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Introduction:

Welcome to the Bloomington High School Athletic Program. Coaching is an honorable and extremely rewarding profession and we are excited to have you as a member of our athletic staff. Bloomington has a long and proud tradition of athletic excellence. We ask that you join us in our committed effort to build and maintain these high standards of excellence that serve as tremendous pride for our school and community.

This handbook was prepared to establish and communicate guidelines to help those people who are responsible for the administration of any phase of the athletic programs at Bloomington High School and specifically designed to assist all members of the Raider coaching staff.

The coach of each athletic team is primarily responsible for the compliance of their team members to the rules, regulations and policies governing athletics as directed by District 87 – Bloomington High School and the Illinois High School Association (IHSA). All coaches are directly responsible to the Athletic Director for adherence to these rules, regulations and policies.

Statement of Affiliation:

Bloomington High School is a member of the Illinois High School Association (IHSA) and the Big 12 Conference. The IHSA regulates interscholastic athletics and a variety of other extra-curricular and co-curricular activities throughout the State of Illinois. The Big 12 Conference establishes policies and procedures for member schools regarding conference game schedules, league standings and player or team awards. All participants and coaches must meet and adhere to any and all policies and procedures established by Bloomington High School and the applicable by-laws and policies of the IHSA and the Big 12 Conference.

All varsity coaches are expected to attend and participate in all Big 12 Conference meetings. Coaches are expected to promote the Conference and build working professional relationships with other Conference coaches. Coaches should not provide scouting information to outside schools competing against other Conference teams.

Mission Statement – Raider Athletics

In pursuit of excellence, the Athletic Department and its programs will support and enhance the holistic growth and development of the student-athletes in District 87 by providing a safe, caring and respectful environment in which participants will be challenged and inspired to reach their highest potential as individuals and teammates as they mature and develop into responsible and productive citizens in a diverse, dynamic and global society.

Vision Statements:

- Bloomington High School Athletics will sustain a culture where academic success remains the highest priority.
- Coaches will embrace the unique opportunity to teach, enrich and support the skills and positive qualities of teamwork, responsibility, commitment, respect, work ethic and good sportsmanship thru the sport they coach.
- District 87 athletics will be a positive source of pride for the District, school and community.
- Students who participate in athletics will feel valued for who they are as a person. They will feel comfortable and be willing to challenge themselves, take risks and make mistakes as they learn, develop and pursue their full potential.
- Participants will demonstrate an appreciation and ability to work effectively as a member of team and reflect the ideals of good sportsmanship and respect.
- Coaches will provide a safe, caring and nurturing environment that respects the abilities and talents of each athlete.
- Coaches will effectively communicate the roles, responsibilities and expectations with players and families as required to organize and run a successful program.
- Coaches will be knowledgeable and current in the tactics and techniques of their sport and take pride in the holistic growth and development of the program and ensure it aligns with the mission of the District and School.
- Winning is a natural part of athletic competition, it will not be the ultimate goal or complete measure of success or detract from the overriding mission and commitment to develop responsible, respectful and productive members of society.

Winning is a natural part of athletic competition and Raider athletes and teams will learn to compete with a strong desire and intensity from the start to finish of each competition.

While winning is the goal it is not the only or true measure of success. Competition and winning will not detract or cause coaches and athletes from losing site of the overriding mission and commitment to model, teach and develop responsible and respectful young adults who have the skills and knowledge to become productive members of society.

Raider athletes and coaches will reflect compassion, gratitude and grace in both winning and demonstrate good sportsmanship, respect and integrity to opponents, officials and fans.

THE RAIDER WAY

I understand that in my position as a coach, I must act in manner that best represents myself, the student-athletes I work with, District 87 and the surrounding community of Bloomington. I accept the responsibility to conduct myself in a manner that supports and models “The RAIDER WAY”. I understand that building meaningful relationships with the student-athletes that are a part of my athletic team/s is essential to my ability to “coach” and create a positive and enjoyable environment that maximizes the potential growth and development of each individual student-athlete.

RESPECTFUL– Treat all people with respect at all times and require your athletes to do the same. Teach and remind players on your team that they represent the school and the community and as such should always model good sportsmanship and demonstrate humility in success and composure in defeat. Do not allow taunting, profanity or other actions that degrade a person or the integrity of the game. Teach players to respect the rules of the game and the officials responsible for ensuring the rules are enforced.

TRUSTWORTHY – Be worthy of trust in all you do. Model and teach student-athletes the importance of honesty, reliability, integrity and loyalty. In most instances actions will speak louder than words, work to make sure your actions model what you say to earn and teach trust. Be consistent and transparent in your actions to maintain the element of fairness.

COMPASIONATE – Put safety first and never put achieving a desired outcome over the health or wellbeing of the student-athlete or opponent. Care about the mental and physical growth and development of the student-athlete and use positive reinforcement as often as possible.

COLLABORATIVE – Keep lines of communication open between coaches, athletes, parents and the athletic department. Plan ahead and use as many modes of communication as possible (websites, calendars, phone apps, etc...). Make listening a priority and be willing to admit and apologize when mistakes occur.

RESPONSIBLE – Supervise your student-athletes, practices and games diligently. You are responsible for their development and well-being. Teach student-athletes they also have a responsibility to their teammates and the team goals that are more important than any individual performances or accolades.

PROFESSIONAL – Look and act like the leader you are. Dress with class and in a manner that allows you to perform to your best abilities. Use a professional vocabulary that reflects competency in your field. Refrain from using profanity at all times.

INSPIRED – Lead with energy and passion that is contagious to all. Be relentless in your pursuit of excellence.

Hiring and Staffing of Coaches

All personnel employed in coaching roles must meet established District 87 and Illinois High School Association (IHSA) requirements. All coaches must receive clearance from the District 87 Personnel Department located in the Education Service Center (ESC) on 300 East Monroe in Bloomington. Coaching requirements include;

- Be at least the age of 19 (IHSA rule)
- Finger print and background check
- Recent medical physical (paid positions only)
- Valid teaching certificate or certificate from approved coaching education program
- IHSA online concussion and steroid awareness and prevention exams
- CPR certification

Coaches may not have any contact with District 87 students-athletes until all requirements are met and verified by the Athletic Department. The coach will be notified of any deficiencies and when all requirements have been satisfied.

Any costs to incurred to meet coaching certification requirements fall upon the coach. Individual sport activity accounts can be used to reimburse volunteer coaches who complete at least one full season of time working with a Bloomington team. Activity account funds cannot be used to pay a volunteer coach a stipend or salary.

Coaches receiving a District issued stipend will be paid according to the season(s) during which they coach.

- Fall Sports are paid in September, October and November (bi-weekly)
- Winter Sports are paid in December, January and February (bi-weekly)
- Spring Sports are paid in March, April and May (bi-weekly)

Varsity Head Coaches

A varsity level head coach is expected and responsible to oversee all lower level teams that fall under the same sport. Varsity coaches should meet and communicate regularly with assistants and lower level coaches to establish and communicate essential skills and knowledge that will serve as building blocks to help an athlete progress and move up thru program levels. Varsity coaches should help to identify common terminology that is consistent throughout the entire program. By supporting all levels within the program, coaches and players of all levels should develop a sense of pride, value and acceptance. Varsity coaches should model and lead by example in regards to professionalism, sportsmanship, and adherence to the District wide mission and vision.

Junior Varsity, Sophomore and Freshman Head Coaches

All lower level head coaches are expected to work in conjunction with and under the guidance and direction of the Varsity level coach. Lower level head coaches will have duties to plan and organize practices and games that are appropriate for the level and abilities of the players. Coaches of lower level teams may be expected to perform duties and tasks that assist the varsity level team. These expectations will be communicated by the varsity coach with adequate advance notice and within reasonable time commitments. Lower level coaches should foster a desire and create an atmosphere in a manner that players strive to continue playing and advancing to higher levels within the program.

Assistant Coaches and Volunteer Coaches

Assistant and volunteer coaches are extremely important and should be utilized whenever possible. The role of the assistant is to help the head coach plan and implement strategies that increase player development and the player or team's ability to succeed. The head coach will communicate specific expectations to all assistants and volunteers based on team and player needs. Assistants and volunteers should be present at all team functions and should communicate schedule conflicts to the head coach with plenty of advance notice.

Coach Meetings:

All coaches are expected to attend informational and educational meetings that are organized and conducted by the Athletic Director throughout the calendar year regardless if their sport is currently in season.

During the season each head coach will meet regularly with the Athletic Director.

At the conclusion of the season, each varsity head coach must submit these items:

- Final team rosters for each level indication in alphabetical order and by grade.**
- List of all individual and team awards (indicate number of years if repeat letter winner)**
- Complete season results**
- Complete list of player statistics**
- Coaching self-reflection and goal setting form**

Each Head coach will have a post season meeting with the Athletic Director to review and discuss the items submitted and listed about.

Illinois High School Association (IHSA):

Every coach (paid or volunteer) must meet all IHSA coaching requirements. Each coach will be issued their own personal IHSA login and password. It is the coaches responsibility to ensure they complete all required trainings prior to established deadlines. A coach cannot be entered onto an IHSA post season roster until all requirements are met.

* All coaches are required to watch an online concussion training and pass a short exam.

* All coaches are required to watch an online steroid abuse training and pass a short exam.

* Head coaches for each sport are required to watch a rules update video at the beginning of each season.

* Head coaches are required to rate every official after each game/event.

*Head coaches must enter all required post season seeding information prior to the deadline. Max Preps – The IHSA requires that scores and results are entered using the Max Preps.

The IHSA and Athletic Director will help by sending email reminders of upcoming deadlines.

Website:

The Athletic Department will oversee and manage content on the BHS Athletics website that is linked to the main BHS website. The Athletic Department will also manage the main front page of the 8 to 18 website that is used to manage and post all sport schedules.

Each sport should manage the content that is connected to their specific sport on the 8 to 18 website. A login will be provided by the Athletic Director to access the site and a mobile application is also available. While it may be possible to link a site not supported by District software, it is recommended that coaches maintain and utilize the sport page found on the 8to18 platform.

Mailbox:

Each varsity level sport or coach will be provided a school mailbox in the BHS main office. It is the responsibility of each varsity coach to check this mailbox on a regular and frequent bases.

Email and Internet:

All head coaches are eligible to receive a district email and login that will allow access to the District server for internet access. Coaches should communicate with the Athletic Director if they wish to receive a District email or login password.

Player Eligibility:

All players must be deemed eligible by the Athletic Department before they can participate in any team practices or functions. Players and their parent/guardian must register using the Athletic Online process. Coaches must monitor the online registration site to ensure that all athletes have meet the necessary requirements.

Requirements include:

- 1 – Must be passing (above 60% or a D letter grade) a minimum of 5 credit hours.
- 2 – A current athletic physical – must be signed and on file
A physical is good for only 1 calendar year and must be valid for the length of the entire season for the athlete to remain eligible.
- 3 – Parent permission and proof of medical insurance – must be acknowledged online
- 4 – Student behavior “Code of Conduct” – must be acknowledged online
- 5 – Parent-Athlete Communication Guidelines - must be acknowledged online
- 6 – IHSA Concussion and Steroid awareness form – must be acknowledged online
- 7 – Football Tackle Technique and Safety form (football only) – must be acknowledged online

All athletes that meet the initial eligibility criteria will be monitored daily and weekly to ensure they maintain academic and behavioral eligibility by the coach and athletic department. An athlete can have their athletic eligibility suspended or even terminated if they fail to meet IHSA, school or team expectations.

Weekly grade checks – Athlete must continue to pass a minimum of 5 credits each week

* Failure to meet – athlete suspended for 1 week (Mon. – Sat)

Attendance and Tardies – Athlete must attend class and regularly be on time to class

* Failure to meet – game suspensions (quarter, half, full, or multiple games)

School/Class Behavior – Athletes are expected use appropriate school/class behavior

* Failure to meet - game suspension (quarter, half, full, or multiple games)

Transfer and Exchange Students:

Any student that is new to Bloomington High School or did not attend Bloomington High the prior year must receive transfer eligibility from the IHSA. These students should be referred to the Athletic Department for guidance and direction on the required forms to complete. A transfer student may practice with the team if all other eligibility requirements are met, but they may NOT compete in any games until approval from the IHSA is received.

Athlete Code of Conduct:

All athletes are required to sign the School District Board approved behavior “code of conduct”. The Bloomington High School code of conduct is in effect 365 days a year and violations can occur over the summer or on non-attendance days. Any potential violations brought to the attention of a coach should be immediately reported to the Athletic Director or another school administrator. In the event of a potential behavior code violation a committee will meet to discuss and determine if a violation of the code has occurred. The committee will include:

Building Principal
Athletic Director
Dean of Students
Coach
Athlete who committed the potential violation
Parent/Guardian of the athlete

If the committee does determine an athletic violation has occurred, the committee will then determine, communicate and document the disciplinary consequences. Possible consequences include but are not limited to:

1st offense – up to one-third of the current or next competitive game schedule
2nd offense – up to one-half of the current or next competitive game schedule
3rd offense – can equate to termination of all athletic eligibility

- In some instances, community service hours may be made available to reduce the total number of game suspensions.

Coaches should be sure to report to the Athletic Director any instances or situations brought to their attention that could be potential Athletic Code violations.

Hazing:

“Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate. (definition provided by: StopHazing.com)

Any and all hazing is a direct violation of Bloomington High School and IHSA regulations and coaches and/or players found of allowing, promoting or participating in such activities will be subject to disciplinary consequences and may be subject to removal from that role or team.

Social Media:

Miss use of social media can result in student-athlete code of conduct violations. Coaches should discuss with players the appropriate use of social media and the dangers associated with disrespectful and damaging content.

School Attendance Policy:

Students are expected to attend school each day in order to attend and participate in that day's team practice and game. If a student is too ill to attend a minimum of 3 classes, that student should not participate in that day's practice or game. A student can still participate in practices and games if the absence from school is due to a college visit, funeral or other reason that is approved by the Athletic Director or Principal.

Physical Education Athletic Exemptions:

Student-athletes participating at the varsity level may elect to receive one semester of physical education credit exemption during the semester of their sport during their junior and/or senior year. Freshman and Sophomore students who play at the varsity level will not be eligible for a PE exemption. Athletes interested in the PE exemption should work with their Guidance Counselor to complete the required form. Varsity coaches are required to sign and verify the student participates at the varsity level. Students electing to use this exemption are ultimately responsible to complete the season in good standing. If a student granted the exemption does not participate or finish the season, they may be required to make up the missed PE credit the following semester or year.

Tryouts:

Tryouts can be an extremely stressful and difficult time period for both coaches, athletes and families. It is important to be prepared and organized prior to your first tryout session. Plan for more participation numbers than you truly expect as it is always easier to scale down. With tryouts make sure to have plenty of extra qualified eyes to help you evaluate each athlete and run the activities. Be sure to observe them in roles that YOU think give each athlete the best opportunity to make the team. Also give them an opportunity in the role the athlete feels is their best position. Tryouts should take a minimum of 2 days and should not extend past 1 week (5 days). The amount of days needed will vary based on total number of participants and total spots available. As you consider your selections remember that players want and need to participate in games. Although you don't need to guarantee game time or have equal playing time for all players seriously playing time opportunities as you make your final decisions.

Either the night before or immediately after announcing any tryout results, it is expected that you will contact the Athletic Department with the names of the players selected and the students not selected. Be prepared to answer player or parent questions as to the "why" a player was not selected as you should have justifiable reasons or data to support your decision.

When you announce your tryout results, remember to protect the dignity of each participant. Please do not post lists during the school day for other students to see that did not tryout. Ideally, meet and talk to each "cut" player individually. If this can't be done in a time effective manner you can use sealed envelopes, posting tryout numbers on a website or posting a list in the evening outside of school hours.

Freshman and Sophomores playing on varsity is possible but all coaches must consider what is in the best interest of the player and team. Underclass players should only be placed on the varsity roster if they are going to receive significant game play opportunities. Participating in live and competitive game situations is an important part of a player's development in conjunction with competitive practices. It is always easier to move a player up throughout a season over moving players down. Freshman and Sophomores should only be placed on a higher level team if they will be in a starting role or play at least fifty percent of each game.

Varsity level – Any grade freshman thru senior (students only have 4 years of eligibility)

Junior Varsity level – No seniors, only freshman thru juniors

Sophomore level – only first of second year students regardless of school credit status

Freshman level – only first year students regardless of school credits earned

Rosters:

Team rosters (name, grade, jersey number, etc...) must be turned into the athletic department within 2 days after the team is selected. Roster should be submitted electronically in a format that can easily edited and adapted as needed.

Parent Involvement Guidelines:

Parents can play a very important role in our athletic programs. Parents want to be involved and can help with off the field tasks to enhance your programs. By following these basic guidelines, you can effectively help to communicate and define the parental role. Begin each season with a parent meeting to help get your season off on the right foot with parents.

Communicate – One of the biggest frustrations for parents is lack of or inaccurate information. Parents need to know schedules in advance of each day. Using a weekly or even monthly calendar is recommended. Avoid making last minute changes if at all possible and apologize if it necessary. For more ideas of what to communicate, reference the list included in the parent meeting section of the handbook.

Parents have a right to ask certain questions. Parents can ask how you determine playing time, what their child can do to improve, what the upcoming schedule may be, etc.. Avoid talking to parents about other players on the team. If the conversation is not going well, you can request to meet with the parent and the Athletic Director.

Set limits – Avoid showing favoritism to any specific parents, you need to be equal with opportunities to all parents. Create a list of parent tasks that would help to make your season successful.

Parent Complaints – If you think a parent may complain to the Athletic Director it is helpful if you provide advance notice and detail of what is causing their concern. If I receive a parent complaint, my first question will be if they have talked to the coach about the situation. Parent complaints do occur and we need to listen without being defensive. In most cases an understanding can be achieved.

Parent Meeting:

It is expected that each head varsity coach will organize and conduct a program wide parent/player meeting within the first 2 weeks of the season. The Athletic Department will try to organize and coordinate one Fall/Spring/Winter date for these meetings. However, due to various season starting dates it may be necessary for some sports to conduct parent meetings before date established for all sports of that season. If this is necessary, it must be communicated and approved with the Athletic Director.

Items to be discussed at the parent-player meeting should include the following topics:

- Season calendar including practices and games
- Coach Contact Information
- Expectations of players, parents and coaches
- Teams rules – recommended to have in print
- Gear – school issued and player purchased
- Fundraising
- Booster Club - Raider Night Out
- Recent rule changes - help them learn the game
- Nutrition and sleep recommendations
- Academic expectations and study habits
- Transportation – Bussing to and from games
- Team Pictures

Playing Time:

Although playing time does not need to be equal or provided for all players in each game, it is something that all coaches should monitor closely. Coaches at the varsity level still have a direct responsibility to all players on the team roster. Coaches at non-varsity levels should be very mindful to use all eligible players in some manner and promote the continued development of each player in all games if players are meeting all other team commitments and requirements. Coaches should have regular face to face conversations with players and communicate clearly the role and value that each player serves on the team. These conversations should include both strengths the player has and areas for continued and focused development.

Sportsmanship:

Coaches and athletes represent Bloomington High School and are major factors in how our school and athletic programs are viewed by the larger community. It is expected that coaches and athletes will display and model positive sportsmanship at all times and compete with respect for self, team, opponents, officials, fans and the school. It is expected that coaches will instill, demand and model the characteristics of good sportsmanship. Players and parents will directly follow the coach's lead regarding the opinion and quality of the officials. Even if you disagree with a call, restrain from causing a visual or verbal scene. Maintain a calm and composed demeanor on the sideline with your focus on things within your and your players' control.

Sportsmanship can be displayed by:

- Thanking and acknowledging the positive efforts and ability of opponents
- Thanking and not negatively criticizing game officials (verbal and non-verbal)
- Thanking and acknowledging the support provided by the fans
- Competing within and respecting all the rules of the sport/game
- Supporting or helping an injured player at appropriate times
- Competing with full effort and displaying enjoyment for the opportunity to play

Regardless of a game's final outcome, win or lose, positive sportsmanship will have a much longer lasting impact on the coach, athlete and fans participating and watching the game.

Practices:

It is expected that each coach will be prepared with appropriate practice plans that challenge and develop the technical, tactical, mental and physical elements required of the sport. Practice schedules should be communicated well in advance to each player and their family. It is most effective to establish a consistent routine for practices times and locations. Begin and end each practice at the pre-established time. As tempting as it may be some days to go over the ending time, be respectful and mindful that players and their families also may have other commitments that are time sensitive and organized around scheduled times.

Sunday practices and open gyms should be avoided. In the rare instance that a Sunday practice may be needed, any and all Sunday practices must have prior approval from the Athletic Director before being scheduled, communicated or conducted.

Supervision is required from the start of any practice or game until the last player is picked up to leave the site of the event. Do not leave any student unsupervised at any time as this can and will often lead to mischievous behaviors and can expose the coach and athletic department to liability issues.

Transportation to and from practices that are held off the campus of Bloomington High School can be arranged as needed. Contact the Athletic Department if off site transportation is required for practices. Do not at any time transport players in your personal vehicle.

Team Equipment

All coaches are responsible to regulate and maintain the inventory of school owned and issued player uniforms and practice equipment. Uniforms and practice gear should be inspected each year to ensure it is in a good condition. All uniform needs should be communicated with the Athletic Director. All uniforms should be collected within 2 weeks after the last competition. Underclassmen should not keep any part of the school issued uniform during the “off season” and should be re-issued the uniform items each year. Players should be held accountable for lost, stolen or damaged school issued uniform items.

Games:

Game days should be a great opportunity to observe and monitor the progress and development of the players and your overall team. Games serve as the chance for players to use the skills and knowledge they have been learning and practicing. The game environment will provide ever changing stressors so coaching on game days should look different than practice days. Take notes during games of topics for upcoming practices and look for opportunities to praise athletes when current practice topics are completed well during the game environment. As the coach you have a responsibility to each player on your roster. Don't forget out this obligation on game days and be mindful of substituting players at all times. As players get subbed out of games, these moments become tremendous coaching opportunities.

All Bloomington Raider teams should compete and warm-up in consistent and uniform team gear. Communicate this exception and hold players accountable.

Home games – Arrive early and ensure the facility is ready for your team and the visiting team. Ensure that you have the support staff and supplies (game balls, camera, statisticians, etc...) ready to go. Welcome and greet the officials and opposing team coach as they are guests at our school. The Athletic Department will prepare checks for each official but depending on the night, your assistance may be required to help deliver checks to your officials. It may be necessary for coaches to pick up and secure the facility after home games.

Away Games – Confirm that proper transportation has been arranged for the away game. The athletic department will reserve bussing or District 87 vehicles as needed based on the location and duration of the game/s. Provide the exact location to parents that may be traveling to watch the game and support your team. Communicate with players and the bus driver if the team will be stopping for a meal.

It is expected that our teams will pick up and dispose of all trash/bottles before they leave the visiting locker rooms and bench area.

If using a District 87 vehicle other than a school bus, the coach should ensure the vehicle is returned clean and with a full tank of gas. District 87 vehicles must be reserved and key packets picked up at the District Office. The Athletic Department will help coaches reserve District 87 vehicles. Teams requiring overnight stays will be given a priority when reserving District vehicles.

Early Dismissal – If an away contest requires early dismissal from school, the coach must provide the athletic office with a complete roster of players needing to be released from school at least 24 hours prior to the event.

Overnight Trips (Hotels and Meals) – If an away tournament or contest requires a team to stay overnight, the coach should work with the athletic office to secure hotel accommodations. If the athletic office is notified with at least 5 days of advance notice, payment by school check can be made directly to the hotel. If the athletic office is notified of the overnight stay with less than 5 day notice, the coach may have to use a personal form of payment and submit hotel portfolios for reimbursement when they return.

If a coach wishes to use money in the sport activity account to provide team meals, an itemized receipt for each meal must be submitted for reimbursement.

Results:

Results from each game must be submitted in a timely fashion to several sources. It is the coach's direct responsibility to either personally submit results or assign this task to an assistant coach or parent volunteer. After all games, home or away, results must be submitted to:

The Pantograph – phone, fax or email same day as the game

MaxPreps – IHSA required

Athletic website – 8to18 cell phone app is available

Media and News Organizations:

Coaches are expected to communicate in a timely fashion with media personnel from the local newspaper, television stations and school news organizations (yearbook, school or district website, etc...).

Coaches are expected to contact the local newspaper – The Pantograph with all results regardless of the outcome of the game. Parents, alumni and community members do follow our programs closely and we need to be respectful and help them follow our teams

When working with any media source it is the expectation that the team and players will be promoted with truth and honesty.

Refrain from criticizing game officials to the press.

It is also practice to compliment some aspect of the opposing team, coach or players.

Defer credit to the players and team whenever possible since they are the ones that actually executed the skills and tactics required to play the game!

If a player has been discipline do not discuss this with the media.

Cancellations:

In the event a contest or practice needs to be cancelled on short notice, the coach should work closely with the athletic department to ensure that all parties impacted are notified.

Cancellations must be communicated immediately to:

- Athletic Director
- Players and Parents
- Opposing team Coach
- Officials
- Bus Company
- Athletic Trainers
- Event workers
- News/Media personnel – make up date

Filming:

Video and filming falls under the responsibilities of each individual program and head coach. The Athletic Department will help to communicate and secure the necessary resources as possible but funding for equipment, editing software and video sharing companies such as HUDL and Krossover will need to be covered from program activity accounts and fundraising. School announcement can be made to recruit student managers that can help to fill program filming needs.

Activity Accounts

Each sport has an activity account that should be used for all financial transactions. Money collected from all potential sources (fundraising, donations, player fees, etc...) should be deposited into the activity account. Deposit tickets can be found in the Athletic Department and main office. Coaches should closely monitor their activity accounts and should not place orders that exceed money that is available in the account.

Purchasing:

When coaches desire to purchase items for their program using money from athletic club accounts, the following steps must be followed:

- 1 – Obtain a written quote (include shipping) for the desire items
- 2 – Submit quote to the Athletic Director for approval and to verify sufficient funds
- 3 – All orders must be shipped to the District warehouse on 300 East Monroe
- 4 – Athletic Department will enter purchase order request and get a PO number
- 5 – Order will be placed by the accounting office at the ESC

Please note that purchasing new items requires a 2-3 day turn around for orders to be placed. Coaches should plan ahead to allow for this time.

In some instances, it may be possible to reimburse coaches that purchase items using their personal credit cards. For any reimbursement to take place, the coach must submit an itemized receipt to the Athletic Director and the District reimbursement form must be submitted. The District cannot reimburse any taxes paid.

All coaches should work closely with the Athletic Department for purchasing and reimbursement questions.

Fundraising:

If fundraising is needed, the head coach must first complete and submit to the Athletic Director a fundraising approval form which outlines the type of fundraiser to be used and the purpose the funds are needed. All fundraising forms must also be approved by the building Principal.

Fundraising should be organized and serve a specific team need. It is best to limit the amount of fundraisers each year. Fundraising should be done after the teams have been selected for sports that use a tryout and typically have to “cut” players. It is also recommended to begin early in the season so all players who fundraise benefit from the fundraising efforts.

Player Fees:

Any and all player fees should be kept to a minimum. Anticipated player fees must be communicated with and approved by the Athletic Director prior to implementation. Player fees can be used to cover player meals or items that the players will keep at the end of the season. Coaches should have a method of fundraising or scholarship opportunities in place to help low-income players cover any established required player fees.

Logo:

It is important that Bloomington athletics has a recognizable and consistent look or “brand”. All team uniforms, team apparel, websites and other publications, documents or items must reflect the same school colors and logo.

Our official school colors are: Purple – PMS 268

 Gold – PMS 137

Our official logo is a slant BHS with a spear thru the middle facing forward. If you want to use a logo without the spear, a simple slant BHS can also be used.

The Athletic Department has a contract with BSN sports to purchase Nike team uniforms. All Nike team uniforms must be purchased with BSN sports. Uniforms should use purple or gold as the dominant color. Coaches should work together with the Athletic Director when purchasing and ordering all team uniforms or school issued player/team wear.

Post Season Banquet

Each program/sport should have a post season banquet or event of some type to provide closure to the season. The post season banquet should include all levels (HS) for that sport.

Player Awards

Coaches should nominate, advocate and represent any player in their program who is in good standing with team requirements for any potential individual Conference, State, or State Coaching Association awards. Coaches are expected to collect, compile and submit player and team statistics that help promote individual players or the team for any potential awards.

Coaches should establish and communicate criteria for athletes to earn a varsity letter.

Varsity B (1 time regardless of sport)

- Sport pins (first time for each sport)
- Varsity bar (each year they earn a varsity letter for each sport – max of 4)
- Tri-Color B – given to any 3 sport varsity level athlete

Junior Varsity Certificate

Freshman Numerals – graduation year

Special Awards:

Big 12 – All Conference First Team

Big 12 – All Conference Honorable Mention

Big 12 Conference Scholastic Achievement

Varsity athlete (Soph-Sr) with a 4.0 GPA or higher

IHSA Scholar Athlete Award

Varsity athlete (Jr-Sr) with 4.5 GPA or higher

Sportsmanship Award

One athlete from each varsity level team – coach selected

Team Awards

Determined, created and paid for by each individual sport

BHS Male Athlete of the Year

BHS Female Athlete of the Year

BHS Male Senior Athlete of the Year

BHS Female Senior Athlete of the Year

Robert Frank Scholarship Award

Facilities:

All practices and games should be held on District 87 managed facilities or facilities approved for team use by the Athletic Director. District 87 facilities should only be used by District 87 approved coaches and for District 87 teams. Any coaches and teams not directly connect to District 87, must complete a District 87 facilities request form for approval at least one full week prior to the activity. District 87 coaches wishing to use a District facility other than their regular practice locations or during the off season must also complete a District facility use form.

District facilities and equipment may not be used to conduct private lessons where a fee is charged or for free lessons to non-district students even by District coaches and staff members.

Locker Rooms:

Locker rooms will be made available to athletes as needed. Coaches must assist with the supervision of locker room facility after school hours and during pre and post game usage. Coaches should help to monitor appropriate behaviors and language in the locker rooms.

Athletes must provide their own lock and School District 87 will not be held responsible for any lost or stolen items.

No cell phones, cameras or other recording devices should be used to take pictures while in the locker room or other changing room facilities. The privacy of each student-athlete should be respected at all times.

Keys and Security:

Coaches will be issued any keys required to access areas that are needed for practices, games and to store team equipment/supplies.

Keys should not be given to athletes to use outside of times under direct supervision of the coach to whom the keys were issued.

Any lost or broken keys should be communicated to the Athletic Director.

All keys issued by the Athletic Department for coaching responsibilities must be returned to the Athletic Department at the end of a coaches' time coaching at Bloomington.

Coaches are responsible to help maintain secure and safe facilities. Coaches should turn off all lights and secure all doors or gates prior to leaving. If a coach is not sure if a team or event will use a shared facility or area, they should error on the secure side and lock the facility and the arriving coach should have the ability to re-open the areas needed.

Liability

All coaches should implement best practices that work to shield themselves and the school from potential liability claims. Coaches should monitor practice sites, game sites and all player equipment for safety concerns. All safety concerns should be immediately communicated with the Athletic Director.

Coaches should not leave any player/s unsupervised at any time. Coaches should also not transport players in personal vehicles.

Coaches of the opposite gender of the player should refrain from meeting with individual players in a secluded or closed environment. If such meetings are required it is recommended to include an assistant coach, the Athletic Director, a parent or another player.

Coaches should be extremely careful when touching players, especially players of the opposite gender.

Open Gyms:

Coaches are able to schedule and promote open gym sessions during the out of season period during the school academic year. Open gyms sessions must be announced school wide and include any and all interested students. Coaches must provide only a supervisory role during open gym sessions and are not allowed to “coach” players or organize practice activities during these sessions.

- * Open gym sessions must be voluntary.

- * Only Bloomington High School students and incoming freshman from Bloomington Junior High that are currently not in season are allowed at open gym sessions.

Summer:

The IHSA limits the amount of contact coaches can have with current players over the summer. Coaches should be aware of these rules and work within the clearly stated practice limits. For most sport the maximum number of contacts dates is 25. Coaches must also be aware and adhere to the IHSA “no contact” periods over the summer.

- * Summer contact days – 25 (excludes baseball and softball)

- * IHSA No Contact Periods

 - Week of July 4 (entire week Monday – Sunday)

 - Week immediately preceding the official IHSA start date for the Fall season

Coaches are not expected or required to use all 25 dates allowed.

Coaches must provide the Athletic Director a copy of a summer calendar for approval before disseminating the information to students and families.

Coaches should plan and communicate anticipated summer practice calendars with as much advance notice to families as possible. Players should not be disciplined or penalized for non-attendance in summer practices.

Coaches that want to use summer contact dates and coaches of sports that begin in the Fall before students return to school should announce and hold an informational meeting for prospective players before the prior year of school ends.

Summer Camps:

Each varsity sport is able to organize and run youth summer athletic camps. Youth camps can be a tremendous opportunity to provide currently players with leadership opportunities and build community support and pride.

All youth summer camps must be approved and coordinated with the Athletic Director.

More information will be coming on the organization and structure of summer youth camps that outlines the following:

- Registration process
- Camp promotion
- Camp parameter for length and duration
- Insurance
- Facility use
- Payment of camp staff

Booster Club:

The Bloomington Booster Club is very supportive of all the Raider athletic programs. The Booster Club provides all the BHS athletic awards and letters each year. They also regularly provide money to the Athletic Department for uniform costs and replacements. It would not be possible to have or run the athletic programs we have without the continued support of the parent run Booster Club. It is expected that each varsity level coach attends the major Booster Club fundraising event/s. Each varsity level program must create a fundraising item (basket) for the Booster live auction at the Raider Night Out held each Fall and help recruit at least one parent to volunteer to attend the Booster Club meetings. Coaches should help to promote Booster events.

Any coach wanting to request funds from the Booster Club must submit the required request form to the Athletic Director and receive approval from the BHS Principal at least one week prior to the next scheduled Booster meeting. A copy of this form is available in the resource section of this handbook.

Athletic Training:

We are very fortunate to have two certified athletic trainers who will monitor, diagnose, treat and help to rehabilitate the health, well-being and safety of our athletes. All coaches should defer to the professional judgment and decision of the athletic trainers in regards to a players' ability to practice or participate in games. Our trainers will attempt to be onsite and provide coverage at as many of our home games and practices as possible. Due to the fact that we have numerous days with multiple home events it will impossible to have a trainer at every home event or practice. If a trainer is not able to be onsite, they will be available by cell phone or radio in the case of an emergency. If at any time a trainer is not on site, the coach will serve as the on-site first responder to any injury. If you believe the injury to be of a more serious nature, error on the side of caution and call an ambulance immediately.

The athletic training staff will communicate the days and times they will be available to athletes in the BHS training room located on the West side of the top level of the South gymnasium. It may be necessary for athletes who need treatment to attend the training room outside of a team's regular practice schedule. Only athletes needing the attention of the training staff should be in the training room.

Any supplies (bottles, cooler, crutches, wraps, etc...) issued by the athletic trainers need to be well taken care of and returned in a timely fashion to the athletic training room.

All accidents and injuries must be documented in writing using the District 87 accident report form. Coaches should work with members of the training staff to complete the required documents. The Athletic Director should be contacted any time a more serious injury occurs. If the student-athlete must be transported to a local hospital and the parent is not on site, a member of the coaching staff must accompany the athlete to the hospital and remain at the hospital until a parent/guardian arrives.

Concussions Protocols

In the event that a player, coach, referee or trainer suspects that a concussion may have been sustained by an athlete. The athlete will immediately enter the established concussion protocols. A parent/guardian needs to be contacted and altered on the same day of the incident and written documentation should be started that day noting the time, location, brief description of the incident and the symptoms observed.

All coaches should familiarize themselves with the required documents and procedures. Copies of the forms and procedures can be found in the resources section of this handbook. A concussion oversight team will meet annually to discuss and review concussion protocols.

Weather and other Emergencies (Emergency Action Plans)

Each site used for District 87 athletic games and or practices must have posted an Emergency Action Plan (EAP) packet. The EAP packet must contain up to date emergency contact numbers, AED locations, the closest shelter area and other information specific to the location that would be helpful in an emergency.

In the event of lightning/thunder all IHSA policies must be followed. Athletes, coaches and spectators must take shelter in a covered area or vehicle if lightning is witnessed or thunder is heard. According to IHSA policies, the site must remain cleared for 30 minutes from the last observed lightning or thunder.

Game day officials have the final word on all game cancellations.

All coaches must follow the District 87 Heat Protocols for practices or games.

College Recruiting and NCAA Eligibility:

All coaches are expected to help athletes in their program navigate the college recruiting process. Although we want our student-athletes to set high goals and strive to compete at the highest levels, coaches must also have the ability to judge and communicate realistic post high school playing opportunities with players. Coaches should meet with underclassmen players and discuss the players interest and desire to play sports in college. Coaches should be open and honest with the ability level of the player and help to identify colleges that may be a “good fit” for the student and their family. Coaches are only one piece of the puzzle and should be ready and willing to seek assistance as needed to best help answer questions that player or player’s parents/guardians may have about the recruiting process or NCAA eligibility.

Recruiting Do’s and Don’ts

- Do meet with players and parents to talk about and help with college athletics
- Do be open and honest about the player’s ability and the level you think they can play
- Do connect the player and player’s family to the NCAA clearing house website
- Do have the player alter their academic counselor of their goal to play college level athletics
- Do help connect the player to possible college coaches
- Do share information from college coaches to potential athletes in your program
- Do convey accurate information to college coaches
- Do convey the academic requirement to play college level (NCAA) athletics
- Do respond to college coach email and phone calls in a timely fashion

- Do NOT assume that players and parents know how to navigate the recruiting process
- Do NOT share personal information about a student without parent permission
 - Pass on the college contacts to the player instead of giving player info to the college
- Do NOT mislead a player or a college coach on the actual ability level of the player
- Do NOT over promote expensive recruiting services

Other potential resources:

- Athletic Director
- Guidance Counselors
- Illinois State University Compliance Department

NCAA Websites - <http://www.ncaa.org/student-athletes/play-division-i-sports>
<http://www.ncaa.org/student-athletes/future>

Handouts for parents/players can also be found in the resource section of this handbook.

Coach's Checklist

The following checklist is provided to assist coaches in carrying out the responsibilities associated with their coaching assignment. The checklist is not all-inclusive, but is a general list that serves as a starting point and guide to assure the completion of essential tasks.

PRE-SEASON

All varsity head coaches should schedule and hold a meeting with entire coaching staff (middle school through high school) during the off season prior to the start of the earliest season.

- _____ Schedule and hold individual pre-season meeting with Athletic Director

- _____ Clearly communicate responsibilities and expectations of your staff.
- _____ Establish and communicate program wide rules for all athletes
- _____ Establish appropriate skill and development progressions for each level
- _____ Establish goals (outside of winning) that match the mission and vision of the program
- _____ Identify and communicate opportunities for professional development

- _____ Ensure equipment and facilities are safe and emergency protocols are in place
- _____ Complete all IHSA yearly requirement (rules meeting, concussion exam, steroid exam)
- _____ Compete CPR and AED training (every 2 years)
- _____ Re-check inventory and supplies
- _____ Check schedule on school website to ensure it is accurate and up to date
- _____ Check bussing and transportation schedule

- _____ Ensure all student-athletes submit a "gold ticket" documenting clearance and eligibility
 - Do not allow a student without a "gold ticket" to practice
- _____ After conclusion of try-outs submit roster of team-members to Athletic Department
- _____ Issue and record uniforms and any other school issued gear to athletes
- _____ Conduct a parent/player meeting prior to first contest
- _____ Meet with Athletic Trainer (concussion baseline, supplies needed, etc...)
- _____ Submit a monthly calendar including practices and games to the Athletic Department

IN-SEASON

- _____ Regular visibility and attendance at lower level games/practices
- _____ Oversight of skill development and practice formats (activities)
- _____ Discussion of tactics and strategies with staff
- _____ Conduct coach meetings (all staff and/or individuals)

- _____ Create practice plans and conduct meaningful and appropriate training sessions
- _____ Motivate players using praise and high expectations (approx. 3-1 praise to criticism)
- _____ Survey and communicate any safety concerns regarding equipment or facilities
- _____ Supervise athletes at all times
- _____ Secure facilities at conclusion of event or training
- _____ Ride the bus or ensure school hired adult is on bus for all team travel
- _____ Report game scores
 - _____ Max Preps
 - _____ 8 to 18 website
 - _____ Newspaper
- _____ Communicate all practice and/or game changes to Athletic Department and parents

- _____ monitor athletes school performance (academics, attendance and behavior)
- _____ document and report any injuries using accident reporting form
- _____ document and follow all concussion protocols
- _____ carry a copy of student emergency/insurance information to all games

POST SEASON

- _____ Collect and inspect all school issued uniforms and gear
- _____ Nominate players for All-Conference awards
- _____ Nominate players for any State Association awards
- _____ Vote or select players for other individual awards
- _____ Submit roster of players who completed season in good standing
- _____ Indicate varsity letter awards (pins, numerals, etc...)

- _____ Return any borrowed equipment to Athletic Training room
- _____ Schedule post season meeting with Athletic Director
- _____ Submit final season results to Athletic Director
- _____ Submit inventory list to Athletic Director

- _____ Meet with coaches to discuss and plan out of season/summer plans
- _____ Meet with players to discuss individual goals for next year
- _____ Meet with players to discuss post high school plans and college recruiting process

- _____ Complete season review form
- _____ Set personal goals for continued professional growth and development