. Represents the school in all athletic business at Conference and State meetings.
22. Responsible for scheduling student/parent meetings.
23. Responsible for the annual review of the Coaches' Handbook and Student-Athlete/Parent Handbook.
24. Constantly evaluates the program, presents recommendations for changes in athletic policies from the Athletic Department to the Principal and/or district personnel.
25. Performs other duties as the Principal may direct.

# HEAD VARSITY COACH JOB DESCRIPTION

Coaching is a multi-faceted endeavor. On most days it is a very rewarding job, but on others it can be burdensome and stressful. The job is often made more challenging by the facts that it usually occurs at the end of an already full day, and it involves an area in people's lives, both athletes and parents, that they are very passionate about. It takes time, patience and preparation to perform the job well. As coaches, it is important that you understand the responsibilities that accompany the position, as well as the influence that you represent yourself, your teams, and the school in a mature, responsible, and professional manner at all times.

1. Serve as liaison between the coaching staff and the Athletic Director.
2. Has a thorough knowledge of the Rules and By-Laws of the IHSA/IESA, the Lincoln Trail/Prairie Land Conference, and by Mercer County School District #404.
3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics and staff meetings to ensure staff awareness of the overall program.
5. Trains and informs staff and encourages professional growth by promoting clinic attendance.
6. Delegates specific duties, supervises implementation, and at season's end analyzes staff effectiveness and evaluates all assistants.
7. Maintains discipline, mediates grievances, and works to increase morale.
8. Assists the Athletic Director in scheduling, providing transportation needs and requirements for all games, tournaments, and special sports events.
9. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.
10. Coordinates facility needs/repairs with maintenance and school employees.
11. Provides proper safeguards for eminence and protection of assigned equipment.
12. Recommends policy, method or procedural changes to the Athletic Director.
13. Monitors the grades and conduct of his/her athletes.
14. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus events.
15. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Athletic Director by the next school day.
16. Directs student managers, assistants and statisticians.
17. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended or dropped for breaking team rules.
18. Participates in the budgeting process with the Athletic Director by submitting needs for the next season.
19. Recommends/selects equipment and uniforms within budget appropriations.
20. Is accountable for all equipment in his/her program and submits notification to the Athletic Director for any equipment lost, damaged not returned or returned after the due date.
21. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.



22. Properly marks and identifies all equipment before issuing or storing.
23. Secures all doors, lights, window and locks and stores all equipment before leaving building or area.  
Supervises locker room area before and after practice.
24. Instills in each player a respect for equipment and school property its care and proper use.
25. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
26. Responsible for reporting scores and information after every home contest to the local media. Statistics required by local media, league representatives and Max Preps will also be the responsibility of the head coach. These duties may be delegated.
27. Head Coaches in football are responsible for having written contracts for non-league games with opposing schools.
28. Responsible for arranging for substitutes because of athletic events with the Principal's secretary or the Athletic Director as soon as possible.
29. Understands that all drivers must meet district requirements to transport student-athletes and must be approved by the district.
30. Guarantees that all district equipment including district vehicles is used for official school business only and is operated safely.
31. Performs other duties which may be assigned by the Athletic Director or Principal.

## **Assistant Coaches' Job Description**

1. Has a thorough knowledge of the Rules and By-Laws of the IHSA/IESA, the Lincoln Trail/Prairie Land Conference, and by Mercer County School District #404.
2. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
3. Maintains discipline and works to increase morale and cooperation within the school sports program.
4. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
5. Coordinates facility needs/repairs with maintenances and school employees.
6. Provides proper safeguards for maintenance and protection of assigned equipment.
7. Provides assistance, guidance and safeguards for each participant by being present at all of his/her practices, games, while traveling and when returning from off-campus.
8. Is accountable to the Head Varsity Coach for all equipment. Assists with issuing and collecting of equipment and submits to the Head Varsity Coach annual inventory.
9. Recommends to the Head Varsity Coach budgetary items for next year in his/her area of the program.
10. Secures all doors, lights, windows and, locks and stores all equipment before leaving areas. Supervises locker room area before and after practice.
11. Instills in each player a respect for equipment, school property, and their proper use.
12. Assists the Head Varsity Coach in carrying out his/her responsibilities.
13. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
14. Works within the basic framework and philosophy of the Head Varsity Coach of the sport.
15. Attends all staff meetings and carries out scouting assignments as outlined by the Head Varsity Coach.
16. Never criticizes, admonishes or argues with the Head Varsity Coach or any staff members within ears or eyes of players and parents.
17. Strives to improve skills by attending clinics and using resources made available by the Head Varsity Coach.
18. Responsible for arranging with Principal's secretary for substitutes because of athletic events. The Athletic Director may be contacted in an emergency.
19. Understands that drivers must meet district requirements to transport student-athletes and must be approved by the district.
20. Guarantees that all district equipment including district vehicles are used only for official school business and are operated safely.
21. Performs other duties that are consistent with the nature of the positions and that may be requested by the Head Varsity Coach.

**MERCER COUNTY SCHOOL DISTRICT EXTRA-CURRICULAR  
CODE OF CONDUCT**

## **Athletic and Extra-Curricular Activities**

\*\*FFA  
\*\*Key Club  
Scholastic Bowl  
\*Band  
Flag Squad  
Jazz Band  
\*Chorus  
Generations  
Cheerleading  
Football  
Volleyball  
Girl's Basketball  
Boy's Basketball

\*\*Student Council  
Wrestling  
Boy's Track  
Girl's Track  
Boy's Golf  
Girl's Golf  
Baseball  
Softball  
Pom Pom  
Cross Country  
Student Government  
Speech  
\*\*National Honor Society  
Majorettes

\*These activities are connected to a class and will be governed by activity rules and not by this code of conduct policy.

\*\*These activities have required rules that must be followed by students in order to be a member of these organizations and they are not subject to handbook's extracurricular code of conduct. They have specifications in their constitutions and by-laws with higher expectations and/or consequences.

### **Mercer County School District 404 Extra-Curricular Code of Conduct:**

The Mercer County School District welcomes and encourages our students to participate in extracurricular activities. All athletes are subject to the rules that are stated in the Extra-Curricular Code of Conduct.

Participation in extra-curricular activities within the Mercer County District is a privilege extended to the student body by the Board of Education. Students are encouraged to participate enthusiastically as team members and as fans.

Many members of our community, as well as members of surrounding communities, gauge the quality of our school by what they experience through our athletic department, fans, coaches and participants of extra-curricular activities. The image and reputation of Mercer County School District is largely formed by the actions and attitudes displayed by our students and coaches at these events. This applies not only to the playing field and court, but also in the locker rooms, hallways, and concession areas before, during, and after the events.

You need to be aware that you (coaches, participants, and fans) are ambassadors of the Mercer County School District and community. You radiate the spirit and build the image and reputation of the school and community by your actions and attitudes. We have built, and will continue to build a very positive image and enthusiastic spirit, one of which we can all be proud.

# Sportsmanship

Mercer County coaches and teams take great pride in demonstrating leadership and sportsmanship on and off the field. Establishing an appropriate and positive learning environment is a top priority for our school program and athletic department. In an effort to encourage good sportsmanship we ask each parent/guardian to discuss the importance of proper behavior at sporting events with their children and continue to model appropriate behavior so that everyone can enjoy attending our sporting events. While winning is an important goal for all of our competitive programs, how we play and conduct ourselves is equally important. Parents and spectators are an important part of the game and shall conform to accepted standards of good sportsmanship and behavior. All students and spectators are expected to evidence good sportsmanship at all extra-curricular school activities. Such sportsmanship is demonstrated by the following:

Consider the visiting team and fans, as well as the officials, as guests and treat them as such.

1. Respect the rights of all spectators.
2. Accept the officials' decisions as final.
3. Support your team with positive enthusiasm.
4. Be modest in victory and gracious in defeat.
5. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.

Students and fans shall refrain from the following conduct at all extra-curricular activities:

1. Booing or jeering officials or players at any time.
2. Applauding errors by opponents or penalties inflicted upon them.
3. Yelling for or demanding a substitution or withdrawal of a player.
4. Using profane or otherwise inappropriate language at any time during the event.
5. Throwing objects on the field or playing court.
6. Criticize players or coaches for losing a game.

The administration reserves the right to remove anyone from a school event for actions that are not seen as setting a good example for our student body. **Any parent, student, or spectator can lose their right to attend any Mercer County School District extra-curricular event pursuant to Section 24-24 of the School Code for violation of the above rules of conduct.**

## MERCER COUNTY SCHOOL DISTRICT EJECTION POLICY

Mercer County School District #404 adopted a K-12 parent/student ejection policy in 2014

1. If a parent/parent is ejected, for any reason, during a Mercer County athletic contest, that parent/student is suspended for the remainder of that contest and the next like contest (this includes both home and away events). Said parent/student cannot attend ANY Mercer County Athletic events until the suspension is completed.
  - a. For example – an ejected parent from a varsity football game, on a Friday night, is unable to attend ANY MC athletic events until completion of the next varsity football game.
  - b. A situation-specific plan will be implemented if the ejection occurs during the last game of the season.
2. A second ejection, during a four-year span, results in a 5-game suspension.
3. A third suspension results in a calendar year-long ban from ANY Mercer County athletic events.
4. A fourth ejection from ANY Mercer County Athletic Contest results in a lifetime ban of Mercer County athletic events.

\*Mercer County School District #404 reserves the right to make any ejection punishment more severe – if warranted.

## REQUIREMENTS FOR PARTICIPATION

1. Physical Exam Form completed and on file with Athletic Director (good for 13 months from date of exam).
2. Insurance or insurance waiver.
3. Meets all eligibility requirements set forth in this document and by IHSA/IESA which are found at [ihsa.org](http://ihsa.org) or [iesa.org](http://iesa.org).
4. Signed Extra-curricular Code of Conduct.
5. **ATTENDANCE POLICY FOR PARTICIPATION-** Participation in Mercer County District events, practices, contests, or games will be allowed only if student is in class before the end of 1<sup>st</sup> period (exceptions may be made with approval by the principal for pre-arranged medical absence, a death in the family or a religious ceremony or event). A student who is suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the discretion of the coach and principal.
6. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
7. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

## PARENT RESPONSIBILITIES

The parents are a valuable resource for the Mercer County School District. The school district asks that parents support the rules set forth in the "Code of Conduct". Playing time will NOT be discussed with a parent by the coach or athletic director. If they have a problem with the coach or a rules infraction, they should follow the steps set forth below.

1. Have your student athlete set up a meeting with the coach or sponsor to discuss the rules infraction or issue.
2. Call to set up an appointment with the coach or sponsor. If the parent has a problem or concern with a coach or sponsor or a program he or she should NOT approach the coach after a game or practice.
3. Discuss the problem or concern with the coach or sponsor.
4. If the problem is not resolved, the parent may go to the athletic director. It is always suggested that the parent go to the coach first, but if the parent feels uncomfortable with that, he/she may go directly to the athletic director. If the issue is not resolved, the parent may report to the principal.
5. If the problem is not resolved the parent has the right to appeal any decision. This procedure is covered in this guide.

# **Conduct of a participant at a Mercer County School District**

## **Extra-curricular Event:**

The conduct of an athlete is closely observed in all areas of life. It's important that your behavior be above reproach in all of the following areas:

### **On the field or during the event:**

A participant does not use profanity or illegal tactics. He or she learns fast that losing is a part of the game. You should be gracious in defeat and modest in victory. Congratulate your opponent after every event, whether in defeat or victory. We are as proud of our reputation in sportsmanship as we are in our championships.

### **In the classroom:**

A good athlete is a good student. We all have different abilities, but our effort is based on determination and work ethic. If you are lazy in class, you will be lazy in practice and never reach your full potential. You must adjust and plan your schedule to give sufficient time and energy to your studies to insure good grades. Show fellow students and faculty the proper respect. Be courteous at all times. Horseplay and unnecessary boisterousness are not approved habits of behavior in practice or the classroom. An undisciplined student is usually an undisciplined athlete.

## **IHSA Academic Eligibility**

Mercer County School District extra-curricular participants must meet the IHSA academic requirement of passing 25 credit hours (5 classes) of academic coursework per week to remain eligible. Eligibility lists are distributed to all faculties. If a student is declared academic ineligible on Thursday, he or she will not participate in any contest that following week (Sunday-Saturday). The eligibility requirements for the school are listed below.

The head coach should clarify eligibility rules with athletes.

1. Must be scholastically eligible.
2. Must have a physical examination.
3. Must be within age limits defined by the IHSA.

It is the coach's responsibility to help students maintain their eligibility. Frequently, a coach will receive notice that an athlete is failing a class; the coach must follow up on this. Grades will be checked weekly on Thursday.

Teachers will list athletes with a D average and those failing a course.

If a student receives the first failing grade during a particular season – the student will receive one week probation and the student may practice and participate in contests.

If a student receives second failing grade during a particular activity – the student may practice, but may not participate in contests. The student is expected to dress in appropriate clothing and sit on the bench during the contest.

If a student receives a third failing grade during a particular activity – the student may practice, but may not participate in contests. The student is not allowed to attend any extra-curricular contests.

If a student receives a fourth failing grade- the student may continue to practice, but forfeits all the opportunities to dress or participate in contests for the remainder of the sport season.

Eligibility weeks will start over each season.

If a student drops a course after the fifth day of a semester (even if he/she is passing), a failing grade will be recorded on the next Weekly Grade Report.

Future weekly checks will not note that failure.

Student failing a class will be required to have an academic voucher filled out with a signature and comments from their teacher (of the failing grade) and turned into the office within 24 hours of being notified of an eligibility issue.

A passing grade would be determined by using an average, that is, a total of all tests, assignments, and other scores for the semester. A failing grade should never be based on the week's work only.

All extra-curricular activities that require regular after school practices would be included on a weekly eligibility check.

A committee may review any student receiving special education services whose athletic eligibility is in question and still meets IHSA eligibility requirements. The committee includes the special education teacher, athletic director, instructor, and building principal for final eligibility determination.

## **IESA Academic Eligibility**

Mercer County School District extra-curricular participants must meet the IESA academic requirement of passing all academic coursework per week to remain eligible. Eligibility lists are distributed to all faculty members. If a student is declared academic ineligible on Friday, he or she will not participate in any contest that following week. The eligibility requirements for the school are listed below. The head coach should clarify eligibility rules with athletes.

1. Must be scholastically eligible.
2. Must have a current physical examination and pay the participation fee prior to beginning practice.
3. Must be within age limits defined by the IESA.

It is the coach's responsibility to help students maintain their eligibility. Frequently, a coach will receive notice that an athlete is failing a class; the coach must follow up on this. Grades will be checked weekly on Friday.

Teachers will list athletes with a D average and those failing a course.

A student who is ruled ineligible to participate in games/events for the week may practice with the team.

A passing grade would be determined by using an average, that is, a total of all tests, assignments, and other scores. A failing grade should never be based on the week's work only.

All extra-curricular activities that require regular after school practices would be included on a weekly eligibility check

## **Violations:**

The following behavior shall constitute "violations" to the athletic code which shall subject the offending student to the applicable consequences listed below. In addition, gross disobedience or misconduct as defined in the Student Conduct and Discipline Code may result in exclusion from extra-curricular activities for such period of time as determined appropriate by the administration. Gross disobedience or misconduct may result in suspension or expulsion from school as defined by Board Policy and the Student Conduct and Discipline Code:

1. The use, possession, sale or distribution of tobacco, drugs, steroids or any controlled substance, or a beverage containing alcohol. Note: It is not a violation for a student to be in possession of a legally prescribed medication specifically prescribed for the student by his/her doctor, except as prohibited by IHSA rules.
2. Behavior that constitutes gross disobedience or misconduct under the Student Conduct and Discipline Code.
3. Commission of conduct that constitutes a criminal act, with the exception of minor traffic offenses.

## **GUIDELINES FOR CONSEQUENCES**

### **DRUG, ALCOHOL, AND TOBACCO VIOLATIONS**

Participants in extra-curricular activities must conduct themselves at home and on school trips in such a manner that they are a credit to themselves, the team, the school, and the community. Extra-curricular participants who, during the year, do any of the following shall be subject to discipline.

#### Tobacco:

No possession, use or transfer of tobacco (including chewing tobacco) all year in and out of the season is permitted.

#### Alcohol:

No possession, use or transfer of alcoholic beverages all year in and out of season is permitted.

#### Illegal Drugs and Controlled Substances:

No possession, use or transfer of illegal drugs, controlled substances or look-alike drugs all year in and out of season is permitted.



Once an infraction is determined, the athlete and his/her parent(s) will be notified of the following consequences.

**FIRST VIOLATION** (Drugs, Alcohol or Tobacco)

1. Consume, possess or sell alcohol, drugs or tobacco. A suspension of one-fourth of the scheduled contests of that season (this may carry over to the following season within a school year or the following school year if less than a fourth of the season remains). Make an appointment with the Rock Island County Council on Addictions for Drugs or Alcohol (or other certified organization for an addictions assessment) for an assessment by a certified addiction counsel or the Mercer County Health Department for a tobacco self study. The athlete will attend all practices and competitions. They are not to dress for the game, but are to stand/sit on the sideline/bench. They are not to participate in any pre-game or during game activities. If the athlete rejects the first option, he/she will be removed from all athletics for one calendar year.
2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being openly consumed by someone other than a parent or guardian. A suspension of ten percent (one football game) of the scheduled contests of that sport season. This may carry over to the following sport season within a school year, if there are less than ten percent of the scheduled contests remaining in the existing sport season.
3. The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school)

**SECOND VIOLATION** (Drugs, Alcohol or Tobacco)

1. Consume, possess or sell alcohol, drugs or tobacco. A suspension of one-half of the scheduled contests of that season (this may carry over to the following season within a school year or the following school year if less than a half of the season exists). Make an appointment with the Rock Island County Council on Addictions for Drugs or Alcohol for an assessment by a certified addiction counsel or the Mercer County Health Department for tobacco for an advanced self study. If the athlete rejects the first option, he/she will be removed from all athletics for one calendar year.
2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being openly consumed by someone other than a parent or guardian. A suspension of one-third of the scheduled contests of that sport season. This may carry over to the following sport season within a school year, if there are less than one third of the scheduled contests remaining in the existing sport season.
3. The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

**THIRD VIOLATION** (Drugs, Alcohol or Tobacco)

1. Consume, possess or sell alcohol, drugs or tobacco. The athlete will be suspended from participation in all athletics for a calendar year.
2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by someone other than a parent or guardian. The student will be suspended for six months from the date of the violation.

### **ADDITIONAL VIOLATIONS (Drugs, Alcohol or Tobacco)**

Additional violations will be treated individually. They will result in additional suspensions and/or possible recommendation/requirement for treatment.

## **Criminal Acts:**

Students involved in the commission of a criminal act are in violation of this code of conduct. The administration and/or Board may impose disciplinary action for criminal acts committed. Using information gained from witnesses, school officials and law enforcement agencies, the district may conduct its own investigation into criminal allegations and may determine a disciplinary course of action. Because of time limitations, the school district will sometimes take disciplinary action before the courts determine the students' guilt. The administration and/or Board also reserve the right to change the duration of the suspensions upon their discretion without prior notice to the students.

**First Violation**-Suspension from one-third (1/3) of scheduled contests for current or upcoming season with unfulfilled fraction to carry over to the next sport or activity season when necessary and in compliance with all other provisions of the Athletic Code of Conduct.

**Second Violation**-Suspension from two-thirds (2/3) of scheduled contests for the current or upcoming sport or activity season with unfulfilled fraction to carry over to the next sport season when necessary and in compliance with all other provisions of the Athletic Code of Conduct.

**Additional Offense(s)**-Suspension from participation in extra-curricular contests for one calendar year.

In its discretion, the administration may impose greater or different penalties than those listed above for particularly serious offenses, including those involving alcohol or drugs.

### **Suspension Guidelines:**

A student may not become involved in a new extra-curricular activity solely to serve the assigned suspension. Therefore, an administrator may prevent a student from doing so by assigning that the suspension be served during the student's next involvement in his /her regular sport/activity. A student may compete in a new sport, but must compete and finish the entire season.

Calendar year suspensions begin with the date of the violation and are not related to the beginning or end of seasons.

Note: Students who have/had a case in Juvenile Court are still subject to the terms and conditions of the Year Round Athletic Code.

## **Athletic Trips:**

Except in unusual instances, all trips will be made on a school bus and/or van. Athletes are expected to ride to and from contests with the team. A coach may waive this rule. Whether a contest is at home or away, our athletes represent the school. Coaches have a great duty to inspire their athletes' best behavior. Coaches are responsible for locker rooms at home and away. When a coach leaves a locker room, it should be in good condition. The school district will not pay meals or lodging during the regular season. The district will pay approved costs for transportation, meals, and lodging for actual participants at the IHSA/IESA state series events.

## **Practices:**

On school days, practice may begin before or after school classes. Practices and meetings will not be held on Sundays or religious holidays. When school is dismissed due to bad winter weather conditions, no practice will be held. If there is a late summer early dismissal, the head coach should adapt the practice for safety purposes. If school is cancelled due to winter weather, the athletic director and administration should use good judgment in deciding the need to attend a game/tournament.

## **CONCUSSIONS AND HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the IHSA/IESA before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's Return-to-Play and Return-to-Learn protocols.

## **Athletic Cuts**

JH Athletics:

At this level, the school will do what it can to try and prevent cuts from happening. This may include adding an additional coach and/or creating a traveling roster that can be used for road games. Teams are still required to follow IESA postseason rules as far how many kids are allowed to be in uniform on the bench.

Tryout and cutting procedures will be determined by the head coach and the athletic director. The procedures will be communicated to the athletes and their parents/guardians.

## **Social Media Policy and Guidelines for Athletes**

Competing for the Mercer County School District carries great responsibility. Athletes in the MCSD are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your school and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit your team, the community, and the MCSD.

Texting, Facebook, Twitter, SnapChat, Instagram, Vine and other social media sites have increased in popularity globally, and are used by the majority of student-athletes at MCHS and MCJH in one form or another.

Athletes should be aware that third parties - - including the media, faculty, future employers and IHSA/IESA officials - - could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posts. Inappropriate material found by third parties affects the perception of the coach, the team and the school. This can also be detrimental to a team and the perception of the school district.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include, but are not limited to, depictions or presentations of the following:

Photos, videos, comments or posts showing the personal use of alcohol, drugs and tobacco e.g., holding cups, bottles, cans, shot glasses etc.

- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posts that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
- Content online that would constitute a violation of team, school, and IHSA/IESA rules (examples: commenting publicly about a coach, athlete, opponent, official, staff member, and school employees.)
- Information that is sensitive or personal in nature or is proprietary to the team or the school, which is not public information (examples: tentative or future

team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

Please remember the Principal, Athletic Director, and Coach have the ability to suspend, or remove a student from the team on the first inappropriate action.

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people may be looking to take advantage of student-athletes or to seek connection with student-athletes.
- Consider how the above behaviors can be reflected in all Social Media applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as that of Mercer County School District and your team. Remember, always present a positive image and don't do anything to embarrass yourself, the team, your family or the school.

## **Hazing and Bullying**

School board policy prohibits discrimination, harassment, intimidation, hazing or bullying, as defined by this policy, against students on or immediately adjacent to school grounds, at any school-sponsored activity, including athletic activities, on school-provided transportation, or at any official school bus stop. Students may face disciplinary consequences for any off-campus behavior that would disrupt the educational process or the operation of the school or District. The District expects that staff, volunteers, and students will provide equal treatment and access to educational programs, services, and aid to students without regard to their disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.

Hazing in any form will not be tolerated within the Mercer County School District and will result in disciplinary actions. There may be other disciplinary consequences as well administered by the Coach, Athletic Department, Principal, Superintendent and/or the Board of Education.

# Mercer County #404 Concussion Protocol

## Concussion Oversight Team (COT)

Compliance Chair: Stacey Day: MCHS Principal, Tim Sedam: MCJH Principal  
Athletic Director: Andrew Hofer: MCHS AD, Bob Stockham: MCJH AD  
Athletic Trainer: Miranda Boss and Jon Swanson  
School Nurse: Becky Hyett and Robbye Mowry  
Team Physician:  
EMT:  
Teacher:

## CONCUSSION PROTOCOL FOR RETURN TO PLAY (RTP) AND RETURN TO LEARN (RTL)

1. In the event of ANY suspected head injury when a student is exhibiting concussion like symptoms (headache, loss of memory, vomiting, confusion, etc), coaches will treat all cases regardless of how minor the coach feels the injury might be, according to the following procedure.
  - a. Coaching staff will notify immediately the nurse on duty, Mrs. Day or Mr. Sedam, IMMEDIATELY; no matter how minor the coach feels the head injury may be.
    - i. With head trauma, the condition of the athlete may deteriorate rapidly, so it is essential that the student is seen IMMEDIATELY. Implement “Concussion signs and symptoms checklist”: Provided by Genesis
    - ii. If student has a seizure, loses consciousness or deteriorates rapidly EMT must be called.
  - b. The parents of the student will be notified IMMEDIATELY.
  - c. If the student exhibits any concussion like symptoms, even if they are short term right after the injury, the student will NOT be allowed to return to play until the student is seen by a physician, physician’s assistant, advanced practice nurse or athletic trainer.
  - d. Implement the “Take Home Head Injury Observation Form”: Provided by Genesis. This form should stay with the student throughout the process and be sent home with the student at the end of the day.
2. The student MUST have a medical evaluation as soon as possible.
  - a. The medical evaluation must be completed by:
    - i. The student’s primary physician
    - ii. Physician assistant
    - iii. Advanced practice nurse
    - iv. A physical therapist/athletic trainer
  - b. In the event the primary care physician, Physician assistant, advanced practice nurse or athletic trainer is not available to conduct an evaluation, it is strongly recommended that parents take the athlete to the Emergency Room for medical evaluation.
3. The student’s primary care physician, physician’s assistant, advanced practice nurse will make the final recommendations regarding appropriate time out of the sport and any further medical evaluations needed for the student, before the student may return to play.

- a. Any student, due to head injury, who is unable to return to practice or an athletic event as recommended by the primary care physician, physician assistant, advanced practice nurse or emergency room physician will be kept out a MINIMUM of 24 hours before the student is allowed to return to play.
  - i. This includes games, practices, warm-ups, conditioning, etc. NO EXCEPTIONS
  - ii. Return to play should occur in gradual steps.
    1. Light aerobic activity
    2. Light strength training/sport specific drills
    3. Non-contact practice
    4. Return to full practice
    5. Game participation
  - iii. All stages of return to play should last for a minimum of 24 hours. If ANY signs or symptoms are present with activity at any step the student should return to the step above that activity for at least 24 hours.
4. In the event the athlete is initially evaluated by the student's primary care physician, physician assistant or advanced practice nurse, parents are strongly encouraged to have them communicate with the school regarding recommendations to insure continuity of care for the student with medical staff, coaches and school officials.
5. All students with a head injury will need a timely re-evaluation by the Primary Care Physician, Physician's assistant or Advanced Practice Nurse.
  - a. A written release must be provided by the Primary Care Physician prior to the student being allowed to Return to Play.
6. Communication will take place between the medical staff and school officials/school nurse so that appropriate modifications can be made to the student's academic program so a graduated and safe Return to Learn process can take place based on the symptoms and severity of the injury.
  - a. This recommendation could possibly include:
    - i. Shortened school day
    - ii. Shortened classes (i.e. rest breaks during class)
    - iii. Allowing extra time to complete coursework, assignments and tests
    - iv. No homework load or lessen homework load
    - v. No significant classroom or standardized testing.
    - vi. No stimulating activities at home or in the classroom (TV, computer, reading, video games).
    - vii. Excusal from PE and/or Body Conditioning (including weight lifting at school)
7. At all times there should be communication with the student, parents, coaches and appropriate school officials regarding any medical evaluations and recommendations on the student's athletic participation.
8. The Core Principals of our Concussion Protocols for management of any student with a head injury are:
  - a. Same day evaluation
  - b. Appropriate Period Out to allow for both academic and athletic rest based on the symptoms and severity of the injury.
  - c. Prior to a student being allowed to Return to Play:
    - i. A medical evaluation must be conducted by a physician, physician assistant or advanced practice nurse and written release received from them.

- ii. A release (Post Concussion Consent Form) must be signed by the student's parent/guardian and the student.
  - d. Student must be symptom free at rest and at Return to Play to participate.
    - i. If symptoms return when the student begins to participate, the student must be kept out of practice.
      - 1. The coach must call the student's parent/guardian
      - 2. The parent must call the Primary Care Physician
- 9. During an athletic event or practice if the coach notices any concussion like symptoms, the coach should NOT allow the player to return to play for the remainder of the event.
  - a. The protocol for #1 listed above should be followed.
- 10. Our concussion procedures and protocol will be reviewed annually by the Concussion Oversight Team.
  - a. Modification to our procedure will be made based on the review
  - b. The Board of Education will approve our procedures and protocol on an annual basis.





## Mercer County School District Uniform Inventory Report

Team: \_\_\_\_\_ School Year: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Please highlight or circle usable jerseys that will be in inventory for use next season.

### Home Jerseys

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	00

### Away Jerseys

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	00

- **Please use another form for additional jersey sets.**

Please list below any jersey numbers that must be **replaced** for next season.

**Home Jerseys**


**Away Jerseys**


Please list below the number of usable pants/shorts that will be in inventory next season.

**Home Pants/Shorts**

<b>Small</b>	<b>Medium</b>	<b>Large</b>	<b>X Large</b>	<b>XX Large</b>

**Away Pants/Shorts**

<b>Small</b>	<b>Medium</b>	<b>Large</b>	<b>X Large</b>	<b>XX Large</b>

Please list below any pants/shorts that must be **replaced** for next season.

<b>Color</b>	<b>Size</b>	<b>Reason</b>

Please list any additional uniform inventory items:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

MERCER COUNTY SCHOOL DISTRICT  
ATHLETIC DEPARTMENT  
**HEAD COACH GOALS**

As the head coach your goals are also your assistant's goals. Please include your staff in the formation of your team goals for the year.

Name \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_ Season \_\_\_\_\_

I. Please write 3 goals for your team this season:

List Goal	Goal Explanation

II. Please write 3 goals you have for yourself this season:

List Goal	Goal Explanation

III. What would a successful season for your team look like?

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**Athletic Director Comments:**

Date: \_\_\_\_\_

**Coach Signature:** \_\_\_\_\_