

# ***SANGAMON VALLEY EXTRACURRICULAR HANDBOOK***

The Board of Education and staff of Sangamon Valley Community Unit School District #9 adopted this policy, which applies to all students in grades 6 – 12, who desire to participate in extracurricular athletics, cheerleading, dance, scholastic bowl, drama, band, music or any other school sponsored activity. It applies in addition to other policies, rules and regulations concerning student conduct and imposes additional requirements on student athletes and participants.

Athletics and Non-Athletics are an intricate part of the educational system. Extra-curricular activities are a classroom, which contain programs for the gifted in the nature of physical and mental abilities. Their abilities are above and beyond the normal expectation of education classes. Participation in extracurricular activities is a privilege and not a right.

It is the desire of this school, not only to produce winning teams at all levels but also to produce a person who has benefited from the extracurricular program. It is desired that a graduate of these programs can utilize what has been taught. The participant must learn future life dealings with others and most important, to understand himself/herself.

The outcome of each practice session and game rests on the participant and coach. No other influence is as important as those two. In accomplishing this, there must be responsibilities, good judgment, good conduct, discipline, and respect. The coach and participant set the pace for each competition/performance/practice to be held. Their conduct and responsibility must be of the highest degree in sportsmanship and integrity.

The purpose of this handbook is to set the basic groundwork, upon which successful sports and non-sports programs can be built. By reading and knowing the contents of this handbook, it is hoped that you will become a competitor that is a star in his or her own right.

## **IHSA MEMBERSHIP**

**Sangamon Valley High School is a member of the Illinois High School Association and strictly adheres to all policies and bylaws of the organization. Any other special situation not covered in this handbook will be handled at the discretion of the Sangamon Valley Administration and the coach(es).**

**Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.**

The policies stated in this handbook apply to any student participating on a Sangamon Valley team or group, including but not limited to cheerleaders and scholastic bowl. All existing rules and regulations found in the Student Handbook and Sangamon Valley School District #9 policies apply to all extracurricular activities. Coaches also may hand out specific rules for their activity, which will also be adhered to.

## CHAIN OF COMMAND

As with any organization, it is necessary to provide a means of decision making and resolution of disagreements. In all such instances, sponsors, students/athletes, and parents should follow this hierarchy. Students/athletes should attempt to resolve all issues directly with the coach/sponsor. Parents should first address all questions and concerns to the coach/sponsor. This should be done by calling the school and setting up an appointment with the coach. If, after first attempting to resolve matters with the coach/sponsor a student or parent is not satisfied, the chain of command which is to be followed is as indicated:

- A. Coach
- B. Athletic/Activities Director
- C. Principal
- D. Superintendent
- E. Board of Education

## GUIDELINES

The following guidelines are ones that are explained in more detail from the Student Handbook and may also be additional information. The Student Handbook will be followed along with these guidelines and any additional requirements from the coach. For any questions, please contact the Athletic Director.

### **REQUIREMENTS FOR PARTICIPATION IN ATHLETIC ACTIVITIES**

- ***Student Physical*** - all student athletes must have a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant on file in the Principal's office prior to the first practice, in order to participate in practices or games. It is recommended to update this physical in the summer months, so it will not expire during the school year. Incoming Freshman do not need a sports physical, as their school physical will act as such. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
- ***Permission Slip*** - a permission slip to participate in the specific athletic activity signed by the student's parent/guardian. This is usually provided by the coach prior to the start of the season.
- ***Concussion Form*** - all athletes must have a signed concussion form on file, prior to the start of practices. Additionally, each participant will take part in Impact testing, as a part of the concussion protocol.
- ***Athletic Fee*** - An athletic fee of \$50 must be paid prior to the first athletic contest or the participant will not be allowed to participate. This fee is non-refundable after the official IHSA start of the season. Athletes that choose to participate in a cooperative sport hosted by Tri-City Schools will be subject to their athletic fees, which is currently \$100 per sport. All fees must be turned into the Sangamon Valley office, or given to the Activities Director, prior to the first athletic contest.

### **ATTENDANCE AND ABSENCES**

In order for a student to participate in any competition, performance, and/or practice, the student ***must*** be in attendance by the start of 2<sup>nd</sup> hour. Also if a student leaves school at any time during the school day, for reasons other than medical, they will not be allowed to compete/practice/perform or watch other activities

practice/performance/competition that day. Exceptions to this rule must be approved by the Principal, and the coach and the Athletic Director will be informed.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular activities at the sole discretion of the designated coach or sponsor.

Students who have an in-school suspension **are** eligible to participate in competitions and practices. Students who have an out-of-school suspension **are not** eligible to participate in competitions or practices, nor are they allowed to be on school grounds or in attendance at any school activity (either home or away) during the period of suspension.

**CONFLICTS WITH OTHER ACTIVITIES** - If another school activity conflicts with practice or a game, the coach should be notified immediately so that the coaches involved may resolve the conflict.

**PARTICIPATION IN TWO SPORTS DURING A SEASON** – The Sangamon Valley Board of Education has determined an athlete may participate in two different sports during the same season.

**EQUIPMENT AND UNIFORMS** - All athletes and participants are held responsible for any equipment or uniforms issued to them that is school property. At the discretion of the Coach and/or Athletic Director, the athlete will be expected to pay for any piece of equipment or uniform lost or damaged. Uniforms issued are the responsibility of each team member with respect to care and maintenance. **Uniforms are not to be worn at any time other than the athletic contest, or as approved by the coach, and are never to be worn by anyone other than the athlete.**

**STUDENT TRANSPORTATION** - All participants must ride the bus to away contests or practices. Should a parent or guardian like to arrange alternate return transportation, he/she must:

- Submit a written note to the building principal designating with whom the student has permission to leave the contest OR
- Sign for release of his/her student at the conclusion of the event.

Any student found in violation of this policy will be subject to disciplinary action up to and including removal from the team

Although discouraged, in the event a definite matter of inconvenience exists, a parent may submit a written request for approval to the building principal for the student to drive to a practice or athletic contest. Athletes, cheerleaders and participants may not be given permission to ride with anyone other than his or her own parents unless prior administrative approval has been given. When in route to and from a scheduled contest, and in the presence of the public, athletes, as well as non-athletic participants, not attired in team uniforms should dress to the standards set by the respective coach.

**INJURIES** - Any school-connected injury shall be immediately reported to the coach. If a participant has received a disabling injury, it is the responsibility of the participant to bring the coach a written release from the doctor before he or she may return as a participant. In the event of a head injury, it is the player's IMMEDIATE responsibility to inform the coach in regards to the nature of the injury. Furthermore, any student exhibiting symptoms consistent with a concussion (headache, dizziness, confusion, balance issues) must complete the required steps of Sangamon Valley's concussion protocol, as well as be approved to return to play by a licensed medical professional with experience in treating concussions.

**PRACTICES** - All practices are closed practices. If a parent would like to sit in on a practice, please call the coach first to discuss the matter and make arrangements. Students that are ineligible to compete are allowed to attend practice, unless instructed otherwise by the coach.

**OPEN GYMS** - Open gyms may only be attended by students not currently in a sport.

**TERMINATION FROM A SPORT** - Students may self-terminate, be ineligible, break handbook or coaches rules and thus no longer be a member of a team. When this happens the student shall not be allowed to participate in open gyms or start another activity until the one they are no longer a part of has finished its normal season. Additionally, any termination of participation constitutes a forfeiture of any awards given for that activity.

### **SCHOLASTIC STANDING**

1. High School students must have passing grades in all but 1 class during the semester.
2. HS – if a student has more than 1 “F” at the end of the semester, they are not eligible to participate in any sport or activity the following semester. If any student has only 4 classes during a semester they must be passing all of them during the semester as well at the end of the semester to remain eligible.
3. Participants must be passing ALL classes for Middle School students. This is checked weekly during each quarter and starts over each quarter. This does not carry over to the following school year.
4. A participant shall be removed from the team after three (3) weeks of ineligibility. (Does not have to be consecutive weeks.) Members of groups such as Band, Drama or Chorus will be removed at the coach’s discretion, due to their number of competitions or performances.
5. Eligibility checks for each sport/activity shall commence the 2<sup>nd</sup> week of the season. The season begins with the first day of practice.
6. It is up to each coach to decide if an ineligible student will be in attendance at home/away competitions. However, no ineligible student will be allowed to leave school early to attend a scheduled event.

### **EXTRACURRICULAR CODE OF CONDUCT**

**Tobacco (Use of and/or possession of)** Use of and/or possession of tobacco is strictly prohibited at any time you are a member of a school-sanctioned sport or activity. Violations will be cumulative for the entire school year.

**FIRST OFFENSE:** Suspended for \*competition(s) at their level of competition.

#### **\*Individual Activity Suspensions**

Football - 1 game

FB Cheerleading -1 game

Volleyball - 2 matches

Golf - 2 matches

Track – 2 meets

Basketball - 2 games

BB Cheerleading - 2 games

Softball - 2 games

Baseball – 2 games

Scholastic Bowl - 2 meets

\*\* Chorus, Band, and Drama -- suspension will be determined by the Principal and Coach due to the small number of competitions.

**SECOND OFFENSE:** Suspended for 1 year from the date of the offense from all sports/activities.

**Alcohol (Use of and/or possession of)** Use of and/or possession of alcohol is strictly prohibited at any time you are a member of school-sanctioned sport or activity. Violations will be cumulative for the student's entire high school career for all activities, and be dealt with as follows:

**FIRST OFFENSE:** This shall result in a 1/3 suspension of the regularly scheduled competitive season at the time of the violation. **EXAMPLE:** If the first violation occurred during football and nine games were scheduled, the participant would be suspended for three games. If the violation occurred during track and eighteen meets were scheduled, the participant would be suspended for six meets. The suspension will be based upon the higher level at which the participant practices and participates in and will encompass all IHSA – Sanctioned contests in-between. Any suspension that was not completed within an activity will carry over to the next activity that participants participate in, if this happens, the number of suspensions left to serve will be re-calculated for the new activity. Suspensions may carry over into Post Season play or the next school year. These suspensions will be served by sitting out of uniform with the team.

**SECOND OFFENSE:** Suspension will be for 1 year from the date of the offense for all sports/activities.

**THIRD OFFENSE:** Suspension will be for the remainder of their high school career in all sports/activities.

**Drugs-legal/illegal (Use of and/or possession of)** Use of and/or possession of drugs or drug paraphernalia is strictly prohibited at any time you are a member of a school-sanctioned sport or activity.

**FIRST OFFENSE:** Suspension will be for 1 year from the date of the offense for all sports/activities.

**SECOND OFFENSE:** Suspension will be for the remainder of their high school career from all sports/activities.

**Tobacco and Alcohol (Sale of)** Whenever a participant is involved or caught in the selling of tobacco and/or alcohol the participant will be suspended from all sports/activities for 1 calendar year.

**Drugs (Sale of)** Whenever a participant is involved/caught in the selling of drugs, the participant will be suspended from all sports/activities for the remainder of their high school career.

\*If any participant violates any of the above areas, they will not be eligible for nomination for any All Conference awards or recognitions.

**Unexcused Absence** Discipline for an unexcused absence from a practice or game will be left to the discretion of the coach.

**Unsportsmanlike Conduct** Gross misconduct or inappropriate actions while acting as a representative of the school will result in immediate discipline by the Coach, Athletic Director and/or the Principal.

**Theft or destruction of property** Theft or willful destruction of personal or school property will result in immediate discipline by the Coach, Athletic Director and/or Principal.

**Bullying/Hazing** Hazing and/or Bullying other students is not permitted nor tolerated. Disciplinary action will follow.

## ATHLETIC AWARDS

**SENIOR ACTIVITY PLAQUES** – The Senior Sports Plaque is awarded to any student athlete who has received at least two Varsity letters and one of these being earned their senior year.

**VARSITY LETTERS** – To earn a Varsity award, the athlete must complete the following requirements in each sport. Only one letter is awarded per student. For each letter earned after the first one, an insert (pin representing the sport) will be awarded. Coach's discretion applies to all awards described below.

- Football:** 40% of Varsity quarters or participating for four years and finishing the season in good standing.
- Volleyball:** 40% of Varsity games or participating for four years and finishing the season in good standing.
- Basketball:** 40% of Varsity quarters or participating for four years and finishing the season in good standing.
- Softball:** 40% of innings of Varsity games or participating for four years and finishing the season in good standing.
- Baseball:** 40% of innings of Varsity games or participating for four years and finishing the season in good standing.
- Track:** Two points per meet (20 points for ten meets) or score in an Open Varsity meet or participating for four years and finishing the season in good standing. Fresh/Soph Open meets will count toward Varsity points.
- Cheerleaders:** Must perform at 80% of the games including Tournaments and any post-season games.

**NUMERALS-** At the end of the first successfully completed season, the athlete will receive numerals representing the student's graduating class year.

**CERTIFICATES-** Each athlete that successfully completes a season is awarded either a Letter Winner Certificate or a Participant Certificate regardless of other awards.

**SPECIAL AWARDS-** Special awards for outstanding performance or contributions by an individual during the season are presented by the coach at the athletic awards program for that sport. The school will provide up to 5 plaques per sport for special awards.

### **HIGH SCHOOL ATHLETE OF THE YEAR**

**Voting:** SV Head Coaches, Assistant Coaches, Athletic Director

**Criteria:**

- Earned 4 or more Varsity Letters and at least 1 in their Senior year.
- Vote for 1 female and 1 male athlete and consider the following:
- 60 % - Athletic Achievement - actively competed and participated in athletics.
- 30 % - Leadership/Character – courteous, gracious, mature, helpful, classroom and/or team leader, disciplined, possess a strong will to succeed, respectful, and growth as an individual as a result of their athletic experiences.
- 10 % - Scholarship - shall include grade point average, ACT/SAT performance, meets academic deadlines, and is cooperative in the class

Each recipient will receive an individual award in addition to their name being placed on a plaque, which shall remain at school.

## **NON-ATHLETIC AWARDS**

### **VARSIY LETTERS**

- a. **Scholastic Bowl** - Must earn a predetermined number of points, depending on the number of matches and tournaments played, and Freshmen and Sophomores must compete in at least 4 Varsity matches, or anyone who has participated 4 years and finished the season in good standing.
- b. **Chorus/Band/Drama** - These activities will not receive letters. They may receive certificates and pins for the activity.

Only one letter is awarded per student. For each letter earned after the first, an insert (pin representing the activity) will be awarded. Coach's discretion applies to all awards described.

**CERTIFICATES** - Each participant that successfully completes a season is awarded either a Letter Winner Certificate or a Participant Certificate regardless of other awards.

**SPECIAL AWARDS**- Special awards for outstanding performance or contributions by an individual during the season are presented by the coach at their respective awards program. The school will provide up to 5 special awards per activity/sport.