

## **INTRODUCTION**

Welcome to the Saint Ignatius College Prep Athletic Department and the rewarding opportunity to help educate and condition the minds and bodies of our student-athletes. As coaches we bear an enormous responsibility to effectively teach, motivate and prepare our young men and women for challenges and barriers that they will face during athletic competition. We hold the key to their success. However, we, too, will face obstacles and I feel this handbook will help you avoid and/or better deal with these obstacles.

This handbook should help answer and explain many questions regarding school and league policies. In addition, it will explain thoroughly what is expected of a coach at Saint Ignatius College Prep. Enclosed you will find a statement of philosophy; it is imperative that you understand clearly what we hope to accomplish. However, there will be certain situations that will arise that are not covered within. Please call or inform me of any such instances.

When reviewing this handbook please keep in mind the importance of administrative responsibilities. In order for our programs to run smoothly, we must expect as much from ourselves as we do from our student-athletes. Champions perform as well off the field as they do on.

Hard work and determination pay off; make this year a memorable one for your student-athletes. Thank you for all the work you do for Saint Ignatius College Prep athletics.

Sincerely,

Paul Ickes  
Athletic Director

## **MISSION STATEMENT**

The Saint Ignatius College Prep athletic philosophy is centered on the educational foundations outlined in the JSEA document “The Graduate at Graduation”. Through participation in athletics, the Saint Ignatius College Prep athlete matures and learns to take responsibility for his/her growth as a person by developing loyalty, pride, integrity and commitment. As athletes seek the challenges of competition, even at the risk of failure, they learn that success demands the development and integration of physical skill and intellectual preparedness. One of the most visible characteristics of the “Grad-at-Grad” that athletics promotes is the need to move beyond self-interest. Team-centered activities enable our athletes to share their God-given talents for the betterment of others rather than their own glory. Also, as athletes take their individual skills and apply them toward achieving team goals, a strong understanding of the importance of leadership naturally evolves. The commitment to justice outlined in the “Grad-at-Grad” comes to light in our athletic program through the ideals of good sportsmanship. The concepts of fair play and sportsmanship require maturity, respect, generosity and integrity. By actively promoting these values, Saint Ignatius College Prep athletes learn to take them beyond the athletic field and into their everyday lives.

Success in athletics at Saint Ignatius College Prep is ultimately determined by how well our athletic community, which includes parents, coaches, athletes and fans, adheres to these standards and utilizes them in the process of forming men and women for others. In seeking to produce graduates who will be leaders in action, modeled on Christ, we are ultimately asking our coaches and athletes to do more than simply win games. Although winning is certainly a by-product of holding our athletes to these higher standards, it is not our primary goal.

## **PHILOSOPHY OF ATHLETICS**

### **Introduction**

The Saint Ignatius College Prep coach plays an integral part in the growth and formation of the student-athlete. He/she is a significant role model in the student’s life – one that is a unique and tangible guiding force. This section attempts to clarify the goals of the Athletic Department and the coaching staff concerning important educational values and attitudes which need to be communicated, indirectly as well as directly, to the student-athlete. The ideas presented are ideals toward which each coach should strive.

Three central relationships must exist for each coach at Saint Ignatius College Prep. It is the responsibility of every coach to understand the delineation between each relationship, namely, between the coach and the athlete, the coach and the Athletic Director and the coach and the community, and to give his/her attention to all three and their implications accordingly.

### **The Relationship between the Coach and the Athlete**

The first quality a Saint Ignatius College Prep coach should possess is a sincere concern for the student-athlete as a human being. A coach is a mentor and must remember that his/her influence contributes to the mental and physical well-being of the athlete. Actions demonstrated by a coach in response to the success or failure of a play or drill can have a lasting effect on the athlete’s development. A coach must promote an atmosphere of “a desire for success rather than the fear of failure”. A coach must never forget that it is the process, not the result, which constitutes the definition of a successful program in athletics. A good coach believes that the achievement of goals through hard work, careful organization, knowledge of his/her sport and experience are the building blocks that determine success in coaching. From this regimen a

relationship develops between athlete and coach fueled by mutual respect, communication, inspiration and motivation.

The second quality essential for a Saint Ignatius College Prep coach is sportsmanship. Fair play must take precedence at all times and must be reinforced by the personal conduct of the coach. When potentially volatile situations arise, the coach must strive to demonstrate emotional stability and composure. This example of professional behavior teaches the athlete to respect rules and to function properly within a framework of rules. By avoiding vulgar language, belittling an athlete or complaining unnecessarily, the student-athlete learns to meet adversity with the determination and poise which are only possible when a mature attitude is maintained during competition. A coach is to encourage a fair, honest rivalry, maintain a courteous relationship with opponents, and demonstrate, in the face of adversity, the graceful acceptance of the result of his/her efforts.

The third quality for a Saint Ignatius College Prep coach is genuine concern for his/her players in the off-season. Though a coach might not be a professional counselor, he should realize that, as an educator, he may be someone with whom the student can discuss both academic and personal difficulties. Essentially, the closeness of the season should not be lost during the off-season. The friendship and camaraderie developed from participating in a sport is often a door through which a lasting friendship may be formed. By his/her care and concern, the coach affirms the importance of the whole individual – not just the athlete.

The fourth quality for a Saint Ignatius College Prep coach is a concern for the academic achievements of his/her athletes. A coach should be just as concerned for his/her players' academic progress as he/she is for their athletic progress. The opportunity to develop intellectually, as well as athletically, should be a prime consideration of a great athletic program – one that Saint Ignatius College Prep is duty bound to provide.

### **The Relationship between the Coach and the Athletic Department**

A very important aspect of coaching is the relationship that exists between the coach and the other members of the athletic staff. The coaches at Saint Ignatius College Prep should share a unique bond that extends beyond Saint Ignatius College Prep into every possible sporting event. Although the bonds that exist between the coaches at Saint Ignatius College Prep are, in essence, no different from those among all coaches, a uniqueness of attitude should permeate the entire athletic program. Each coach is a member of the "Athletic Department" and he/she experiences three distinct relationships within the department:

- with the Athletic Director;
- with the other coaches of the same sport; and
- with the other coaches in the athletic program.

### **The Relationship between the Coach and the Athletic Director**

The Athletic Director conducts and supervises Saint Ignatius College Prep's athletic program and is responsible for the school's athletic teams, their activities and their equipment. He/she must be able to foresee a program's needs and interact with the staff members to realize program goals. All coaches must be held accountable for all duties delegated by the Athletic Director. The Athletic Director should convey confidence in his/her coaches and provide necessary support in arranging schedules and equipment and dealing with specific needs that arise throughout the season. The end product should be a symbiotic relationship which allows the program to run efficiently and best fulfills the needs of the individual athletes.

### **The Relationship between the Coach and Other Coaches of the Same Sport**

This relationship is the strongest affiliation for the coach. As a group, this association represents one whole program within the Athletic Department. The head coach should be open to the ideas and expertise of his assistant coaches, understanding that the quality of his/her program is only as good as his/her staff. The varsity head coach in each program is, therefore, responsible for establishing all policies and procedures for that program in concert with his/her staff. The assistant coaches are responsible for the effective implementation of policies established by the head coach. It is imperative for the success of each program and for the well-being of its athletes that the coaches of each program work together as a cohesive unit. It is vitally important that the coaches agree as a unit upon the philosophy within which they can work.

### **The Relationship between the Coach and the Coaches of Other Sports**

The camaraderie and cooperation that exist among all the coaches is essential for the success of Saint Ignatius College Prep's athletic programs. Coaches should also support one another and their respective programs by attending games and promoting the teams in the classroom. A coach should encourage athletes to participate in more than one sport; no coach has "exclusive claim" on any one or group of athletes at Saint Ignatius College Prep. Communication is necessary from the head coach when conflicts arise within his/her sport. This communication should be directed to the Athletic Director.

In summary, each coach must understand his/her role as part of the Athletic Department. He/she must remember that the students are the central focus and that all the time and effort should reflect the constant commitment we make in providing the best program possible. Sports programs are of lasting value in an educational environment when they aid the student in his/her maturation as an Ignatian; anything less is unsatisfactory. The coach should encourage the total growth of each individual athlete in accordance with the philosophy of Saint Ignatius College Prep.

### **The Relationship between the Coach and the Community**

The third relationship for the coach at Saint Ignatius College Prep concerns his/her role with parents of athletes, other members of the school community and the community at large beyond Saint Ignatius College Prep.

A coach should communicate to the parent and the athlete his/her goals and expectations at the beginning of a season. The coach must state, via a letter sent to the parents or handed out at the team's preseason meeting, the expected time commitment, financial commitments, expectations of the athlete and the benefits the athlete will derive from the specific program. The coach should be open to communication from parents and encourage their support and interaction with the program.

The coach also interacts with other members of the school community. As part of the school community he/she represents only one activity within the school's network of activities. This is important for the athlete because it gives him/her perspective as to the value of athletics as it pertains to his/her commitment to excellence in education. Too often tension arises between coaches and non-coaches regarding the role of particular activities (athletic and non-athletic), time usage and student involvement. Mutual cooperation must exist between all faculty members toward programs outside their influence and the individual must be open to constructive criticism of their involvement.

Finally, the coach should have a relationship with the community at large beyond Saint Ignatius College Prep. The coach is often a visible and significant representative of the school and his/her interaction with this larger community demands professionalism tempered with courtesy at all times. He/she should never demean an opposing school, its coaches or players, and should encourage appropriate behavior from his/her players (on the bus, sidelines, after a game, etc.) The coach is to represent the interests and values of Saint Ignatius College Prep at league meetings, workshops, clinics, conferences and awards ceremonies.

## **COMMUNICATION BETWEEN COACH, PLAYER AND PARENT**

### **Parent/Coach Relationship**

A coach should do all he/she can to provide a positive experience for student-athletes. Possibly the most important ingredient to achieve this outcome is to ensure that lines of communication are developed to allow for free and easy resolution of questions before they become issues. Parents have a right to know what expectations are being placed on their child.

Communication parents should receive:

- Philosophy of the coach.
- Expectations the coach has for players.
- Times of all practices and contests.
- Team requirements (equipment, off-season training, etc.).
- Participant conduct code and discipline that result in the denial of a player's participation.
- Communication concerning each athlete's role on the team and how he/she fits into the future of the program.

Communication coaches should expect from parents:

- Concerns expressed directly to the coach first.
- Notification of any schedule conflicts well in advance.
- Specific concern in regard to a coach's philosophy and/or expectations.

As a student becomes involved in the various programs at Saint Ignatius College Prep, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way a parent(s) or athlete wishes. At these times, discussion with the parents may be desirable to clear up the issue and avoid any misunderstanding.

## **ATHLETIC CODE OF THE STUDENT-ATHLETE**

The purpose of the Athletic Code is to present guidelines for all student-athletes at Saint Ignatius College Prep. The student-athletes are direct and important representatives of the school and the educational mission of Saint Ignatius College Prep. Their conduct and deportment are governed by the rules and regulations of the parent/student handbook, Illinois High School Association, Chicago Catholic League, Girls Catholic Athletic Conference and Metro Catholic Aquatics Conference. A coach should report any violation of the norms of student conduct to the Dean of Students. The violation will be discussed by the coach, Athletic Director and Dean of Students and an appropriate course of action will be determined as to his/her participation in athletics.

Participation in athletic activities is a privilege – not a basic right of all students. It is the belief of Saint Ignatius College Prep that a strong athletic program creates and maintains positive school spirit and fosters student responsibility.

### **Spirituality**

Each team must incorporate some component of religious experience into their athletic schedule. Team masses, prayer services, prayers before or after games, etc. are acceptable means by which a coach may strive to develop a spiritual component to his/her team.

### **Student-Athlete Policies**

- Student-athletes will serve as positive examples by exercising self-control, fair play and good sportsmanship. Unsportsmanlike conduct, inappropriate behavior toward opponents or officials, or use of obscenities during a contest will result in disciplinary action.
- Athletes from Saint Ignatius College Prep will shake hands before a contest when appropriate and always after a competition.
- Student-athletes should respect facilities when visiting another school; critical comments are unacceptable. Vandalism and theft on any part of the premises will result in disciplinary action.
- In order for an athlete to compete in a game or practice with his/her team, he/she must be at school for at least half of the day.
- Every student-athlete must have an emergency release form on file with the Athletic Department prior to participating on an athletic team.

### **THE CHANNEL OF AUTHORITY IN THE ATHLETIC DEPARTMENT**

The following structure is the proper channel of authority at Saint Ignatius College Prep:

- Head Coach
- Athletic Director
- Principal

Under no circumstances should a coach contact the Principal or Athletic Director of another school or an executive of the IHSA to register a complaint. All communication must go through the Athletic Director.

### **THE ATHLETIC DIRECTOR AND HIS/HER RESPONSIBILITIES**

The Athletic Director reports to the Principal and is responsible for, but not limited to, the following:

- all athletic budgets (including meeting with the Principal and Treasurer to finalize the next year's budget) and inventory.
- scheduling all athletic contests.
- approving all athletic trips and meals.
- preparing all athletic eligibility lists.
- preparing all athletic awards lists.
- planning in conjunction with the head coach the end of season awards night and athletic awards.
- communicating with the Principal concerning problem areas in the Athletic Department.
- attending all league meetings as well as IHSA and ICOPS meetings when appropriate.
- evaluating and assigning coaching personnel.
- interviewing and recommending new candidates for coaching positions to the Principal.

- supervising the athletic program and enforcing the Athletic Department Handbook.
- supervising the athletic trainer and his responsibilities.
- providing the Dean's office with a list of coaches for each team before each season.
- approving/signing off on all purchases.
- maintaining files on physicals, permission slips, etc.
- planning and organizing pre-season information nights.

## **THE HEAD COACH AND HIS/HER RESPONSIBILITIES**

The head coach is responsible for:

- the overall building of his/her program.
- the spirit and attitude of the team as a whole. He/she must do all in his/her power to build a strong team spirit and a true sense of loyalty and perseverance. It is hoped that by his/her influence as a person, the head coach will attract more athletes to participate in his/her sport without infringing on the rights of other coaches and other sport preferences of the individual student.
- the discipline and training of his/her team and the teams under the direction of his/her assistants.
- establishing a strong bond of unity with his/her assistant coaches. He/she must rely upon the ideas and recommendations of his/her assistants for the effectiveness of the total athletic program.
- the physical well being of his/her team. The head coach must heed the recommendations which have been made by the student's physician, the team doctor or the trainer. Any student who has seen a doctor must have a medical release before he/she may again participate in the sport. This release will kept on file in the Athletic Department office.
- stimulating his/her team members to do their best academically. He/she must keep in contact with students, the Athletic Director and the Principal regarding the eligibility of members of the team.
- the accurate statistical record of his/her sport.
- the conduct of his/her team at all times.
- the daily planned practice sessions. This includes keeping attendance records.
- working harmoniously with the assistant coaches in maintaining supervision of the locker room(s) before and after practice.
- coordinating efforts with the Assistant Athletic Director regarding transportation of teams and keeping an accurate inventory of equipment.
- assisting in the planning of the athletic awards program in conjunction with the Assistant Athletic Director.
- helping to identify competent and philosophically sound coaches for his/her program. However, no change in the coaching staff should take place without a discussion of the proposed change with the Athletic Director.
- keeping an accurate season record of contests and scores.
- attempting to recruit, train and direct team managers.
- representing Saint Ignatius College Prep at league meetings during the season.
- ensuring that a teacher, coach or approved school representative is present on away bus trips to athletic events.
- assisting the Assistant Athletic Director in developing media coverage of his/her particular sport.

- working with the Assistant Athletic Director in maintaining school records of athletic achievement.
- pursuing a level of certification which enhances his/her knowledge of his/her sport.
- notifying and monitoring his/her athletes with regard to securing belongings in a locker with a school-issued lock. Personal belongings should never be left unattended in the locker room or any athletic facility.
- ensuring that notification of departures of teams during school hours is given to the Dean of Students in advance of departure after receiving approval from the Athletic Director.
- ensuring that rosters are provided to the Dean of Students and are kept current.
- the set-up and take down of competition areas.
- ensuring that keys and equipment are collected from any assistant coach who leaves a program and returned to the Athletic Director.
- any other responsibilities that the Athletic Director assigns.

### **THE ASSISTANT COACH AND HIS/HER RESPONSIBILITIES**

- Assist the head coach in any of his/her responsibilities.
- Work harmoniously with the head coach in maintaining supervision of the locker room(s) and facilities before and after practice.
- Assist in the formation of practice plans.
- Support and give input towards the head coach's policies and decisions regarding the student-athletes on his/her team.
- Assist in the supervision of the athletes during travel, transportation, practice and games.
- Any other responsibilities that the head coach assigns.

### **CODE OF ETHICAL CONDUCT FOR A COACH**

- Show respect for players, officials and other coaches.
- Respect the integrity and judgment of game officials.
- Establish and model fair play, sportsmanship and proper conduct.
- Establish player safety and welfare as the highest priority.
- Provide proper supervision of students at all times.
- Use discretion when providing constructive criticism and when reprimanding players.
- Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
- Properly instruct players in the safe use of equipment.
- Follow the rules of behavior and the procedures for crowd control as established by the school and league.

The Saint Ignatius College Prep coach is a professional who stays current in knowledge of the sport and coaching techniques. He/she works closely with other Saint Ignatius College Prep coaches and the administration to see that the larger interests of Saint Ignatius College Prep are always served. Professionalism is reflected in appearance, word and action. Profanity by coaches is not acceptable nor is the use of tobacco during practices, team situations or contests. Motivation of players should never stray into verbal abuse for its own sake. Reaction to officiating should be appropriate and controlled.

## **ATHLETIC INJURY EMERGENCY PROCEDURES**

If an athlete should sustain an injury, he/she must see the athletic trainer. No coach, student or parent should try to diagnose or render advice for any injury.

In the event a coach needs to call 911, the following steps must be followed:

- If on campus, contact the trainer immediately.
- Contact 911 and tell them the exact location of the athlete. Give directions on how to enter the campus. Notify security that paramedics have been called and have them assist in directing emergency vehicles.
- Upon arrival of emergency personnel, the trainer/coach should be the only person to talk to the paramedics. Give them as much information as possible. Inform them that the athlete's information is on file in the Assistant Athletic Director's office.
- Inform paramedics that you wish to have the athlete taken to the nearest hospital.
- Call the athlete's parents and inform them as to what happened. Reassure them that paramedics are taking care of their son/daughter and that they should go to the hospital to meet them.
- Contact the Athletic Director (Ext. 355) as soon as possible after talking with the athlete's parents and inform him/her of the injury.
- Accompany the athlete to the hospital. Either the head coach or an assistant must be at the hospital to talk with the doctor, parents, etc. **Do not send a student.**

It is the responsibility of the coach to follow all the above guidelines. The key in an emergency is communication and poise. If the trainer is present, he/she will handle the emergency.

### **IMPORTANT REMINDERS:**

- **NEVER ALLOW ANY STUDENT TO CARE FOR ANOTHER STUDENT WHEN THERE IS THE POSSIBILITY OF BEING EXPOSED TO BODY FLUIDS (I.E. BLOOD, VOMIT, ETC.).**
- **ALWAYS WEAR GLOVES WHEN HANDLING BODY FLUIDS.**
- **NEVER MOVE AN ATHLETE WITH THE POSSIBILITY OF A HEAD, NECK OR BACK INJURY.**
- **NEVER RELEASE AN ATHLETE TO ANOTHER STUDENT FOR CARE.**

### **STUDENT-ATHLETE INSURANCE INFORMATION**

All student-athletes are covered by supplementary insurance through Christian Brothers Insurance. In the case of an injury to an athlete, the coach should notify the Athletic Director as soon as possible and instruct the injured student to pick up an accident claim form. The student's parents must first file a claim through their primary insurance and then submit any balance that may exist.

### **SUPERVISION**

Lack of proper supervision is cause for serious liability concerns. What constitutes "proper supervision" for coaches varies depending upon many factors (for example, the age of the participants, the participants' ability levels, the number of participants, and the number of dangerous implements involved in the activity or in proximity to where the activity is taking

place). The more dangerous the situation or the more likely an injury is to occur, the more careful and prudent the coach must be.

Supervision also includes the obligation to properly instruct and warn of possible risks. Therefore, students involved in interscholastic athletics must receive proper instruction as to the correct or most acceptable methods of safely performing the tasks related to a specific activity and must be informed of the possible risks involved in participating in the given activity.

General supervision, which for all intents and purposes is the type of supervision coaches at Saint Ignatius College Prep experience, means the supervisor must be within the activity area overseeing the activity, and must be immediately accessible to the participants. General supervision is most appropriate for individuals who have already received appropriate instruction, screening and approval.

The basic considerations for determining adequate general supervision are:

- The coach must never leave the premises and must be immediately accessible to anyone who needs him/her. The coach must be able to oversee the entire program systematically and must rotate to all parts of the activity area.
- The coach must be alert to conditions that may be potentially dangerous. Coaches and administrators both play a role in identifying potentially dangerous situations. In planning for the activity, it should be made clear who has responsibility for identifying and rectifying potentially dangerous conditions. These conditions may include faulty equipment, lack of protective devices, participants going beyond their capabilities and misbehavior. A coach should anticipate foreseeable problems and prevent them, if at all possible.
- The coach should have a basic knowledge of emergency first-aid procedures for injuries likely to occur in the activity being supervised. It is important that coaches receive refresher courses in first-aid and AED training on a regular basis and keep records of all training received.
- The coach should never allow an athlete to leave away competitions with anyone other than their parent or legal guardian unless they have a note releasing them to another person.

## **ISSUING OF EQUIPMENT AND INVENTORY**

There is a standard procedure of issuance of all athletic equipment:

- No equipment should be issued to a student-athlete until he/she has had a physical exam and a Hold-Harmless form as well as a medical form on file with the Athletic Department.
- Each piece of equipment should be recorded on the inventory sheet.
- Once athletic equipment is issued to a student-athlete, the student-athlete becomes responsible for that equipment. Any equipment which is lost or stolen must be paid for by the student-athlete. Every student-athlete must learn to take care of his/her own equipment.
- Equipment turned in at the end of the season must be checked against the inventory sheet. After checking equipment against the inventory sheet, the head coach and equipment manager will submit a detailed inventory of all equipment.
- All athletic equipment is the property of the school. No coach or manager can give away jerseys, bats, helmets, pitching jackets, etc.
- Athletic equipment should not be used by personnel for events not directly related to Saint Ignatius College Prep athletic events.
- When a coach needs a video camera for practice or competition, he/she should contact the Athletic Director. It is the responsibility of the coach to recharge the batteries when

returning the camera. It is also the responsibility of the coach to report any problems with the camera to the Athletic Department.

## **SCHEDULING**

All scheduling of games is done by the head coach in conjunction with the Athletic Director. If there are special requests or additional games by the coach, then such requests are to be submitted to the Athletic Director in writing.

## **STARTING DATES**

There are three seasons: Fall, Winter and Spring. Each has a starting date designated for the beginning of practice. The following interscholastic sports are offered:

- Fall: Cross Country (Boys & Girls), Cheerleading, Football, Golf (Boys & Girls), Soccer (Boys) Swimming/Diving (Girls), Tennis (Girls), Volleyball (Girls).
- Winter: Basketball (Boys & Girls), Bowling (Boys & Girls), Dance Team (Girls), Swimming/Diving (Boys), Wrestling (Boys).
- Spring: Baseball (Boys), Soccer (Girls), Softball (Girls), Tennis (Boys), Track and Field (Boys & Girls), Volleyball (Boys) and Water Polo (Boys & Girls)

The only activities allowed before the start up dates are open gyms, workouts, etc. which any Saint Ignatius College Prep student is invited to attend.

## **CLUB SPORTS**

The following activities are offered through the club sports program which is afforded the same opportunities as the interscholastic program, but is financed and organized by the student-athletes and their families:

- Crew (Fall/Spring-Boys & Girls)
- Field Hockey (Fall-Girls)
- Ice Hockey (Fall/Winter-Boys)
- Lacrosse (Spring-Boys & Girls)
- Rugby (Spring-Boys)
- Sailing (Fall/Spring-Boys & Girls)

## **PRACTICES AND PRACTICE TIMES**

In general terms, when practice is held after school, a two and one-half hour practice is the norm. If practices are to extend beyond two and one-half hours, it should be for extreme situations and communicated clearly as to why this is the case. In the case of inclement weather, coaches should notify their student-athletes that practice will take place and student-athletes should bring appropriate attire. Coaches are expected to arrange practices that do not conflict with in-services, faculty meetings or department meetings. Permission to miss school meetings to attend practices may only be given by the Principal. No athletic practice may be held on Christmas Day or Good Friday.

## **CONDITIONING**

Pre-season conditioning is defined by the IHSA as any “physical conditioning before and after school outside the season or sport”. This conditioning may include weight training, aerobics, jogging or other related activities. Conditioning workouts may not begin before 6:00 a.m. Please see the IHSA Handbook for further clarification.

## **SELECTION PROCESS**

When selecting his/her team, a coach must observe the athletes trying out for at least three days. The coach must announce his/her criteria for selection prior to the tryout and announce the day on which the final selection will be posted. A coach should make himself/herself available for questions about the decision after the posting of any team.

## **AFFILIATIONS**

- Illinois High School Association (IHSA)
- Chicago Catholic League (CCL)
- Girls Catholic Athletic Conference (GCAC)
- Metro Catholic Aquatics Conference

It is the responsibility of all coaches to be familiar with the guidelines of these organizations. This information is accessible through the Athletic Director.

## **RELIGIOUS RETREATS**

The spiritual programs of Saint Ignatius College Prep are of extreme importance to the school's mission. Coaches are not to prohibit attendance at retreats, nor should they in any way criticize retreats. Coaches cannot tell his/her athletes that they cannot go on an Saint Ignatius College Prep-sponsored retreat. The coach of a particular sport, the Athletic Director and retreat leaders should work together to avoid conflict for the student-athlete. The coach should address the topic (perhaps by letter or team meeting during the off-season) of having the student-athlete decide early when to be part of a retreat. It is perfectly acceptable for a coach to ask his/her athletes in the beginning of the school year if or when they plan to go on a Kairos retreat. It is also perfectly acceptable for the coach to ask his/her athletes to plan ahead and not go on retreat in-season.

## **TRANSPORTATION**

Transportation requests are to be handled with the Assistant Athletic Director. Coaches should verify the dates and times transportation is needed with the Assistant Athletic Director before the beginning of the season for their particular sport. The coach, faculty member, employee or approved Saint Ignatius College Prep driver must accompany the team at all times unless special permission is obtained from the Athletic Director and written permission is obtained from the parents. Athletes should return to school by the means of transportation used going to the athletic contest. Only with the explicit permission of the coach and signed permission of the parents may an athlete leave an away contest by a different means of transportation.

If the vehicle breaks down, the coach and his/her athletes should stay in the vehicle until help arrives. The coach should call the school or bus company to request help. UNDER NO CIRCUMSTANCES ARE THE ATHLETES TO USE TRANSPORTATION OTHER THAN THE ASSIGNED BUS OR A SCHOOL VEHICLE UNLESS AUTHORIZED BY THE ATHLETIC DIRECTOR.

## **BUS/VAN RULES**

Proper decorum when traveling to and from athletic competitions is mandatory.

- Coaches are responsible for the conduct of their players at all times during transportation - not the bus driver.
- There will be no climbing in or out of the bus/van windows at any time.
- Athletes may not put any part of their body outside the bus/van at any time.
- All persons riding the bus/van must remain seated at all times.
- All trash must be removed from the bus/van when it reaches its destination.
- Coaches needing to use a school vehicle for transportation to a game or event need to fill out a request form. Both the forms and keys to the vehicle are in the Assistant Athletic Director's office. Keys should be returned to the Assistant Athletic Director's office when returning from a contest in the evening as another group may have to use that vehicle the following morning.

## **LOCKER ROOM, GYMNASIUM, WEIGHT ROOM**

A team reflects its image on and off the field. The team locker room mirrors the attitude and spirit of the team. The team is to be encouraged toward group and individual responsibility. The degree of this responsibility will be manifest in the order, cleanliness and neatness of the locker room.

- Athletes are responsible for the locker that they are issued. All lockers should be kept locked when not in use. Only school-approved locks are to be used on lockers. Lockers should be kept clean and not become a storage bin for soiled and unwashed clothing.
- The locker room is never to be left unattended while the coach and the team are on the court or field. **FOOD AND BEVERAGES ARE NOT ALLOWED IN THE LOCKER ROOM!**
- Tennis shoes or basketball shoes must be worn by anyone using the gym floor. Other types of footwear are NOT permissible. Likewise, students are NOT to play on the gym floor with bare feet.
- The last team to use any facility is responsible for clean-up and pick-up.
- The weight room is NOT to be used unless a coach is present to supervise the activity. Lack of supervision can result in an injured athlete or broken equipment. The weight room is to be cleaned after each team uses it, regardless of whether or not that team caused the uncleanliness.
- Athletes are never permitted on the wrestling mats without permission. When athletes are using the weight room, they are not allowed to walk across the wrestling mats.

## **KEYS AND SECURITY**

- Each coach is responsible for his/her keys. He/she should NOT give his/her keys to athletes or friends.
- Each coach is responsible for security in his/her area of the campus. Please make sure that all doors and gates are locked in all areas that have been used. If in doubt as to whether a

gate or door should be locked - lock it. The coach whose team is scheduled for the last practice of the day is responsible for securing that area.

- Head coaches may request keys for themselves or any of their assistant coaches. Keys given to off-campus coaches must be returned to the Athletic Director before they receive their final stipend check. Keys will not be issued until all paperwork is given to the Athletic Director.
- Each coach should work with the Athletic Director, the Deans and the Director of Operations in identifying special security needs for contests or events that will attract people to the Saint Ignatius College Prep campus.

## **USE OF VOLUNTEERS**

Any individual involved in the instruction of student-athletes at Saint Ignatius College Prep must be approved by the Athletic Director and Principal.

## **MISSING CLASS AS A COACH**

Substitutions for classes to be missed for travel must be cleared with the Athletic Director and then secured through the Assistant Principal for Academic Affairs. The coach should work with the Athletic Director to develop a time of dismissal which allows the team adequate time for travel and warm-up.

The coach should also work with the Athletic Director to develop a schedule of travel that allows the students enough time to adequately warm-up and check equipment but minimizes the amount of time away from school. The coach must encourage each student-athlete to check with his/her teacher prior to leaving school to obtain any necessary assignments and reschedule any exams.

## **COACHING ATTIRE**

The coaching staff must dress appropriately for athletic contests. This will vary depending on the nature of the event. The coaching staff is provided periodically with athletic attire to represent Saint Ignatius College Prep.

## **DEPARTMENT MEETINGS**

The Athletic Department will hold a meeting prior to the beginning of every season to address relevant business. Meetings will be scheduled at the discretion of the Athletic Director throughout the school year. These meetings are scheduled by the Athletic Director and are mandatory. A coach may be excused from a meeting by obtaining permission ahead of time from the Athletic Director.

## **GIFTS TO TEAMS FOR ATHLETICS**

Coaches should not solicit gifts for Saint Ignatius College Prep. Any gift to Saint Ignatius College Prep athletic teams must be cleared with the Athletic Director. This includes T-shirts, donations, equipment, uniforms, etc.

## **CONTINUING EDUCATION**

The coaching staff is encouraged to advance their knowledge of their particular sport(s) and athletics in general by attending clinics and workshops, viewing instructional tapes and any other means available. Coaches are strongly urged to become members of coaching organizations. The head coach of each sport should work with the Athletic Director to identify opportunities for the staff to pursue this goal. The head coach of each sport should also assist the Athletic Director in developing a budget for his/her staff to attend these events.

## **BUDGET DEVELOPMENT AND TIME FRAME**

- Athletic Director submits budget request forms to coaches the first week of December.
- Coaches return budget request forms to the Athletic Director the first week of January.
- Athletic Director submits budget requests to the Principal the third week of January.

The Athletic Director and the head coach of a program will collaborate to prepare a budget on a need basis. Both the Athletic Director and the head coach should keep an accurate account of all expenditures.

All athletic purchases must be submitted on an athletic purchase request form for approval by the Athletic Director. Once the purchase has been approved, the Athletic Director will issue a purchase order for the requested items. Any coach who orders items without the approval of the Athletic Director will be responsible for the payment of those items. When athletes are paying for items (practice wear, sweatshirts, etc.) and money is collected, each coach will be responsible for the collection of all fees. Coaches should keep accurate records of all money that is collected and insist that payment be made in the form of a check payable to Saint Ignatius athletics. No athlete will be issued such items until he/she has made payment.

## **ATHLETIC AWARDS**

- Cooperation with coaches and attendance at practice and contests are factors to be considered in earning a Saint Ignatius College Prep award. Athletes who fail in either of these areas may forfeit their right to an award.
- Awards are distributed after consultation with the head coach and the Athletic Director. Managers of an athletic team should receive the same athletic award as a team member.
- The following individual awards will be given at the varsity level for each sport: Coaches Award, Most Improved Player and Most Valuable Player.

## **AWARDS NIGHT**

All interscholastic athletic programs will be honored at an awards night to be held near the conclusion of each season (fall, winter and spring). No coach or parent may organize an off-campus banquet without the approval of the Athletic Director. This should only be requested for highly unusual circumstances.

## **MEDIA RELATIONS AND PROMOTION OF Saint Ignatius College Prep ATHLETICS**

Each varsity coach should work to develop positive media coverage of his/her team. Good media relations are important to increase exposure, awareness of the athletic program, alumni pride, community interest and support of the school as a whole. Coaches should be familiar with the tips listed below regarding dealing with the media.

### **General Tips**

Coaches should:

- report all varsity scores to the members of our media list. Be prepared to report the team's overall and league record and to give a box score. If a manager calls in the scores to the local papers, he/she should have the above information available when making the call. Managers should refer any questions regarding quotes for an article to the head coach.
- send a copy of the team roster and schedule to the news media at the beginning of each season. Coaches should keep a current copy of their roster and current statistics with them for members of the press.
- maintain school records for their team.
- be available to the media whenever possible.
- remember nothing is "off the record." Anything said can and probably will be printed or recorded.
- ask a reporter to repeat a statement if the coach is in doubt or uncomfortable after an interview.
- supervise any interview with student-athletes.
- discuss with student-athletes the proper interview techniques listed above.
- maintain a photo-file of individual team members and coaches. Establish contacts with the yearbook and school newspaper to obtain materials that may be needed.
- not release student-athletes' home phone numbers or addresses to the press.

### **STUDENT-ATHLETE TIPS FOR DEALING WITH THE MEDIA**

Student-athletes should:

- remember nothing is "off the record." Anything said can and probably will be printed or recorded and played back.
- always be positive about teammates, coaches, opponents and situations.
- ask a reporter to repeat a statement if in doubt or uncomfortable after an interview,.
- listen carefully to the question before answering and answer only the question the reporter has asked.
- not ramble.
- always have a coach present during an interview.

### **SALARY**

Coaching stipends are established by the Administration. When placing a new coach on the pay scale, one year of credit will be given for every two years of experience (i.e., ten years of experience equal five years of credit). The Athletic Department reserves the right to grant additional credit for experience when deemed appropriate.