



# **2020-2021 Middle School Athletic Handbook**

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## 2020-2021 Rockford Public Schools Athletic Staff

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## Athletic Start Dates:

Season start dates have been modified due to COVID-19.  
Please visit the following link for updated season scheduling:

<https://www.iesa.org/temp/IESAAAlternativePlan.pdf>

**ROCKFORD BOARD OF EDUCATION**

**Job Description**

**JOB TITLE: Middle School Student Athletic Director**

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**JOB CODE: 2905**

**DEPARTMENT: Athletic Department**

**SUPERVISOR: Building Principal/District Student Athletic Director**

**DATE: January 5, 2004**

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**SUMMARY:**

The Athletic Director works directly with the District Athletic Director to plan, develop and administer Athletic Activities and Programs, including spirit squads, cheerleaders and poms. The Athletic Director provides leadership and guidance by coordinating and arranging all athletic programs. The Athletic Director reports directly to the Building Principal.

**SUPERVISORY RESPONSIBILITIES:**

**ESSENTIAL DUTIES AND REPSONSIBILITES include the following:**

**Financial Responsibilities:**

*The Athletic Director will work directly with the school's financial technician to:*

- Maintain Revolving Accounts
- Submit Fees/Funds to District Middle School Athletic Account as established for the school year
- Oversee the Collection of Participation Fees
- Ensure all District/School Financial Procedures are followed
- Oversee the ordering of equipment/uniforms for all sports

**Sport Management:**

- The Athletic Director at each of the middle schools will serve as the Director for one or more sports being offered during the current school year, as equitably assigned by the District Athletic Director. As the director for a sport, the school director will:
  - A. Hold pre-season meetings for the coaches from all schools that will be participating in the sport
  - B. Develop and review sport guidelines, as needed, for the sport(s) assigned to his/her school
  - C. Maintain win/loss records, when applicable, for the sports to which his/her school is assigned as the director
  - D. Work with the Central Office Athletic Director to make preparations for the All-City Meet/Games when applicable

**Contest Management:**

- Will consult with the Building Principal to determine which athletic contests will need supervision, other than supervision provided by the coach(s)
- Will make provisions for alternate supervision in the absence of either the building's administration or the Athletic Director

- Will make all arrangements for personnel and equipment necessary for any contest (Ticket Sales, Scorekeeper/Bench Personnel, Officials, etc.)
- Will work with the building engineer to make arrangements for facility usage
- Will arrange transportation for athletes

**Eligibility:**

- Will monitor the adherence by all participants to the District's Academic Eligibility Policy 7.320.

**Student Medical Safety:**

- Will provide Emergency Medical Information Cards to coaches of all sports. *(Cards should be ordered through the District Athletic Director).*
- Will inform coaches to monitor the safe conditions of all practice and contest areas.
- Will keep a record of all Athletic Physicals (required) for all students participating in any sport.

**Equipment/Uniform Inventory:**

- Will require all coaches to supply an end-of-the-season report for all uniforms issued that are to be collected and will maintain records of all athletic equipment.

**Schedules:**

- Will provide copies of the school's sport schedules to:
  - A. Building Principal
  - B. District Athletic Director
  - C. Coaching Staff (Coaches will provide for students/parents)
  - D. Booster Club

**Booster Club:**

- Will work with the Booster Club Officers to coordinate efforts to generate funds for the financial support of the school's athletic programs

**Meetings:**

- Will attend all meetings as scheduled with the District Athletic Director as scheduling will allow
- Will attend meetings as scheduled by High School Athletic Directors as scheduling will allow

**EDUCATION/TRAINING:**

- Holds a degree with teacher certification
- Has past experience as a coach

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Has worked with other Athletic Directors in gaining knowledge of the organization and administration of an athletic program.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required.

This description is written primarily for position evaluation purposes. It describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The principal activities are representative and not necessarily all inclusive.

**LENGTH OF WORK YEAR:**

Will serve as the Athletic Director throughout the District’s school calendar.

\_\_\_\_\_

Approved

\_\_\_\_\_

Date



## **Rockford Public Schools Athletics**

### **Philosophy**

Rockford Public Schools believes that a dynamic program of student activities is an integral part of educational and personal development. Participation in sport produces life lessons that will be used beyond the court and beyond high school years. Our philosophy is to use athletics to teach our students a number of lifelong values, including sportsmanship, teamwork, humility, commitment and personal accountability, and the ability to persevere through adversity.

Our belief is that participation on an athletic team is a privilege and not a right. Coaches and district athletic staff will have final say on all team issues including, but not limited to, playing time and roles. Parents and guardians who allow their students to participate agree to defer all team decisions to the coaching staffs.

Rockford Public Schools believes athletics should emphasize participation and development at the elementary and middle school levels. With each advancing level in high school athletics, emphasis will be placed more and more on success, as we strive to offer successful athletic programs for our student-athletes. It is part of our philosophy that in order to reach high levels of success, year-round development, strength training and emphasis on feeder programs is expected of all athletes and coaches.

### **Mission**

Rockford Public Schools provides a variety of extracurricular experiences to enhance the development of our students. We maintain academics as a priority, with athletics serving as a tool to help advance and enhance student athletes in the classroom and prepare them for successful futures. We make every effort to offer our student-athletes the best coaching, facilities and equipment to help make their experiences positive.

### **Core Values**

**Sportsmanship:** Our behaviors will represent Rockford Public Schools in a positive way, as we demand positive attitudes and high levels of sportsmanship both on and off the playing field.

**Commitment:** By participating in Rockford Public Schools extracurriculars, all participants, regardless of level or ability, agree to fully commit to the rules and standards of their teams and coaches.

**Ongoing:** Participants will have an ongoing commitment to Rockford Public Schools athletics, showing school pride and respect off the court and beyond their years of competition.

**Respect:** All Rockford Public Schools student-athletes will treat one another, coaches, opponents and officials with respect at all times.

**Everyone:** The expectation is that everyone involved in Rockford Public Schools athletics will follow the core values.

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### **RPS 205 Middle School Athletic Requirements**

All students who wish to participate in District 205 Athletic programs must meet the following guidelines:

- a. A sports physical on file given to the nurse or coach before the first athletic contest
- b. Completed Athletic Handbook Packet on file with the coach
- c. Maintain academic standards
  - i. Tutoring: If an athlete is receiving one F in any of their classes then they are responsible to attend athletic tutoring.
  - ii. Ineligible: There are three ways to become ineligible, revoking an athlete's privileges of competing.
    1. Are not fulfilling their tutoring obligations; either by not attending, or by not making good use of your time. (need to attend 3 out of 5 days)
    2. Are not passing 5 classes
    3. Are not passing 5 classes at the semester: this will revoke athlete's ability to compete the following semester.

### **Co-curricular Eligibility**

Co-curricular activities include all athletic and non-athletic activities sponsored by the Board of Education in the middle schools and high schools. Student participation in these activities is encouraged provided students first meet certain academic requirements.

#### **Eligibility:**

In order to participate in co-curricular activities, students must meet the following requirements:

1. All students in grades seven (7) through twelve (12) participating in co-curricular activities must have received a passing grade in a minimum of five (5) full credit courses the previous semester.\* This does include summer school, night school, vocational classes, Rock Valley classes, and other accredited courses if available. Meaning these additional courses may be used to meet the eligibility requirements. Continued participation will require a student to be passing (5) full credit courses on a weekly basis, with no unexcused classroom absences. Continued participation will require a student carrying one (1) failing grade to attend mandatory tutoring on a weekly basis.
2. All students in grade six (6) must be passing five (5) full credit courses, with no unexcused absences on a weekly basis, in order to maintain eligibility. Continued participation will require a student carrying one (1) failing grade to attend mandatory tutoring on a weekly basis.
3. All students in grade nine (9) are automatically deemed eligible to participate in co-curricular activities the first semester of their 9<sup>th</sup> grade year. However, once the weekly eligibility program begins, the 9<sup>th</sup> grade student must pass a minimum of five (5) full credit courses on a weekly basis, with no unexcused classroom absences. Continued participation will require a student carrying one (1) failing grade to attend mandatory tutoring on a weekly basis.
4. For students receiving services under the IDEA or Section 504 of the Rehabilitation Act of 1973, their IEP or 504 plans will be reviewed for proper implementation prior to determining ineligibility.

#### **Ineligibility Period:**

In accordance with I.H.S.A. policy, the ineligibility period for failing to pass five (5) weekly classes will begin the following calendar week, Sunday – Saturday. For example, the grade report shows a student is not passing five (5) courses on Thursday, this student is ineligible to compete the following Sunday-Saturday. The student may continue to compete for



the remainder of the week they become ineligible. While ineligible, students may continue to practice with their team but may not dress for any co-curricular activity, scrimmage, exhibition match, etc.

**Mandatory Lunch Tutorial for Ineligible Students:**

Ineligible students in grades nine (9) through twelve (12) must attend four (4) tutoring sessions during the week of ineligibility. If a student fails to attend four (4) tutoring sessions during the week of ineligibility, that student remains ineligible the following week even if the student may be passing five (5) classes.

Ineligible students in grades six (6) through eight (8) must attend three (3) tutoring sessions during the week of ineligibility. If a student fails to attend three (3) tutoring sessions during the week of ineligibility, that student remains ineligible the following week even if the student may be passing five (5) classes.

**Mandatory Lunch Tutorial for Eligible Students with one (1) F:**

Students in grades nine (9) through twelve (12) who are passing five (5) classes and carrying a failing grade in a sixth (6<sup>th</sup>) class must attend four (4) tutoring sessions during the following week. If a student carrying one (1) F fails to attend four (4) tutoring sessions during the required week of tutoring, that student becomes ineligible the following week even if the student may be passing five (5) classes.

Students in grades six (6) through eight (8) who are passing five (5) classes and carrying a failing grade in a sixth (6<sup>th</sup>) class must attend three (3) tutoring sessions during the following week. If a student carrying one (1) F fails to attend three (3) tutoring sessions during the required week of tutoring, that student becomes ineligible the following week even if the student may be passing five (5) classes.

**Practice:**

Ineligible students may continue to practice with their team throughout the week they are ineligible.

Eligible students carrying one (1) F may continue to practice with their team throughout the week they are in tutoring.

LEGAL REF.: 105ILCS 5/10-20.30

CROSS REF.: 4.170, 6.190, 7.30

Adopted: August 28, 2001

Revised: May 14, 2002

June 27, 2006

July 19, 2011

\*A full credit course is defined as a course for which a student receives 1.0 credits.

Download IHSA Pre-participation Examination Form here:

<http://ihsa.org/documents/sportsMedicine/2014-15/Pre-participation%20Examination%20041114.pdf>

## Parental Permission Form/Agreement

School: \_\_\_\_\_ Activity: \_\_\_\_\_

Student Name: \_\_\_\_\_

**As the parent/guardian of a District 205 student choosing to participate in co-curricular activities, I agree to encourage and support my son/daughter and his/her school/activity by:**

- Attending parent meetings as requested by the school/coach
- Lending support to the school's/activity's Booster Club
- Ensuring that my son/daughter follows all State/District/School Code of Conduct and Discipline Codes at all times
- Interacting with classroom teachers, counselors, and school administration on a regular basis to monitor the academic success/progress of my son/daughter
- Demonstrating good sportsmanship at all times:
  - A. Toward coaches
  - B. Toward contest officials
  - C. Toward visiting and home team players
  - D. Toward school personnel
- Submitting all fees and forms as required for participation
- Following the established method to address program/individual concerns by making the initial contact for a scheduled consultation at the lowest level:
  - A. Assistant Coach
  - B. Head Coach
  - C. Site Athletic Director
  - D. Building Principal
  - E. District Athletic Director
  - F. Superintendent
- Attending contests in which my son/daughter will be involved as often as possible
- Ensuring my son/daughter has the necessary transportation to/from practices and contests

*As a parent/guardian, I understand that my direct involvement and support is necessary in order for this to be a valuable experience for my son/daughter. My signature below indicates that I agree to the above terms of this agreement.*

Parent/Guardian Name \_\_\_\_\_

*(please print)*

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(date)*

**Code of Conduct/Sportsmanship**  
**For Participants, Parents/Guardians,**  
**Spectators**

*All regulations to interface with Board Policies 7.240, 7.300 and 7.320 and their subsequent Regulations and Exhibits, and the District Discipline Code*

*(Board Policies may be viewed in their entirety on the District website: [www.rps205.com](http://www.rps205.com))*

- **Code of Conduct to be distributed to students participating in extracurricular activities on an annual basis.**
- **Student and Parent/Guardian Signature form(s) to be retained on file at the school.**

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are members or participants in an extracurricular activity and maintain attendance records.

The goal of the extracurricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. An additional goal of the athletic program is to develop the physical skills of student athletes, which will allow them to compete to the best of their ability within the School Board policies and the by-laws of any association of which the school is a member.

Members must conduct themselves at all times, including after school and on days school is not in session, as good citizens and exemplars of their school - they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. They are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

The Code of Conduct below describes the expectations and goals of the extracurricular and athletic programs. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities and athletics. This Code of Conduct will be enforced 365 days a year, 24 hours a day. A student may be excluded from activities or competition while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

## **II. REGULATION:**

### **Code of Conduct**

A student participating in an activity or athletic program will be subject to disciplinary action if he or she violates this Code of Conduct for Extracurricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

#### **The student shall not:**

1. Violate the District's policies or procedures on student discipline as outlined in the 2016/17 student code of conduct.
2. Use a beverage containing alcohol (except for religious purposes)
3. Use tobacco in any form
4. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia
5. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon. This prohibition does not prohibit legal use of weapons in cooking courses, such as knives, and in sports, such as archery, martial arts, target shooting, hunting, and skeet
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors

7. Act in an unsportsmanlike manner
8. Vandalize or steal
9. Haze/Bully (Cyber bully) other students
10. Violate the written rules for the activity or sport
11. Behave in a manner that is detrimental to the good of the group or school
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff
13. Falsify any information contained on any permit or permission form required by the activity or sport.
14. Behave in a manner that involves, but is not limited to, slapping, pushing, fighting or trash talking. This includes trash talking on social media/online sites.

### Due Process Procedures

Students who are accused of violating the Code of Conduct for Extracurricular Activities are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all activities or sports:
    - A specified period of time or percentage of events, competitions, or practices
    - The remainder of the season or for the next season
    - The remainder of the student's high school career
  - b. Sanctions for alcohol and other drug violations will be based on the following:

#### First violation:

- Use, possession, buying, selling, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student successfully completes a school-approved chemical awareness program with any expense(s) for such program to be incurred by the family.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter. If the current season ends before the full suspension has been served, the remaining portion of the suspension will be applied the next season the student is involved in an extracurricular activity.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

#### Second violation:

- Use, possession, buying, selling, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any activities, the student must successfully participate in and complete a school-approved alcohol and other drug abuse assessment and follow all recommendations from that assessment with any expense(s) for such program to be incurred by the family.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period. If the current season ends before the full suspension has been served, the remaining portion of the suspension will be applied the next season the student is involved in an

extracurricular activity.

- The student may be required to practice with the group (unless suspended or expelled from school).

**Third violation:**

- Use, possession, buying, selling, bartering, or distributing: A suspension from extracurricular activities for the remainder of the student's high school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Building Principal. All students remain subject to the School Board's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

**Additional Information:**

- If a student self reports his/her 1<sup>st</sup> offense involvement of a rule infraction prior to the infraction being known by a school administrator, after review by the building administration, the consequences may be waived for a 1<sup>st</sup> offense. This option may be used only one time during a student's attendance in middle school and only once during a student's attendance in high school.
- If a student is reported by the police/sheriff department as having been involved in any infraction of any of the above listed rules (or any other criminal activity), the building principal will conduct a follow up investigation and the appropriate consequences will result.

## **Rockford Public Schools**

### ***Student Code of Conduct***

In order for a student to be eligible for participation on a district-sponsored athletic team, the student and parent/guardian must have signed the Rockford Public Schools Student Code of Conduct. This signed form will be retained on file for the duration of the student's enrollment at the school. Forms are handed out to students during school registration at the start of each school year. For more information on the Code of Conduct and penalties related to violation of the Code of Conduct, refer to the Rockford Public Schools website.

[https://www3.rps205.com/District/Documents/SSAL/2020-2021\\_StudentCodeOfConduct\\_English\\_K\\_6-3-20\\_LowRes.pdf](https://www3.rps205.com/District/Documents/SSAL/2020-2021_StudentCodeOfConduct_English_K_6-3-20_LowRes.pdf)



**Authorization for Medical Treatment**

*To be submitted to the Superintendent. (please print)*

_____ Student	_____ Sport/Activity
_____ Parent/Guardian	_____ Home phone
_____ Home address	_____ Cell phone
_____ Physician	_____ Physician phone

Medical information: *(list allergies, medications, conditions and any known restricts)*

In the event of a medical emergency and if reasonable attempts to contact me using the telephone numbers listed above are unsuccessful:

I, as parent or legal guardian of the above student, do hereby authorize:

1. Treatment by a licensed medical physician of my child/ward in the event of a medical emergency that, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed, and
2. Transfer of my child/ward to any hospital reasonably accessible at my expense.

_____ Parent/Guardian signature	_____ Date
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## Students

### Consent to Participate in Extracurricular Drug and Alcohol Testing Program

We have received, and have read and understood, the District Extracurricular Drug and Alcohol Testing Program, which is in accordance with IHSA substance testing policy.

We voluntarily agree that \_\_\_\_\_ shall be subject to its terms for his or her entire

*Name of student participant*

high school career (grades 9-12). We accept the method of obtaining breath and urine specimens, the testing and analyses of such specimen, and all other aspects of the program. The student-participant agrees to cooperate in furnishing urine specimens upon request.

We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program. This consent is given pursuant to all State and federal privacy statutes, and is a waiver of nondisclosure rights only to the extent of the disclosures required in the program.

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

**Print** Student Name: \_\_\_\_\_

**Print** Parent/Guardian Name: \_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Parent/Guardian Signature*

\*\*\*\*\*

I, \_\_\_\_\_, have decided not to participate in any extracurricular activities sponsored by the School District for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to a urinalysis.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

## Sportsmanship Agreement Form

All coaches, athletes and parents/guardians involved in Rockford Public School athletics and activities are expected to adhere to the Sportsmanship Guidelines provided by the Illinois High School Association and its "Do What's Right" campaign. This includes representing the district, school and team in a positive manner and creating a positive experience for all involved.

The following is behavior expected of all coaches, athletes and parents/guardians.

- Represents their school and community well with positive interaction with opposing fans and players.
- Uses positive yells, chants, songs or gestures.
- Display modesty in victory and graciousness in Defeat
- Respect and acknowledge the integrity/judgment of officials.
- Exhibit positive behavior with opponents and fans before, during and after the contest.

More information on sportsmanship may be found at <http://ihsa.org/Resources/Sportsmanship.aspx>

### Athlete Agreement

As a player, I understand that I must follow the above sportsmanship rules to stay in good standing with my team.

Athlete's Signature: \_\_\_\_\_

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

School: \_\_\_\_\_

Sport: \_\_\_\_\_

### Parent/Guardian Agreement

As a parent/guardian of above athlete, I agree to abide by the above sportsmanship rules, recognizing it is important to follow these conduct standards for the benefit of all involved.

Parent/Guardian Signature: \_\_\_\_\_

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





## **Athletic Volunteers**

**All Athletic Volunteers must complete all portions of the Athletic Volunteer Packet before being eligible to volunteer. For more information, contact the Parent and Community Engagement Department at 815-966-3271.**

### **2020-2021 Athletic Volunteer Packet:**

<https://www3.rps205.com/District/Documents/Athletics/2020%20RPS%20205%20Athletic%20Volunteer%20Packet.pdf>

## **Transportation Guidelines**

Each school will complete the District Bus Request Form for each athletic trip requiring the transportation of athletes on a district school bus. Each high school is assigned a Fund 40 number that must be included on the form. Middle school must consult the building principal for arrangements.

Each school will coordinate the ordering of activity buses with the school administration.

High schools may utilize van rentals for athletic trips when it is more feasible to transport athletes by van(s) than a district school bus. When the school receives the invoice for the van rental, the school's athletic director must approve the invoice for payment, indicating the school's Fund 40 Account Number, and forward to the District Finance Department for payment.

High schools may utilize coach buses as approved by the athletic director. The school's Fund 40 Account will pay an amount equal to what the expense would have been, had a district school bus been used for the trip. That amount is calculated by using the zone areas as assigned by the transportation department and adding the hourly wage for the driver of a bus. The school ordering the coach bus is responsible for the additional amount.

In the event a parent(s)/guardian(s) are requested to transport athletes, they must be approved by the school's administration and shall be advised that they shall maintain liability coverage requirements of \$300,000 personal injury per accident and \$300,000 property damage insurance coverage. (District 205 Policy 4.110 – Adopted March 11, 1997). *Proof of insurance coverage is required.*

**Rockford Public Schools – District 205**  
**Request for School Bus Service**

Please complete the form below.

Date needed:

Athletic Trip \_\_\_\_\_ Educational Trip \_\_\_\_\_ Event \_\_\_\_\_

Teacher(s) / Person(s) in charge:

Destination:

Place of pick up:

School Departure Time:

Returning to:

Time Returning to School:

Number of Pupils:

Number of Adults (Teachers and Chaperones):

Account Number: 40.650.2552.53310.0000.91

Contact phone number:

Special Instructions / Driver Directions if needed:

To be filled out by administration:

Principal's approval \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ School 011

NOTE: Save a copy for your records and email it to your principal. Once approved by the principal they will forward the form to the Terminal Manager. A separate request form is to be used for each trip. An email will be returned to the building principal as CONFIRMATION with a confirmation number. ***Persons taking trips will be responsible for tolls and parking fees.***

Cancellation of trips need to be completed a minimum of 5 hours before start time of trip. If not, there will be a 2 hour fee to pay for the driver in addition to a \$20 show up charge.

---

For Transportation use only:

Transportation confirmation number:

Start time \_\_\_\_\_ Start Mileage \_\_\_\_\_

End time \_\_\_\_\_ End Mileage \_\_\_\_\_

Bus/Route \_\_\_\_\_ Date \_\_\_\_\_

Number of students who do not ride the bus regularly \_\_\_\_\_

Chaperones Signature \_\_\_\_\_

Driver Signature \_\_\_\_\_

## Operational Services

### Transportation

The district shall provide free transportation for all students in the district: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the school board requesting transportation due to the existence of a serious safety hazard. Non-public school students shall be transported in accordance with state law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act. Only students attending Rockford Public Schools, school district employees or classroom volunteers with the permission of the superintendent or designee, may ride the school bus (provided, that students with disabilities shall be transported to schools outside the district when specified in an individualized educational program, and students attending non-public schools being transported pursuant to state law). No students with animals shall be allowed on a school bus except with permission of the superintendent or designee; however, if an animal is transported it shall be confined at all times when on the school bus. The student discipline code shall apply to all students riding a district school bus, district owned vehicle, or district contracted vehicle.

A student who is required to, for disciplinary reasons, serve a detention period either before or after a regular school day shall be provided transportation unless the parent/guardian of the student has agreed to provide transportation.

Bus schedules and routes shall be determined by the superintendent or designee and shall be altered only with the superintendent or designee's approval and direction. In fixing the routes, every effort should be made to have the pick-up and discharge points as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration, except as provided below.

- Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with state law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students.
- The superintendent shall implement procedures in accordance with state law for accepting comment calls about school bus driving.
- All contracts for charter bus services must contain the clause prescribed by state law regarding criminal background checks for bus drivers.
- Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' Individualized Educational Programs.
- School funds shall not be expended for transportation costs associated with an educational tour.

Transportation may be provided for students attending school sponsored field trips and outdoor education classes and a reasonable charge may be assessed for such transportation in an amount not exceeding the cost of providing such transportation including a reasonable allowance for depreciation. The superintendent or designee may authorize the use of school buses for transportation for school sponsored field trips and outdoor education classes if approved pursuant to board policy, and determine whether a charge will be made therefore. Transportation may be provided for students participating in school sponsored extracurricular activities and athletic activities and a reasonable charge may be assessed for such transportation not exceeding the cost thereof, including a reasonable allowance for depreciation.

Custodial parent/guardians may transport their own child to and from an event. They must sign their child out with the coach prior to leaving. Where the district does not provide transportation, students and their parent/guardian are required to provide their own transportation.

Staff transportation of students in district vehicles or private vehicles is prohibited absent prior authorization from the administration. Notwithstanding, the board recognizes that from time to time situations may arise in which students attending school sponsored activities and events do not have transportation home following the event. In the event that students are left without transportation home after a school sponsored activity or event which is conducted at a location other than a district facility, and in other non life threatening circumstances, certificated employees of the district may transport students home provided that they possess minimum automobile injury and liability insurance coverage of

\$100,000.00/\$300,000.00. Where an employee transports students under this section the employee shall, not later than the day following the event, make a written report to the building principal of the school sponsoring the event including the name and address of the student transported and the time of departure and arrival at the student's home, and the mileage.

The superintendent or designee shall develop and implement a post-trip inspection procedure to ensure that the school bus driver is the last person leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a route, work shift, or workday.

### **Operational Services**

#### **Administrative Procedure-School Bus Safety Rules**

The Building Principal shall distribute the following rules to all students. Those students not qualifying for school bus transportation to and from school should receive a copy because they may from time-to-time be transported to school activities by school bus.

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something. 4:170-AP3

## District 205 Transportation Exclusion Form

In the event a parent(s)/guardian(s) are requested to transport athletes, they must be approved by the school's administration and shall be advised that they shall maintain liability coverage requirements of \$300,000 personal injury per accident and \$300,000 property damage insurance coverage. (District 205 Policy 4.110 – Adopted March 11, 1997). Proof of insurance coverage is required.

*Barring extenuating circumstances, the District 205 High Schools will provide district transportation for our student-athletes for athletic contests. We recognize that there may be times when it is more convenient for parents/guardians to transport their sons/daughters to or from an athletic event. This will be allowed ONLY if this form has been signed/dated by a student's parent or official guardian and is retained on file by a coach. **Please note that a parent/guardian signature on this form does not mandate that a coach must allow the parent/guardian to transport a student-athlete if district transportation is being provided. A coach may reserve the right to demand that ALL athletes in his/her program ride the district-provided transportation.***

Parents/Guardians agreeing to allow their sons/daughters to ride with another student's Parent/Guardian must give permission **in writing** to the coach, athletic director, or a building administrator.

**At no time will students transporting other students be allowed!!!**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
(PRINT parent/guardian name) (PRINT name of student)

have read the above and understand and agree to abide by all statements included above.

\_\_\_\_\_  
(parent/guardian signature)

\_\_\_\_\_  
(date)



## Fundraiser Request Procedures

1. The organization desiring to fundraise will fill out a universal form all high schools will use. The form includes specific information about the fundraiser to be filled out. The form must be completed and submitted to the building Assistant Principal / Athletic Director three weeks prior to the fundraising event.
2. The building Assistant Principal/Athletic Director will review the fundraising request to make sure the fundraiser is school appropriate and safe.
3. Once approved, the Assistant Principal/Athletic Director will submit the form to the building Principal for approval. The building Principal will cross check the request with his/her database to ensure a similar fundraiser is not taking place during the same time period. Once approved, the building Principal will submit the proposal to their building superintendent per board policy 7.325.
4. Per board policy 7.325, the building Superintendent must grant final approval.
5. Once final approval is granted, the Principal will place the fundraiser in their database to ensure equity and to document the fundraising occurring in their building.

The updated Fundraiser Request Form can be found here:

[https://www3.rps205.com/District/BOE/Documents/GoverningPolicies/Policies/Adobe%20700/7.325E\(1\).pdf](https://www3.rps205.com/District/BOE/Documents/GoverningPolicies/Policies/Adobe%20700/7.325E(1).pdf)

## **IHSA Tournament Reconciliation Form**

(The Central Office Athletic Budget will pay for approved expenditures for all Athletic Teams that are official IHSA sports).

**SCHOOL:** \_\_\_\_\_ **EVENT:** \_\_\_\_\_

**Date(s) of event:** \_\_\_\_\_ **Site:** \_\_\_\_\_

### **EXPENSES:**

**1. Transportation** (*private vehicle*)

**Estimated**

**Actual**

- From \_\_\_\_\_ to \_\_\_\_\_

- Total mileage \_\_\_\_\_ x .58/Mile

or

Gas for rental vehicle

(Gas allotment not allowed if mileage taken)

- **TOTAL Transportation**

**2. Lodging**

- Number of people:

Coaches: \_\_\_\_\_

Students: \_\_\_\_\_

- Rooms = \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_  
(number) (nights) (\$/room)

**3. Meal allowance**

- No. of people \_\_\_\_\_ x No. of days \_\_\_\_\_

X \$15.00 (*total allowance per person/day*) \_\_\_\_\_

(Meal Money Disbursement Form to be attached in lieu of food receipts.)

**TOTAL Meal allowance**

**4. Other expenses** (*greens fees, etc.*)

- Explanation: \_\_\_\_\_

**TOTAL COST TO ATTEND TOURNAMENT**

Amount advanced to coach

Amount returned to Board (preferably by check)

Reimbursement to coach (all supporting documents attached)

Date of Request: \_\_\_\_\_

Coach Name: \_\_\_\_\_

**Coach Vendor#:** \_\_\_\_\_ **School A.D.** \_\_\_\_\_

(Signature)

**District A.D.** \_\_\_\_\_

(Signature)

**Date** \_\_\_\_\_



**Mary Olson**

Operations Coordinator / Facility Rentals  
5052 - 28th Avenue - Rockford, IL 61109  
Email: [mary.olson@rps205.com](mailto:mary.olson@rps205.com)  
P: 815-489-7398, Ext. 16652  
C: 779-537-0273 Fax: 815-966-3019



## Administration Guidelines for Facilities Usage

**All RPS 205 District Employees should use the attached Facility Request Form(s) for:**

- Scheduling school events outside of normal school hours
- Functions including outside groups
- When requesting another facility for use
- If requesting the use of an **Auditorium, Field House or Stadium** request forms will be required.  
**All other areas use the Facility Request form.** Forms available on **RPS205 website**
- Student Groups must submit the "Application for Student Groups that are not School Sponsored functions" to request free use of school premises for meetings.
- If an organization is stating they are non-profit organization then they must provide documentation of legal non-profit status filed with the Internal Revenue Service. (501-C)
- All organizations must also submit their proof of liability insurance, when their request is submitted. (School activities are not required to submitted liability insurance you are covered under the district policy.)
- The Rockford School District 205's Board is the only agent authorized to waive fee or just fees regarding "in Kind" donations.
- **Hourly Rates** includes 1 support person to be present during your event, to assist with moving of equipment, furniture, along with patrolling and securing the building. Per board policy an RPS Employee must be present beginning ½ hour before event and remain until building is clear of all activity. This is confirmed through the rental facility department.

**These forms provide the facilities department with the necessary information in order to schedule the following:  
AC/Heat, Lighting, Security Services, Janitorial, Ground Maintenance-shoveling, trash, mowing, etc.**

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**All fees are waived for School Events and Related Organizations.  
RPS 205 Employees are not liable and are covered under RPS205 Liability Insurance.**

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Mary Olson, Operations Coordinator handles all facilities rentals and building usage requests.  
If you have any questions or concerns, please do not hesitate to contact her directly.

**Completed Request Forms need to be returned directly: Mary Olson**

Operations Coordinator / Facility Rentals  
5052 - 28th Avenue - Rockford, IL 61109  
**Email:** [mary.olson@rps205.com](mailto:mary.olson@rps205.com)  
Fax: 815-966-3019

After all documents are submitted, the forms will be sent to the building principal or authorized scheduler for the requested use of their facility to either approve or deny the dates and times requested based on the school activities.

1. If the request is **DENIED**, the sponsor will be notified stating the reason for denial and if they have further questions on the denial they are referred to the Building Principal.
2. If the request is **APPROVED**, a **Facility Usage Contract** is typed up for the Director of Operations to review and for final approval.
3. After the approval of the contract the sponsor will be sent a contract. If sponsor is in agreement with the terms of the contract, they will need to sign and return the contract back to Mary Olson before scheduled use.  
**Failure to return the signed contract will result in non-usage of the facility.**
4. Upon receipt of the signed contracts, the event will be entered into the Facility Rental Calendar and notifications of usage will be emailed to the Principal, Custodial, Security and Maintenance Managers, to ensure the proper staff is in place and the heat/ac, and lighting is scheduled to be on.
5. **This process may take up to 2-3 weeks from time of request to final board approval.** By submitting all requests in timely fashion scheduling conflicts can be avoided. Events are not valid until a district contract is completed and signed by Ann DeLang, Director of Operations and the requester.

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**Per Board Policy 8.20** - School facilities are available to the community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purpose has precedence over all other uses. Persons on school premises must abide by District's conduct rules at all times. Waivers of the required fees will not be granted. Notwithstanding, upon the prior approval of the Board, the administration may offset the costs incurred by the District with an "In-Kind" donation from the user.

## **DISTRICT 205 ATHLETIC GATE RECONCILIATION**

CASH START-UP AMOUNT: \_\_\_\_\_

DAY: \_\_\_\_\_ DATE: \_\_\_\_\_

EVENT: \_\_\_\_\_ SENIOR NIGHT: \_\_\_\_\_

LEVEL (JV/V): \_\_\_\_\_ OPPONENT: \_\_\_\_\_ TICKET WORKER: \_\_\_\_\_

\_\_\_\_\_ PAYMENT AMT: \_\_\_\_\_

TICKET WORKER: \_\_\_\_\_ PAYMENT AMT: \_\_\_\_\_

TICKET PRICE (ADULT): \_\_\_\_\_

TICKET PRICE (STUDENT/SENIORCITIZEN): \_\_\_\_\_

**ADULT TICKET - START #/ COLOR:** \_\_\_\_\_

STOP # \_\_\_\_\_

**STUDENT TICKET - START #/ COLOR:** \_\_\_\_\_

STOP # \_\_\_\_\_

### **OTHER AUTHORIZED PERSONNEL RECEIVING PAYMENT:**

NAME: \_\_\_\_\_ AMT:\$ \_\_\_\_\_

NAME: \_\_\_\_\_ AMT:\$ \_\_\_\_\_

NAME: \_\_\_\_\_ AMT:\$ \_\_\_\_\_

NAME: \_\_\_\_\_ AMT:\$ \_\_\_\_\_

NAME: \_\_\_\_\_ AMT:\$ \_\_\_\_\_

NAME: \_\_\_\_\_ AMT:\$ \_\_\_\_\_

NAME: \_\_\_\_\_ AMT:\$ \_\_\_\_\_

NAME: \_\_\_\_\_ AMT:\$ \_\_\_\_\_

NAME: \_\_\_\_\_ AMT:\$ \_\_\_\_\_

NAME: \_\_\_\_\_ AMT:\$ \_\_\_\_\_

**TOTAL AMOUNT COLLECTED: \$** \_\_\_\_\_

**AMOUNT TO GATE : \$** \_\_\_\_\_

**AMOUNT TO STADIUM \$** \_\_\_\_\_

*Comments/Other Info:*

## STANDARD STUDENT ACCIDENT REPORT FORM

### Part A. Report ALL accidents to students occurring anywhere, day or night

1. Name: \_\_\_\_\_ Home Address: \_\_\_\_\_
2. School: \_\_\_\_\_ Sex: M \_\_\_\_\_ F \_\_\_\_\_ Age: \_\_\_\_\_ Grade or classification \_\_\_\_\_
3. Time accident occurred: Hour \_\_\_\_\_ A.M.; \_\_\_\_\_ P.M. Date: \_\_\_\_\_
4. Place of Accident: School Building \_\_\_\_\_ School Grounds \_\_\_\_\_ To or from school \_\_\_\_\_ Home \_\_\_\_\_ Elsewhere \_\_\_\_\_  
Does this student carry school insurance Yes \_\_\_\_\_ No \_\_\_\_\_

#### 5. NATURE OF INJURY

Abrasion _____	Fracture _____	Amputation _____
Laceration _____	Asphyxiation _____	
Poisoning Bite _____	Puncture _____	
Bruise _____	Scalds _____	
Burn _____	Scratches _____	Concussion _____
	Shock (el.) _____	Cut _____
	Sprain _____	
Dislocation _____		
Other (specify) _____		

#### DESCRIPTION OF THE ACCIDENT

How did the accident happen? What was student doing? Where was student? List specifically unsafe acts and unsafe conditions existing. Specify any tool, machine or equipment involved. \_\_\_\_\_

#### PART OF BODY INJURED

Abdomen _____	Foot _____
Ankle _____	Hand _____
Arm _____	Head _____
Back _____	Knee _____
Chest _____	Leg _____
Ear _____	Mouth _____
Elbow _____	Nose _____
Eye _____	Scalp _____
Face _____	Tooth _____
Finger _____	Wrist _____
Other (specify) _____	

6. Degree of injury: Death \_\_\_\_\_ Permanent impairment \_\_\_\_\_ Temporary (lost time) \_\_\_\_\_ Non-disabling (no lost time) \_\_\_\_\_

7. Total number of days lost from school: \_\_\_\_\_ (To be filled in when student returns to school)

### Part B. Additional Information on School Jurisdiction Accidents

8. Teacher in charge when accident occurred (enter name): \_\_\_\_\_

Present at the scene of accident: No \_\_\_\_\_ Yes \_\_\_\_\_

#### 9. IMMEDIATE ACTION TAKEN

First-aid treatment \_\_\_\_\_ By (name): \_\_\_\_\_

Sent to school nurse \_\_\_\_\_ By (name): \_\_\_\_\_

Sent home \_\_\_\_\_ By (name): \_\_\_\_\_

Sent to physician \_\_\_\_\_ By (name): \_\_\_\_\_

Physician's name: \_\_\_\_\_

Sent to hospital \_\_\_\_\_ By (name): \_\_\_\_\_

Name of hospital: \_\_\_\_\_

10. Was a parent or other individual notified? No: \_\_\_\_\_ Yes: \_\_\_\_\_ When: \_\_\_\_\_ How: \_\_\_\_\_

Name of individual notified: \_\_\_\_\_ By whom? (enter name) \_\_\_\_\_

11. Witnesses: 1. Name: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_

## STANDARD STUDENT ACCIDENT REPORT FORM CONT.

### 12. LOCATION

#### Specify activity

Athletic field_____	Locker_____
Auditorium_____	Pool_____
Cafeteria_____	School grounds_____
Classroom_____	Shop_____
Corridor_____	Showers_____
Dressing room_____	Stairs_____
Gymnasium_____	Toilets/washrooms_____
Home Econ_____	Laboratories_____
Other (specify)_____	

#### Remarks

What recommendations do you have for preventing other accidents of this type?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property damage: School \$\_\_\_\_\_Non-School \$\_\_\_\_\_Total \$\_\_\_\_\_

Signed Principal\_\_\_\_\_Teacher\_\_\_\_\_

**ATHLETIC INVENTORY**

Sport			Year			Coach		
Items (Description)			Condition of Item			How many in that condition		

## ITEMS LOANED OUT

**DATE:** \_\_\_\_\_

[illegible]

## Parental Request For The Return Of Equipment Or Payment

School: \_\_\_\_\_

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

Athletic Director: \_\_\_\_\_

Coach: \_\_\_\_\_

To the parent(s)/guardian(s) of: \_\_\_\_\_

*(student-athlete)*

The purpose of this letter is to solicit your assistance. Your cooperation will be greatly appreciated.

Our records indicate that your son/daughter has not returned the below listed equipment or uniform that was issued to him/her, or has not paid all required fees. As you can well understand, our school cannot afford to assume the financial loss when all equipment is not returned or fees/fines are not paid.

We ask that you please discuss this matter with your son/daughter and then follow up accordingly as soon as possible. If this does not get resolved, the information will be forwarded to the building financial technician and your son's/daughter's name will be placed on the school's fine list.

**ITEM/DESCRIPTION:**

**REPLACEMENT COST or  
AMOUNT DUE (fee/fine)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you have any questions, please contact our athletic department or myself.

Thank you very much for your cooperation.

Yours truly,

\_\_\_\_\_  
*(signature of coach or athletic director)*

Coaching Evaluation Form				
Name: _____ Date: _____				
School: _____ Sport: _____				
<b>The objective of this evaluation is to serve as a constructive means of helping coaches improve their performance.</b>				
For each item, check the box which best describes the coach's performance on that item. If "Below Expectations" is checked, list possible comments/solutions on how the coach could improve.				
I. Personal Characteristics	Meets Expectations	Below Expectations	Not Observed	Comments
Self control and poise				
Initiative				
Punctuality				
Enthusiasm in working with students				
Tolerance for stress				
Appropriate role model				
Confidence and maturity				
Appropriate sense of humor				
Appearance: neat/appropriate				
II. Leadership Qualities	Meets Expectations	Below Expectations	Not Observed	Comments
Attention to duties assigned				
Develop/implement a well planned program				
Implements policies, including academic eligibility				
Cooperation with co-workers/supervisors				
Relationship with parents				



Preparation of written reports (on time and organized)				
Willingness to assume extra duties				
Attendance at coaching clinics/rules meetings				
Public Relations: Cooperation with media				
Relationship with other staff members				
Involvement in professional organizations				
<b>III. Technical and Professional Knowledge</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Not Observed</b>	<b>Comments</b>
Care of equipment and facilities				
Ability to attract and retain student athletes				
<b>IV. Coaching Performance</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Not Observed</b>	<b>Comments</b>
Has high expectations for all athletes				
Fairness, communication and patience with athletes				
Sideline conduct with officials and players				
Execution of assignments for assistant coaches				
Exhibits and demands good sportsmanship				
Adapt to mid-season needs				
Works toward improving their program				

**SUMMARY:** See attached.

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

**Overall Performance**

**SATISFACTORY**

☐

**UNSATISFACTORY**

☐

\_\_\_\_\_  
Signature of Athletic Director or Principal

\_\_\_\_\_  
Date



## Middle School Coach Hiring Procedures

The following procedures are to be followed when a Middle School athletic coaching vacancy is being filled.

- The Athletic Director should contact their generalist in writing to post the vacancy on AppliTrack
- The Athletic Director should notify the varsity coach at the feeder high school of the vacancy
- The varsity coach from the feeder high school will provide the middle school athletic director a list of potential candidates for the vacancy
- An interview committee should be formed that includes the high school varsity coach, middle school athletic director, and any other stakeholders deemed necessary by either the middle school or high school
- All internal (building level) certified candidates must be granted an interview
- Once the interview committee has agreed upon a candidate, the middle school athletic director will submit the name to the building principal for recommendation for hire.
- All known vacancies for the following school year shall be posted in April. A reasonable attempt will be made to have all coaches for the following school year in place before summer break begins.

## **Middle School Athletic Programs Provided**

### **FALL**

<b>Sport</b>	<b>Levels</b>
Football	JV/Varsity
Coed Soccer	JV/Varsity
Coed Cross Country	JV/Varsity
Cheer and Spirit Squads	JV/Varsity
Girls Basketball	JV/Varsity

### **WINTER**

<b>Sport</b>	<b>Schools</b>
Boys Basketball	6/7/8
Girls Volleyball	6/7/8
Wrestling	JV/Varsity
Coed Swimming	Varsity
Cheer and Spirit Squads	JV/Varsity
Coed Chess	Varsity

### **SPRING**

<b>Sport</b>	<b>Schools</b>
Boys Volleyball	JV/Varsity
Coed Track & Field	JV/Varsity
Coed Bowling	JV/Varsity
Coed Tennis	Varsity
Coed Golf	Varsity

\*Some season scheduling may be modified due to COVID-19. Please visit the following link for more information:

<https://www.iesa.org/temp/IESAAlternativePlan.pdf>



## Feeder Schools

This list should serve only as a general guide to the district feeder system. Exceptions will apply based on zone boundaries.





# Class 4A Regional

Admission:

Adults & High School Students-  
\$5.00

Senior Citizens & Students  
Kindergarten-8<sup>th</sup> Grade- \$3.00

\*All prices are set by the IESA

# Middle School Gate Admission Fees

\*Some admission may be limited due to COVID-19 Restrictions

## Regular Season Games/Meets/Matches

- Adults \$3.00
- Seniors \$2.00
- Students \$1.00 with ID

## Playoff Games/All City Meets/Matches

- Adults and HS Students \$4.00
- Seniors \$2.00
- Students K-8 \$1.00 with ID

## IESA Events

Admission set by the IESA

## Jamboree

- Adults \$4.00
- Students K-12 \$2.00
- Children under 4 free

## Official's Fees

<b>Cross Country:</b>	\$60 Starter		
<b>Football:</b>	\$50 per game		
<b>Soccer:</b>	1 Game \$40	2 Games \$60	
<b>Basketball:</b>	\$30 per game		
<b>Wrestling:</b>	\$40 Dual Meet	\$60 Triangular Meet	
<b>Swimming:</b>	\$80 per Meet		
<b>Volleyball:</b>	1 Game \$25	2 Games \$50	3 Games \$75
<b>Track:</b>	\$100 Starter	\$75 Clerk	\$75 Field Event

## Eligibility of Charter School/Home School Students

With regards to the topic of charter school and home school students playing sports at their zoned school. **This is NOT permitted.** As the season begins please ensure that ALL student athletes are attending your public school full time as the policy states below. The only exception to this rule is if another Rockford Public School does not offer a sport. For example, if Barbour does not have a swim team a RPS student can swim for their zoned Middle School.

Below is the link to the board policy that explains it and below that I've extracted the portion specific to the question.

<http://www2.rps205.com/District/BOE/Documents/GoverningPolicies/Policies/Adobe%20700/7.40.pdf>

### Extracurricular and Co-curricular Activities and Interscholastic Sports

Nonpublic students, including those who attend a District school part-time, are not allowed to participate in extracurricular or co-curricular activities unless the activity is directly related to and part of the requirement for a credit class. A nonpublic student who participates in such an activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Interscholastic sports and IHSA sanctioned activities will be limited to students who are enrolled full-time in the District.

## **Middle School Boys/Girls Basketball Guidelines**

### **Revised 9-21-19**

#### **Levels of Play:**

- Each school may enter one boy's team at each level (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades). Girls JV (6<sup>th</sup> and 7<sup>th</sup> grade only) and Varsity (any grade level)
- Athletes may play up at any level, but must remain at that level for the entire season. The athlete must be placed at that level prior to the start of the first game and can't be moved up or down for the duration of the season.

#### **Eligibility:**

- All athletes need to be in compliance with RPS 205 Eligibility requirements.

#### **Sportsmanship:**

- It is expected that all coaches will address the issues of sportsmanship with their athletes.

#### **Game Times:**

- 1<sup>st</sup> Game at 4:45 (Even if only one game is scheduled)
- 2<sup>nd</sup> Game @ 5:45
- 3<sup>rd</sup> Game @ 6:45

#### **Postponements:**

- Inclement weather may necessitate the postponement of a contest. Officials must be notified games will not be rescheduled. **ALL** postponements/cancellations must come from the District Athletic Director.

#### **Major IHSA/IESA Regulations:**

- Minimum playing time for a player will not be required. Those decisions will be left up to individual coaches.
- Players who are ejected will now serve a two game penalty instead of a one game penalty AND must complete the NFHS Sportsmanship course online
- Coaches will continue to serve an immediate two game suspension for an ejection (no change) but the school will be fined \$100 on the first offense AND the coach must complete the NFHS Sportsmanship course. A second ejection will result in a five game suspension (no change) AND the school will be fined an additional \$250.
- All teams must be properly equipped; technical fouls will be assessed at the beginning of the game for violations.

#### **Game Regulations:**

- 7<sup>th</sup> and 8<sup>th</sup> grade Boys/JV & V Girls: 6 minute quarters.
- 6<sup>th</sup> grade Boys: Two (2) Twenty minute halves with a running clock. The running clock will stop at the last minute of each half.
- 5 minute half time (*May be less by mutual agreement of coaches*),
- Overtime periods are three minutes. If it is tied at the end of overtime we do continual 3 minute periods until there is a winner.



- The slaughter rule (meaning running clock) will take effect once a 20-point lead is established.
- No pressing once there is a 20-point lead in the second half.
- There is no roster limitations during the regular season meaning all of the athletes on your team can participate in the game. However, there is a 15 player limit for all IESA events including (regionals, sectionals, and state contests).

**Protests:**

- All decisions by the officials will be final.

**Criteria to be used for Play-Off Seeding:**

- Win-Loss Record
- Head to Head in division
- Card Pull – ace is high, two is low

**Host School Responsibilities:**

- Arrange for ample adult help at the score table.
- Confirm arrangements for gate collection. All schools must charge admission. Gate receipts offset the cost of running the program. (*Gates remain at the school*)
- Confirm with the Booster Club that arrangements have been made for Concessions.
- Submit game results to the AD in charge of the sport and the visiting school AD within 24 hours.

**Officials:**

- Assignment of officials will be made by assignment chair.
- Payment to the officials should be made on the night of the game if possible.
- If only one official shows, notify assignment chair & district AD. There will be no double pay!

\*any rule not referenced on this sheet defer to the IESA/IHSA/NFHS

## **Middle School Cheerleading Guidelines**

**Revised 6-26-14**

### **Levels of Play:**

- Participants may cheer at any level, but must remain at that level for the entire season. The player must be placed at that level prior to the start of the first contest and can't be moved up or down for the duration of the season.

### **Eligibility:**

- All athletes need to be in compliance with RPS 205 Eligibility requirements.

### **Sportsmanship:**

- It is expected that all coaches will address the issues of sportsmanship with their athletes.

### **Postponements:**

- Inclement weather may necessitate the postponement of a contest. Officials must be notified games will not be rescheduled. **ALL** postponements/cancellations must come from the District Athletic Director.

### **Safety:**

- For specific list of safety guidelines as stated in the National Federation Spirit Rules Book or by the IHSA.
- These guidelines will include, but not be limited to:  
Hairstyle, fingernails, jewelry/accessories, monitoring of stunt progression levels, gum chewing, and other safety rules established by the coach.

### **Additional Guidelines:**

- Coaches may provide additional approved guidelines specific to their school.
- Those will be distributed in writing to all cheerleaders.

\*any rule not referenced on this sheet defer to the IESA/IHSA/NFHS

## **Middle School Cross Country Guidelines**

### **Revised 8-23-18**

#### **Levels of Play:**

- We will keep with a two-tier system in order to preserve time. Teams lacking adequate numbers to create both a varsity and junior varsity team will be designated solely as a varsity level school.
- Athletes may move up and down between Varsity and JV.

#### **Eligibility:**

- All runners need to be in compliance with RPS 205 Eligibility requirements.

#### **Sportsmanship:**

- It is expected that all coaches will address the issues of sportsmanship with their runners. Simply, runners should not “cut” the designated course and never impede the progress of other runners. Runners will be disqualified if caught demonstrating poor sportsmanship.
- It should be noted that any demonstration of poor behavior by any participants of a school should be disqualified.

#### **Uniforms:**

- All runners competing for a school need to be wearing the school issued specified attire.

#### **Meet Times:**

- 4:45 meet start time unless otherwise noted on official schedule.
- If transportation is an issue, each school will be awarded 15 minute warm up.

#### **Postponements:**

- Inclement weather may necessitate the postponement of a contest. Officials must be notified games will not be rescheduled. **ALL** postponements/cancellations must come from the District Athletic Director.

#### **Distance:**

- The established distance for a cross-country meet at the middle school level should be between 1.0 – 2.0 miles.

#### **Running Procedures:**

- Regular Season: Boys and girls will run at the same site, but will not compete at the same time. There will be two races, JV First (Boys & Girls), then Varsity (Boys & Girls) unlimited entries. Host school should email results to Athletic Director.
- Conference Meet: Both level of girls will run first, both levels of boys will run second.

#### **Host School Responsibilities:**

- Please make sure AD's are providing coaches with results.

\*any rule not referenced on this sheet defer to the IESA/IHSA/NFHS

## **Middle School Football Guidelines**

### **Revised 7-31-19**

#### **Levels of Play:**

- Each school may enter one JV team and one varsity team.
- Athletes may play up at any level, but must remain at that level for the entire season. The athlete must be placed at that level prior to the start of the first game and can't be moved up or down for the duration of the season.
- Effective September 4 2020, no athlete may be added to a football roster.

#### **Eligibility:**

- All athletes need to be in compliance with RPS 205 Eligibility requirements.

#### **Sportsmanship:**

- It is expected that all coaches will address the issues of sportsmanship with their athletes.

#### **Equipment/Uniforms:**

- All schools will use a league approved football for games.
- Helmets and shoulder pads will be checked at the end of each season for reconditioning. For District # 205 Schools this will be paid for by the district.

#### **Game Times:**

- Games will start at scheduled times; games to follow will begin immediately at the conclusion of the previous.
- JV games could be called due to darkness if played under natural lighted field. This would be determined by the host school's administration team.

#### **Postponements:**

- Inclement weather may necessitate the postponement of a contest. Officials must be notified games will not be rescheduled. **ALL** postponements/cancellations must come from the District Athletic Director.

#### **Rules:**

- Students must participate in 10 practices before their 1<sup>st</sup> game of competition.
- When kicking off, teams must have at least 3 players on each side of the kicker. This rule applies to onside kicks as well.
- There will be no "A" gap rushing when the offensive team is attempting a field goal, an extra point, or a punt. The penalty will be a personal foul, 15 yards, automatic first down.
- Likewise, there will be no fake field goals, extra points or punts through the "A" gap. The penalty will be personal foul, loss of down.
- No chop-blocking. The penalty will be a personal foul, 15 yards, automatic first down.
- The referees will maintain a 35 second play clock for JV & Varsity games.
- JV will play four 8 minute quarters and Varsity will play four 10 minute quarters.
- In the event of darkness, quarter lengths may be changed at the consent of both head coaches and referees.

- Halftimes will be five minutes in length.
- There will be 4 officials for all games. These officials should be paid \$50 per game.
- Overtime: Varsity: Alternating possessions beginning at the oppositions 10 yd. line, until tie is broken. JV: If after two possessions by each team, the tie is still in effect, the game result will be a tie.
- Slaughter Rule in effect at a margin of 30 points.
- Running clock, score kept by official scoreboards, no more than 30 pt lead.
- The season will end with a single elimination playoff schedule with seeds being determined by regular season records.

#### **Protests:**

- All decisions by the officials will be final.

#### **Criteria to be used for Play-Off Seeding:**

- Win-Loss Record
- Head to Head in division
- Card Pull – ace is high, two is low

#### **Host School Responsibilities:**

- Home team is responsible for Chain Gang in both regular season and playoffs.
- Confirm arrangements for gate collection. All schools must charge admission. Gate receipts offset the cost of running the program. (*Gates remain at the school*)
- Confirm with the Booster Club that arrangements have been made for Concessions.
- Submit game results to the AD in charge of the sport and the visiting school AD within 24 hours.

#### **Officials:**

- Assignment of officials will be made by assignment chair.
- Payment to the officials should be made on the night of the game if possible.
- If an official no shows, notify assignment chair & district AD. There will be no double pay!

\*any rule not referenced on this sheet defer to the IHSA/NFHS

## **Middle School Golf Guidelines**

**Revised 3-2-21**

### **Eligibility:**

- All athletes need to be in compliance with RPS 205 Eligibility requirements.

### **Sportsmanship:**

- It is expected that all coaches will address the issues of sportsmanship with their athletes.

### **Equipment and Uniforms:**

- Additional golf equipment can be requested from the Rockford Park District. There is no uniform requirement.

### **Meets:**

- 4 regular season meets.
- 1 All City meet (last scheduled meet).
- 4:45pm meet start time/6:45pm end time (with exception of the All City meet which may end later). Meets will be divided into 2 separate nights to ensure all golfers receive more instruction time.

### **Postponements/Cancellations:**

- Inclement weather may necessitate the postponement/cancellation of a contest. The meet will not be rescheduled; only make up will be All-City Meet. **ALL** postponements/cancellations must come from the Rockford Park District Head Professional, Ingersoll Golf Course Lynn Blevins or Lloyd McWilliams in collaboration with RPS205 Director of Athletics.
- If the weather necessitates the cancellation of the meet, an email will be sent to all coaches by 1pm that day.

### **Regular Season Meets:**

- Meets will take place at Ingersoll golf course. All golf meets with the exception of the last All City meet will be treated as a learning tool so no score cards need to be turned in.
- A maximum of six golfers will represent themselves on the golf course. It will be the coach's responsibility for keeping track of their team's individual scores from 4:30 to 6:30. At the end of that time golfers will exit the course no matter how many holes they finished.
- Meets will start at 4:45pm. At that time schools need to send their golfers (maximum of 6 per school) who will participate on the golf course to the front of the clubhouse. A shotgun start will be organized by RPD staff members. All team members representing each school will be sent to the same hole (example West's 6 golfers could start out on hole 4).
- Only the front 9 holes will be played with modified distances.
  - A 15 minute time limit for groups on each hole.
  - Once you reach 15 minutes on a hole every golfer must pick up their ball and go to the next hole.
  - The back 9 holes are not affiliated with the RRAC program. Anyone wanting to

play the backnine must pay green fees (a golf pass is acceptable if valid) and assume the rules and etiquette of golf.

- Everything must end at 6:45PM (lesson area and golf course participants).
- Every coach will receive a golf cart to use which will allow them to work with their golfers while they are on the course.

#### **All City Meet:**

- Prior to the meet each coach must prepare a list including names/grades of the golfers who will be representing their school. This information will be emailed to [lynnblevins@rockfordparkdistrict.org](mailto:lynnblevins@rockfordparkdistrict.org) ) and Lloyd McWilliams [lloydmcwilliams@rockfordparkdistrict.org](mailto:lloydmcwilliams@rockfordparkdistrict.org) ) of the Rockford Park District.
- The All City Meet will take place at Ingersoll golf course. A maximum of five golfers will represent themselves/their school on the golf course. However, only the top four scores will be factored into the overall results.
- Golfers will all tee off at the same time (AKA shotgun start) with teams being sent to a different hole with their coach. Upon completion of the course score cards will be signed by each coach and turned in to Rockford Park District staff. Individual and team results will be sent out to the participating schools within 24 hours.
- School with the lowest combined four scores will determine the All City Team Champion and will receive a team trophy.
- The top 20 individual boys and girls scores will receive individual medals.
- There will be no lessons from trained golf personnel due to the efforts being focused on collecting results.
- The event will last until each golfer has finished all 9 holes.
- The only athletes who should attend the event are the 5 golfers from each school who will be on the course. Remember if a school doesn't have 5 golfers who are ready for the course then less can be taken.

#### **Rockford Park District Fees:**

- Cost: \$10 per golfer per program night.
- Cost \$10 per golfer for All City Meet

\*any rule not referenced on this sheet defer to the IESA/IHSA/NFHS

## **Middle School Soccer Guidelines**

### **Revised 8-24-17**

#### **Levels of Play:**

- Each school may enter one JV team and one varsity team.
- Varsity can consist of 8<sup>th</sup> graders, with the option of 6<sup>th</sup> or 7<sup>th</sup> grade. An 8<sup>th</sup> grade student can play on JV if they are new to the sport; JV should consist of 6<sup>th</sup> or 7<sup>th</sup> grade otherwise.
- Athletes may play up at any level, but must remain at that level for the entire season. The athlete must be placed at that level prior to the start of the first game and can't be moved up or down for the duration of the season.
- Coaches prior to the 1<sup>st</sup> game must provide school AD with rosters including names, numbers and grade level. AD's must forward those rosters to the lead AD for that sport assignment.

#### **Eligibility:**

- All athletes need to be in compliance with RPS 205 Eligibility requirements.

#### **Sportsmanship:**

- It is expected that all coaches will address the issues of sportsmanship with their athletes.

#### **Equipment:**

- Shoes: Each player must wear soccer or athletic shoes, and shin guards.
- Jerseys: It is required that teams wear numbered and uniformly colored jerseys.
- Illegal Equipment: Pants or shorts must be free of pockets, drawstrings, and exposed belt loops.
- Ball: The official ball size for our league is size 5. Home team must provide 3 game balls (main play, behind two goals)

#### **Game Times:**

- All Varsity games will begin at 4:45pm, JV will begin at 5:45pm.
- Varsity games consist of two 30 minute halves, 5 minutes between games.
- JV games consist of two 25 minutes halves, 5 minutes between games.

#### **Postponements:**

- Inclement weather may necessitate the postponement of a contest. Officials must be notified games will not be rescheduled. **ALL** postponements/cancellations must come from the District Athletic Director.

#### **Rules:**

- **Official Team:** An official team shall consist of eleven players (10 field players and 1 goalie).
- **Ready to Play:** "Ready to Play" means that a team must be on the playing field with a minimum of seven players.



- **Mercy Rule:** When a team has a lead of seven or more goals, the time of the game will be shortened by half.
- **Ties during Regular Season:** In the event of a tie during the regular season the game will end in a tie.
- **Ties During Playoffs:**
  - 5 minute break between regular time and OT.
  - One ten minute overtime. First to score wins.
  - If no one scores, 2 minutes between games of overtime 1 and 2.
  - 10 minutes 2<sup>nd</sup> overtime period; if no team scores during overtime period then a shootout will take place (see below).
- **Shootout Penalty Kicks:**
  - Coin toss determines who shoots first and who goes second.
  - Visiting team calls toss.
  - Shooters (5) and goalkeeper (1) may be selected from any player on the roster.
  - Coaches must select their first five shooters in order.
  - First five shooters for both teams all shoot. Team with the most PK's win.
  - If still tied, proceed immediately to Sudden Death PK's.
  - Any remaining player is eligible. **NO REPEATS!!**
  - Continue shooting in the same order as the first round.
  - First unanswered goal in a pair wins.

#### **Protests:**

- All decisions by the officials will be final.

#### **Criteria to be used for Play-Off Seeding:**

- Win-Loss Record
- Head to Head in division
- Card draw – Ace is high, two is low.

#### **Host School Responsibilities:**

- Confirm arrangements for gate collection. All schools must charge admission. Gate receipts offset the cost of running the program. (*Gates remain at the school*)
- Submit game results to the AD in charge of the sport and the visiting school AD within 24 hours.

#### **Officials:**

- Assignment of officials will be made by assignment chair.
- Payment to the officials should be made on the night of the game if possible.
- If an official no shows, notify assignment chair & district AD. There will be no double pay!

\*any rule not referenced on this sheet defer to the IHSA/NFHS

## **Middle School Tennis Guidelines**

**Revised 2-26-18**

### **Eligibility:**

- All athletes need to be in compliance with RPS 205 Eligibility requirements.

### **Sportsmanship:**

- It is expected that all coaches will address the issues of sportsmanship with their athletes.

### **Equipment and Uniforms:**

- Additional tennis equipment can be requested from the Rockford Park District.

### **Game Times:**

- 4:30 meet start time/6:30 end time (with exception of the All City meet which may end later or at mutual coaches digression)

### **Postponements/Cancellations:**

- Inclement weather may necessitate the postponement/cancelation of a contest. The meet will not be rescheduled. **ALL** postponements/cancellations must come from the RPS District Athletic Director.

### **Host School Responsibilities:**

- Should supply game balls.

### **Regular Season Meets:**

- Prior to the meet each coach must prepare a list of all athletes including name, grade, and their level on the team (Either level 1, level 2, level 3, or level 4 (highest). It is the coach's responsibility to assign their athletes to their proper levels of play.
- At the start of the meet coaches will compare rosters and assign matches based on level of play.
- Regular season meets are designed to get students involved with tennis and get an understanding as to what level athletes should compete at for the all city event. Coaches should try to get in as many matches as time allows.

### **Matches/Scoring:**

- Team scoring is not a necessity for regular season meets.

- The spin of the racket will determine who serves first.
- Each match will consist of 3 games. Scoring will be love, 15, 30, 40, game. Team who wins the match will receive one point for their team.
- Ad in and ad out will be optional during the regular season matches.
- If there is a dispute between the players a replay is called.

### **All City Meet:**

- Prior to the meet each coach must prepare a list of all athletes including name, grade, and their level on the team (Either level 1, level 2, level 3, or level 4 (highest)). It is the coach's responsibility to assign their athletes to their proper levels of play.
- Prior to the All City Meet a seeding meeting will be held to assign matches based on level of play. Each school may enter 3 doubles teams and 2 singles at each level. There are 3 levels so there is a maximum of 24 players per school.
- The All City Tournament will be run on two different nights (Level 1 & 2, Level 3 & 4) Athletes can only participate in one event either singles or doubles.
- The spin of the racket will determine who serves first.
- The All City meet will be run using the same scoring as the above section with the exception of playing 5 games instead of 3.
- Another difference is there will be single elimination brackets for every level of play. Players will be placed in their brackets by a random selection process.
- Ad in and ad out will be used during tournament play.
- If there is a dispute between the players a replay is called.
- This winner of each bracket will be declared the all city individual champion.
- Accumulation of points earned from all 3 levels will determine the all city team champion. Tie breaker will be determined by games won.

\*any rule not referenced on this sheet defer to the IHSA/NFHS

## **Middle School Wrestling Guidelines**

**Revised 12-5-18**

### **Eligibility:**

- All athletes need to be in compliance with their District's Eligibility requirements.

### **Sportsmanship:**

- It is expected that all coaches will address the issues of sportsmanship with their athletes.

### **Equipment and Uniforms:**

- All wrestlers must wear approved head gear. Wrestlers must wear either wrestling shoes or gym shoes. Uniforms must meet IHSA/IESA regulations.

### **Meet Times:**

- 5:00 meet start time.

### **Postponements:**

- Inclement weather may necessitate the postponement of a contest. Officials must be notified the meet will not be rescheduled. **ALL** postponements/cancellations must come from the District Athletic Director.

### **Regular Season Meets:**

- Before the meet starts coaches will compare rosters and assign matches by weight with consideration to grade and experience. All attempts will be made to get each wrestler two matches.
- The matches will consist of three periods. 1st period: 1 minute, 2nd Period: 1 minute 30 seconds, 3rd Period: 1 minute 30 seconds. Each school should provide two timer/scorekeepers. Typically the timer will throw a wound up and taped towel at the wrestlers when the 1 time is up to let the referee know.
- If a school would like to keep score simply give one point for each win. Don't worry about pins, major decisions, etc. The problem is some schools have more wrestlers and thus would likely have more points. The goal is to get kids involved with wrestling.

### **All City Meet:**

- Coaches must fill in their roster on [trackwrestling.com](http://trackwrestling.com) with the link they will be provided by the tournament director.
- Once the matches are set **NO WRESTLERS WILL BE ADDED!!**
- This will be a round robin meet meaning wrestlers will be put in four main groups. (There may be a few groups of three.) Each wrestler will wrestle all wrestlers in his group.

### **All City Meet Scoring:**

- Only 15 wrestlers' scores from each school will count for the All City. The coach must select those 15 before the start of the meet. All other wrestlers will be wrestling for medals only.

- The winner of each Round Robin group will score 4 points for his school. Second place will score 3 points, third place 2 points, and fourth place 1 point.
- Each wrestler will receive a medal for his place.

#### **Host School Responsibilities:**

- Arrange for ample adult help at the score table.
- Confirm arrangements for gate collection. All schools must charge admission. Gate receipts offset the cost of running the program. (*Gates remain at the school*)
- Confirm with the Booster Club that arrangements have been made for Concessions.
- Submit game results to the AD in charge of the sport and the visiting school AD within 24 hours.

#### **Officials:**

- Assignment of officials will be made by assignment chair.
- Payment to the officials should be made on the night of the game if possible.
- If only one official shows, notify assignment chair & district AD. There will be no double pay!

\*any rule not referenced on this sheet defer to the IESA/IHSA/NFHS

## **Middle School Boys Volleyball Guidelines**

### **Revised 3-1-17**

#### **Levels of Play:**

Each school may enter two teams (JV & V)

- 8<sup>th</sup> graders may only play at the Varsity level

#### **Eligibility:**

- All athletes need to be in compliance with RPS 205 Eligibility requirements.

#### **Sportsmanship:**

- It is expected that all coaches will address the issues of sportsmanship with their athletes.

#### **Game Times:**

- 1<sup>st</sup> Game @ 4:45pm
- 2<sup>nd</sup> Game @ 5:35pm

#### **Postponements:**

- Inclement weather may necessitate the postponement of a contest. Officials must be notified games will not be rescheduled. **ALL** postponements/cancellations must come from the District Athletic Director.

#### **The Serve:**

- Server must serve from behind the restraining line (end Line) until after contact.
- Ball may be served underhand or overhand.

#### **Scoring:**

- Rally scoring will be used.
- There will be a point scored on every score of the ball.
- First two sets will be played to 25 point; third set to 15.
- Must win by 2 points.
- A maximum of 18 subs are allowed per set.

#### **Rotation:**

- Team will rotate each time they win the serve.
- Players shall rotate in a clockwise manner.
- There shall be 6 players on each side.

#### **Playing the Game (Volley):**

- Maximum of three hits per side.
- Player may not hit the ball twice in succession (A block is not considered a hit).
- Ball may be played off the net during a volley and on serve.
- A ball touching boundary line is considered good.

- A legal hit is - contact with the ball by a player's body which does not allow the ball to visibly come to a rest.
- If two or more players contact the ball simultaneously, it is considered one play and the players involved may not participate in the next play.
- A player must not block or attack a serve.
- One minute for timeouts. Each team will receive two timeouts per set.
- Warm up times are 2, 4, 4 after the captains meeting (if time permits)

#### **Basic Violations:**

- Stepping on or over the line on a serve.
- Failure to serve the ball over the net successfully.
- Hitting the ball illegally (Carrying, Palming, Throwing, etc.)
- Touches of the net with any part of the body while the ball is in play. If the ball is driven into the net with such force that it causes the net to contact an opposing player, no foul will be called, and the ball shall continue to be in play.
- Reaching over the net on second hit but doesn't touch net.
- Failure to serve in the correct order.
- Blocks or spikes from a position which is clearly not behind the 10-foot line while in a back row position.

#### **Net Height:**

- 7' 4 1/8" IHSA Girls Net Height

#### **Protests:**

- All decisions by the officials will be final.

#### **Criteria to be used for Play-Off Seeding:**

- Win-Loss Record
- Head to Head
- Card Pull (Ace high)

#### **Host School Responsibilities:**

- Arrange for ample adult help at the score table.
- Confirm arrangements for gate collection. All schools must charge admission. Gate receipts offset the cost of running the program. (*Gates remain at the school*)
- Confirm with the Booster Club that arrangements have been made for Concessions. All schools must provide concessions.
- Submit game results to the AD in charge of the sport and the visiting school AD within 24 hours.

#### **Officials:**

- Assignment of officials will be made by assignment chair.
- Payment to the officials should be made on the night of the game if possible.

- If an official no shows, notify assignment chair & district AD. There will be no double pay!

\*any rule not referenced on this sheet defer to the IESA/IHSA/NFHS



## **Middle School Girls Volleyball Guidelines**

### **Revised 1-30-17**

#### **Levels of Play:**

- Each school may enter one team at each level (6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grade)
- Athletes may play up at any level, but must remain at that level for the entire season. The athlete must be placed at that prior to the start of the first game and can't be moved up or down for the duration of the regular season.

#### **Eligibility:**

- All athletes need to be in compliance with RPS 205 Eligibility requirements.

#### **Sportsmanship:**

- It is expected that all coaches will address the issues of sportsmanship with their athletes.

#### **Game Times:**

- 1<sup>st</sup> Game @ 4:45
- 2<sup>nd</sup> Game @ 5:45
- 3<sup>rd</sup> Game @ 6:45

Games may start before scheduled time.

#### **Postponements:**

- Inclement weather may necessitate the postponement of a contest. Officials must be notified games will not be rescheduled. **ALL** postponements/cancellations must come from the District Athletic Director.

#### **The Serve:**

- Server must serve from behind the restraining line (end Line) until after contact.
- Ball may be served underhand or overhand.

#### **Scoring:**

- Rally scoring will be used.
- There will be a point scored on every score of the ball.
- First two sets will be played to 25 point; third set to 15.
- Must win by 2 points.
- Teams have the option to use a libero
- A maximum of 18 subs are allowed per set.

#### **Rotation:**

- Team will rotate each time they win the serve.
- Players shall rotate in a clockwise manner.
- There shall be 6 players on each side.

## **Playing the Game (Volley):**

- Maximum of three hits per side.
- Player may not hit the ball twice in succession (A block is not considered a hit).
- Ball may be played off the net during a volley and on serve.
- A ball touching boundary line is considered good.
- A legal hit is - contact with the ball by a player's body, which does not allow the ball to visibly come to a rest.
- If two or more players contact the ball simultaneously, it is considered one play and the players involved may not participate in the next play.
- A player must not block or attack a serve.
- One minute for timeouts. Each team will receive two timeouts per set.
- Warm up times are 2, 4, 4 after the captains meeting (if time permits)

## **Basic Violations:**

- Stepping on or over the line on a serve.
- Failure to serve the ball over the net successfully.
- Hitting the ball illegally (Carrying, Palming, Throwing, etc.)
- Touches of the net with any part of the body while the ball is in play. If the ball is driven into the net with such force that it causes the net to contact an opposing player, no foul will be called, and the ball shall continue to be in play.
- Reaching over the net on second hit but doesn't touch net.
- Failure to serve in the correct order.
- Blocks or spikes from a position which is clearly not behind the 10-foot line while in a back row position.

## **Net Height:**

- 7' IESA Girls Net Height

## **Protests:**

- All decisions by the officials will be final.

## **Criteria to be used for Play-Off Seeding:**

- Win-Loss Record
- Head to Head
- Card Pull (Ace High)

## **Host School Responsibilities:**

- Arrange for ample adult help at the score table.
- Confirm arrangements for gate collection. All schools must charge admission. Gate receipts offset the cost of running the program. (*Gates remain at the school*)
- Confirm with the Booster Club that arrangements have been made for Concessions. All schools must provide concessions.

- Submit game results to the AD in charge of the sport and the visiting school AD within 24 hours.

**Officials:**

- Assignment of officials will be made by assignment chair.
- Payment to the officials should be made on the night of the game if possible.
- If an official no shows, notify assignment chair & district AD. There will be no double pay!

\*any rule not referenced on this sheet defer to the IESA/IHSA/NFHS

## **Middle School Swimming Guidelines**

### **Revised January 2020**

The purpose of this document is to provide a guideline for conducting middle school level meets in our area. Whenever possible and applicable to the middle school level, IHSA swim guidelines will be followed. **All decisions by the officials will be final.**

#### **SPORTSMANSHIP:**

- It is expected that all coaches will address the issues of sportsmanship with their athletes.
- No one leaves until the meet is over – “high five” line formed between the teams.

**ELIGIBILITY:** Each swimmer must be in compliance with RPS 205 eligibility requirements.

**Practice:** must be held 4 out of 5 days a week – includes meets. Students who are swimming on an outside swim team may miss 2 RPS205 practices a week with communication to coaching staff.

**Meet Start Times:** Dual/Triangular at 4:45 PM

**False Starts:** We will follow IHSA false start protocol. There are no recalls.

**Deck Starts:** Dive entries only allowed when depth at entry is at least 4 feet deep, otherwise, in-water start must be used by all competitors. When the depth at entry is 4 feet or more, for events other than backstroke, competitors may choose to use the block, the side of the pool, or an in-water start. Whistle starts will be used at dual/triangular meets when starting equipment is unavailable.

**Equipment:** Lane lines, backstroke flags, 6 clipboards, pencils, envelope for opposing team’s cards (school name written on envelope).

**Admission:** All schools will charge admission to all meets. Gates will remain at host school.

**Lane Assignments:**

- Dual: Home team in odd lanes (1, 3, and 5), Away team in even lanes (2, 4, and 6).
- Triangular: Home team in lanes 1, 4, first away team listed on schedule in lanes 2, 5, and third team in lanes 3, 6.

### **Number of Entries:**

- Dual: 3 entries for each team per event, however, unlimited entries are allowed for events 5, 6, 19, and 20 (25 yard Freestyle and 25 yard Backstroke events).
  - Individual swimmers are limited to four (4) events, of which no more than three (3) events can be relays, and two (2) events can be individual.
- Triangular: 2 entries for each team per event, however, unlimited entries are allowed for events 5, 6, 19, and 20 (25 yard Freestyle and 25 yard Backstroke events).
  - Individual swimmers are limited to four (4) events, of which no more than three (3) events can be relays, and two (2) events can be individual.
- Conference: Each team may enter –
  - three (3) swimmers for each 50 or 100 yard individual event (Events 3, 4, 7, 8, 13, 14, 17, 18, 21, 22, 25, and 26),
  - six (6) swimmers for each 25 yard individual event (Events 5, 6, 11, 12, 19, 20, 23, and 24),
  - one (1) relay team for each relay event (Events 1, 2, 9, 10, 15, 16, 27, and 28).
  - Individual swimmers are limited to four (4) events, of which no more than three (3) events can be relays, and two (2) events can be individual.
  - A maximum of two swimmers per team per event will score points.
- To avoid any confusion with scoring and to keep pace of meet moving, no swimmers will be allowed to swim exhibition races at any time during the conference meet.

### **Event Cards:**

- Each swimmer shall have an event card for each individual event. Only 1 card is needed per relay team.
- Each school will have a different color event cards, this will help the score table with sorting. (Eisenhower -- yellow, Flinn -- blue, Harlem -- orange, Marshall/West -- purple, Freeport -- white, RESA/Kennedy -- green, Lincoln -- red)
- Student Name-Last name, event #, team
- Swimmers hold event cards until your event and heat, and then give to the head timer in your lane, or the runner for 25 yard events.

### **Procedures:**

- When an event and heat is called, swimmers will present their card to the timer directly behind their starting lane, or to the runner for 25 yard events. Timers will check that the swimmer is in the correct lane.
- At the conclusion of the race, the timer will write the finish times on the card, to the hundredth.
- An assigned runner will collect the cards from the timers and deliver them to the score table where the scores will average the two times for an official finish time.
- The scorer will sort cards average times and determine places based on fastest times. The scorer will write 1st-6th place on the six (6) fastest cards. (Note: in dual meets, no school can score more than three (3) places per individual race/event and no more than 2 places for relay events) Example: is

team A scores 3rd, 4th, 5th and 6th places in the 25 yard freestyle, the next fastest time by team B swimmer will be assigned to a 6th place finish.

- Once sorting has been completed, the top six (6) cards will be given to the scorekeeper(s). The remaining cards will be placed in the team envelope with the schools name written on it.
- Fastest heats run first in dual and triangular meets, while slowest heats run first during the conference meet.
- In an effort to save time, heats may be combined (this makes event cards very important). It is the responsibility of the timer to be sure that the swimmer's time is recorded on the correct swimmer's card (name matches the swimmer).
- Arrange for ample adult help at the score table.

#### **Host Communication Responsibilities to the Guests:**

- What side of the pool that races will start for one length and multiple length races.
- Where seating is available for spectators and teams.
- Where the locker rooms are and what time they will be available.
- Remind coaches and athletes that there is no food or beverages allowed on the deck except for water or sport drink. **NO GLASS ALLOWED BY ANYONE AT ANYTIME ON DECK!!**
- All swimmers must stay on the deck and not enter the spectator area until the conclusion of the meet.
- All scratches or substitutions need to be recorded on entry cards.

#### **Scoring:**

- Dual meets: Individual events: 6, 4, 3, 2, 1, 0; Relay events: 12, 8, 6, 4
- Triangular meets: Individual events: 7, 5, 4, 3, 2, 1; Relay events: 14, 10, 8, 6, 4, 2
- Conference meet: 12 place scoring- Individual events: 16, 13, 12, 11, 10, 9, 7, 5, 4, 3, 2, 1; Relay events: 32, 26, 24, 22, 20, 18, 14, 10, 8, 6, 4, 2.
- At the conclusion of each meet the coaches will collect their event cards and a copy of the scoring sheet for their records.

#### **Timers:**

- Dual: Each school supplies six (6) timers and their own school's stopwatch, for each timer, clearly labeled with their school name.
- Triangular: Each school supplies six (4) timers and their own school's stopwatch, for each timer, clearly labeled with their school name.
- Conference: Each school supplies two (2) timers and their own school's stopwatch, for each timer, clearly labeled with their school name.

**Proper uniform for swimming includes one (1) swimsuit, optional swim cap, and optional goggles.**

**Scorekeepers/Runners:** (Dual/Triangular only): Host school should provide two (2) runners to assist with the meet. Host school should provide one (1) announcer. Two (2) scorekeepers should be provided from **each**

participating school. One person to average stopwatch times, one person to sort and pull the 6 (six) fastest times from each event, one person to score boys events, and one person to score girls events.

**Official's Pay:**

Dual/Triangular Meets – One official, \$80/two officials, \$50 for each official, paid by host school. Conference meet -- District 205 Central will pay for conference officials (4).

- Assignment of officials will be made by assignment chair.
- Payment to the officials should be made on the night of the meet if possible.
- If an official no shows, notify assignment chair & district AD. There will be no double pay!!!

**Host School Responsibilities:**

- Arrange for ample adult help at the score table.
- Confirm arrangements for gate collection. All schools must charge admission. Gate receipts offset the cost of running the program. (Gates remain at the school)
- Confirm with the Booster Club that arrangements have been made for Concessions.

**The Pledge of Allegiance or National Anthem is required at the beginning of ALL Meets.**

**Scratch meeting at ALL meets to compress heats and/or clarify official's expectations.**

## **Rockford Middle School Swimming Events**

<u>Event Description</u>	<u>Event number</u>	
	<u>Girls</u>	<u>Boys</u>
200yd Medley Relay	1	2
100yd Individual Medley	3	4
25yd Freestyle	5	6
50yd Freestyle	7	8
100yd Medley Relay	9	10
25yd Butterfly	11	12
50yd Butterfly	13	14
100yd freestyle Relay	15	16
100yd Freestyle	17	18
25yd Backstroke	19	20
50yd Backstroke	21	22
25yd Breaststroke	23	24
50yd Breaststroke	25	26
200yd Freestyle Relay	27	28

### **Additional Notes for Officials:**

- The Rockford Middle School Swimming Program is very low level swimming.
- Teams are allowed unlimited entries in the free and back to encourage participation, so there are multiple heats of these.
- We try to officiate these meets as if they were 10 & under summer recreational league swimmers.
- Try to keep order to the chaos, keep things fun but fair, and help all involved learn about competitive swimming.
- The first week of the season, the only way to get disqualified is to do totally the wrong stroke, not finish the race, or gain advantage through an illegal stroke. If possible, an official will try to explain stroke infractions coach, which would get them disqualified later in the season.
- The second week, we start with requiring the stroke to look something like it is supposed to look - only disqualifying for an illegal pull or kick that occurs for at least half the distance of the race, and gives an unfair advantage.



- By the 3rd week we require the strokes to be basically correct, only allowing an occasional (no more than 3) illegal pull or kick per race.
- The 4th week we expect all strokes, turns, and finishes being correct.
- The swimmers often do not know where to stand - it's not unusual to wait for someone to get to their heat or be in the wrong event. Swimmers are allowed to make up a missed event if there is an open lane in one of the remaining heats of the event.
- They do not know what a heat is and get confused when heats are combined. We combine heats as much as possible to save time. It is OK to combine boys and girls.
- They do not know the starting protocol or to be quiet for the starts. At the start of the first meet, it is helpful if the official addresses the swimmers and spectators to explain the starting protocol and remind them to be quiet for the starts.
- The timers and score keepers need lots of guidance - go over instructions with them before the meet.
- There may or may not be an announcer or runners. If no announcer, the official ends up doing this. If no runner, insist on one before starting the meet.

## Middle School Track Guidelines Revised 3-6-18

### Eligibility:

- All athletes need to be in compliance with RPS 205 Eligibility requirements.

### Sportsmanship:

- It is expected that all coaches will address the issues of sportsmanship with their athletes and parents.

### Postponements:

- Inclement weather may necessitate the postponement of a contest. Officials must be notified games will not be rescheduled. **ALL** postponements/cancellations must come from the District Athletic Director.

### Rules:

#### Order of Events for Regular Season Meets

**Each meet should begin at 4:30 (give each school a 10 minute minimum warm up session).**

**At 4:30 all boys are sent to do field events and all girls are sent to do running events. (other than boys hurdles)**

**After running events conclude for the girls, then boys are sent to do running events (simple switch. All hurdle events will be completed)**

Field Events: Discus, Shot Put, Long Jump

#### Running Event Order:

6<sup>th</sup> and 7<sup>th</sup> Grade Girls 100m Hurdles (Then 8<sup>th</sup> grade girls)

6<sup>th</sup> and 7<sup>th</sup> Grade Boys 110m Hurdles (Then 8<sup>th</sup> grade boys)

6<sup>th</sup> and 7<sup>th</sup> Grade 100 M Dash (Then 8<sup>th</sup> grade girls)

6<sup>th</sup> and 7<sup>th</sup> Grade 1600 M Run (Then 8<sup>th</sup> grade girls)

6<sup>th</sup> and 7<sup>th</sup> Grade 4x200 M Relay (Then 8<sup>th</sup> grade girls)

6<sup>th</sup> and 7<sup>th</sup> Grade 4x100 M Relay (Then 8<sup>th</sup> grade girls)

6<sup>th</sup> and 7<sup>th</sup> Grade 400 M Dash (Then 8<sup>th</sup> grade girls)

6<sup>th</sup> and 7<sup>th</sup> Grade 200 M Dash (Then 8<sup>th</sup> grade girls)

6<sup>th</sup> and 7<sup>th</sup> Grade 800 M Run (Then 8<sup>th</sup> grade girls)

6<sup>th</sup> and 7<sup>th</sup> Grade 4x400 M Relay (Then 8<sup>th</sup> grade girls)

Then we will switch to all boys running events and the girls will compete in the field events

- Entry limitations: dual meets (6 athletes per school per event level) triangular meets (4 athletes per school per event level)
- Entry limitations continued: Athletes may compete in maximum of 4 events (cannot participate in both the 4x100m Relay and 4x200m Relay)

- Each school can enter two teams for each relay.
- Field events will be measured and distances recorded for athletes to better themselves.
- Competitors in shot and discus can use their own team's implements.
- No advance "line-up" of competitors is required to be sent to host school. Just be sure all kids know what events they are doing and approximately when they occur. Do not start the meet until you have informed them.
- Shot Put 4K (8.8 lbs) for both boys and girls
- Discus weight is 1K (2.2 lbs)
- Scratch line for long jump is any line on the runway, but it must be determined before the start of competition
- All times entered into All-City and Sectional met must be able to be verified by FAT timing system.

#### **Protests:**

- All decisions by the officials will be final.

#### **Host School Responsibilities:**

- Confirm arrangements for gate collection. All schools must charge admission. Gate receipts offset the cost of running the program. (*Gates remain at the school*)
- Confirm with the Booster Club that arrangements have been made for Concessions.

#### **Workers Needed for Meet:**

- Starter (district provides)
- Clerk of Course (volunteers/organizes heats/makes first call and last call announcements on PA system)
- One Field Event Official (coaches)
- One Volunteer Long Jump Judge (runs long jump area and records data)
- Gate Worker for Admissions

#### **Items Needed for Meet:**

- \$100 check made out to starter. (The district will reimburse this cost –send copy of check to District AD-Mat Parker)
- \$75 check made out to the clerk (if available). (The district will reimburse this cost – send copy of check to District AD-Mat Parker)
- \$75 check made out to field event official (if available). Field event official does shot put/discus. (The district will reimburse this cost – send copy of check to District AD-Mat Parker)
- \$150 check made out to for FAT timing system. (The district will reimburse this cost – send copy of check to District AD-Mat Parker)
- Track rake for volunteer long jump judge
- Host school must provide an admission box and gate keeper at all events.
- 3-6 stop watches
- Score sheets, clipboards, pencils for finish line, long jump, shot put, and discus.
- One - 200' measuring tape (discus)

- 2-50' measuring tapes (shot and long jump)
- Extra shells for starter's gun (district will provide to officials)
- Relay batons (no tape allowed on batons)
- Flags for relay exchange zones (optional)
- Stadium PA system operational

#### **Other Considerations:**

- Meets can/will be run in light rain/snow providing no lightning is observed. Make every effort to run all scheduled meets because meets will not be made up due to bad weather.
- If meet cancellation is necessary, District Central Office will notify the host school. The host school will then notify opponents, starter, clerk, field event official, volunteer workers, and buses by 1:00 pm.
- During each meet athletes need to sit as a team in the bleachers. All personal items should be kept in that area. Teams/athletes that need to warm up can do so on the infield. Students should not be wandering around the stadium. Nobody should be on the infield unless they are an athlete warming up from one of the participating schools.
- No outside food/coolers will be allowed into the stadiums. Water bottles/jugs only.

\*any rule not referenced on this sheet defer to the IESA/IHSA/NFHS

## Concussion Information

### Concussion Information Sheet

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport Document created 7/1/2011 Reviewed 4/24/2013

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms may include one or more of the following:**

- |   |   |
|---|---|
| <input type="checkbox"/> Headaches                        | <input type="checkbox"/> Amnesia  |
| <input type="checkbox"/> “Pressure in head”               | <input type="checkbox"/> “Don’t feel right”                                       |
| <input type="checkbox"/> Nausea or vomiting               | <input type="checkbox"/> Fatigue or low energy                                    |
| <input type="checkbox"/> Neck pain                        | <input type="checkbox"/> Sadness  |
| <input type="checkbox"/> Balance problems or dizziness    | <input type="checkbox"/> Nervousness or anxiety                                   |
| <input type="checkbox"/> Blurred, double, or fuzzy vision | <input type="checkbox"/> Irritability   |
| <input type="checkbox"/> Sensitivity to light or noise    | <input type="checkbox"/> More emotional   |
| <input type="checkbox"/> Feeling sluggish or slowed down  | <input type="checkbox"/> Confusion  |
| <input type="checkbox"/> Feeling foggy or groggy          | <input type="checkbox"/> Concentration or memory problems (forgetting game plays) |
| <input type="checkbox"/> Drowsiness                       | <input type="checkbox"/> Repeating the same question/comment                      |
| <input type="checkbox"/> Change in sleep patterns         |   |

**Signs observed by teammates, parents and coaches include:**

- ☐ Appears dazed
- ☐ Vacant facial expression
- ☐ Confused about assignment
- ☐ Forgets plays
- ☐ Is unsure of game, score, or opponent
- ☐ Moves clumsily or displays incoordination
- ☐ Answers questions slowly
- ☐ Slurred speech
- ☐ Shows behavior or personality changes
- ☐ Can’t recall events prior to hit
- ☐ Can’t recall events after hit
- ☐ Seizures or convulsions
- ☐ Any change in typical behavior or personality
- ☐ Loses consciousness

## Concussion Information Sheet

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport Document created 7/1/2011 Reviewed 4/24/2013

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

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Student-athlete Name Printed Student-athlete Signature Date

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Parent or Legal Guardian Printed Parent or Legal Guardian Signature Date

Please refer to the Illinois High School Association for more facts and rules on concussions.

<http://ihsa.org/documents/sportsMedicine/current/Sports%20Medicine%20Consent%20and%20Acknowledgement.pdf>

## Management of Head Injuries

### PURPOSE

In order to provide the safest level of care for the student athlete, all head injuries shall be evaluated by the ATC. All student athletes and coaches will fully participate and facilitate this process.

### POLICY

**Sideline evaluations** will be conducted using the SAC evaluation tool (Standardized Assessment of Concussion). The student athlete must score 100% on the evaluation and be symptom free to return to play.

Any student athlete who does not pass the SAC evaluation will be flagged for follow up. The concussion report form will be completed by the ATC as part of the evaluation. The ATC will provide information regarding the injured student athlete to the parent/guardian along with care instructions on head injuries (Head Injury Instruction Sheet) before leaving the student athlete.

During the recovery period, the student athlete must not be allowed to participate in any level of activity, including conditioning training.

When the student athlete is asymptomatic and is released by a physician (if medical referral was advised), he/she is allowed to perform conditioning and return to practice with no contact. If the student athlete experiences any return of symptoms, then he/she returns to the previous stage. After the student athlete tolerates a no contact participation without exacerbation of symptoms he/she may return to full participation.

The student athlete's status will be shared with the parent/guardian, the student athlete, the treating physician and the coaching staff. The ATC will be in communication with the treating physician, explaining sideline injury findings and concussion symptoms, thereby providing open communication on the student athlete's case. A normal CT or MRI of the brain does not indicate a clearance for return to play. CT/MRI results only indicate the presence of structural intra/extracranial abnormalities and not the degree of concussion. The treating physician must be aware of these facts before authorizing a return to play status.

## RETURN TO PLAY CRITERIA

### PURPOSE

To clearly define the parameters for return to play criteria.

### POLICY

Decisions regarding the availability of a student athlete for practice or game competition require the cooperative efforts of the student athlete, coach, ATC, physician, parents/guardians, and athletic director. Decisions will be made based on sound medical judgment with the outcome being good athletic health care for the student athlete. The following guidelines will be used to determine player status:

1. If a student athlete is under the care of a physician, the physician shall determine the availability of the student athlete. Under **NO** circumstances shall the coach allow the student athlete to participate without specific direction from the sports medicine staff. The sports medicine staff will always follow a “no-play” decision by the physician. When the physician releases a student athlete for return to play status, the ATC must have clear directions regarding the use and parameters of orthotics, braces, corrective-assistive devices, strength values, as well as rehabilitation notes and test scores (if applicable). When a physician releases a student athlete the ATC still has the final decision regarding the athlete’s return to play status.
2. If the student athlete or coach disregards the decision, both the athletic director and the director for rehabilitation services will be notified. A parent/guardian may sign the **Release of Liability & Hold Harmless Agreement**, acknowledging the medical advice and allowing their child to participate.
3. If a physician is not treating the student athlete, the ATC shall make the final decision regarding return to play based on a sound evaluation and functional testing.



## **The Stadium Turf Information**

1. Please clean cleats and shoes off as much as possible prior to stepping on the Artificial Turf. The less foreign material and dirt that is in the rubber/sand mix, the better the fields will look and the longer they'll last.
2. No Gatorade on the turf. If you are using sports drinks or similar products, you must place it and drink it on the track with proper drop cloths or coverings down.
3. No sun flower seed chewing and spitting on the turf.
4. Do not put down any tape or lines to mark areas for any reason.
5. If blood or staining liquids drop on the field, consult Jim Kaplanas immediately as he has access to special cleaning products.
6. Do not run your drills starting in the same locations on the field every day. This will cause the rubber/sand mix to work out of certain areas and therefore create wear on the Artificial Turf base.
7. Do not drive un-authorized vehicles on the Artificial Turf.
8. After a 3 month settling process, the Artificial Turf will be groomed by Facilities much like a Zamboni groomsice.
9. No gum on the Artificial Turf.
10. If there is any evidence of ripping, staining, or vandalism, take pictures and report immediately.
11. No pounding stakes or spikes in the Artificial Turf to anchor anything. Sandbags are to be used for any anchoring. For example anchoring a track & field tent or the soccer goals.
12. Chairs or stands must have proper plastic bases or be on a wood base.  
It is a privilege to have this turf in our district and our community. Let's work together to keep it as pristine as possible.  
Please do not hesitate to call if you have any questions.



**Agreement to Handbook Terms**

I, \_\_\_\_\_, understand and agree to all terms and  
(coach name – please print)

**conditions stated in the Rockford Public Schools Athletic Handbook. Failure to follow the  
guidelines listed in the district handbook may result in my termination from my position as**

\_\_\_\_\_.  
(title, sport, school)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)