



**2022-2023
High School
Coaches
Handbook**

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Strategic Plan



Mission

Collaboratively engage all students in a world-class education.

Vision

Be the first choice for all families.

Motto

Shaping Tomorrow Today

Goals

<div>1</div> <div>Growth & Achievement</div> <div>Curriculum Alignment</div> <div>Differentiated Instruction</div>	<div>2</div> <div>Engaging Partnerships</div> <div>Customer Service</div>	<div>3</div> <div>Optimal Climate</div> <div>Social Emotional Health & Skills</div> <div>Facilities & Technology</div>	<div>4</div> <div>Quality Staff</div> <div>Internal Trust & Relationships</div> <div>Recruit & Develop</div> <div>Monitor, Track & Report</div>	<div>5</div> <div>Fiscal & Operational Stewardship</div> <div>Resource Allocation</div>
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Values

Achievement • Student Responsibility • Community Partners • Diversity • Safety • Continuous Improvement • Staff • High Expectations • Community Resources • Stewardship



Rockford Public Schools Athletics Philosophy

Rockford Public Schools Athletics provides a variety of athletic experiences to enhance the development of our students. We believe that athletics is a wonderful partner with the curricular lessons learned in the classroom. It is our belief that athletics teaches our students a number of lifelong values, including sportsmanship, teamwork, responsibility, respect, perseverance, persistence, and grit. We offer athletics at the elementary, middle, and high school levels because we believe in the positive benefits of participating in sports. RPS 205 makes every effort to offer our athletes the best coaching, facilities, equipment, and opportunities to help make their experiences positive and successful.

Coaches Handbook

2022-2023 SCHOOL YEAR

INTRODUCTION

The purpose of this handbook is to provide RPS 205 coaching staff with guidelines for the successful operation of the District 205 athletic programs. Development of these policies/procedures was made in order to assure equitable opportunities for all students and coaches involved in the District 205 Interscholastic Athletic Program.

It is intended that all policies and procedures be reviewed on a regular basis for the continued improvement of the program. Personnel involved with the athletic program should become acquainted with the guidelines and their responsibilities.

The basis of our support of District 205 athletics is founded on its relationship to the overall educational process of our student body. Our belief is that a sound athletic program will provide important educational and social benefits for students, staff and the community.

2022-2023 Rockford Public Schools Athletic Staff

DISTRICT

Dawn Williamson - Director of Athletics, Activity, and Program Development	dawn.williamson@rps205.com	815-489-7264
Abby Compton – Athletic Specialist	abigail.compton@rps205.com	815-966-8960

HIGH SCHOOLS

Brad Pemberton – Auburn	brad.pemberton@rps205.com	815-966-3320, ext. 10593
Gary Griffin – East	gary.griffin@rps205.com	815-229-2110, ext. 41052
August Toldo – Guilford	august.toldo@rps205.com	815-654-4870, ext. 13005
Darrin Sisk – Jefferson	darrin.sisk@rps205.com	815-874-9536, ext. 18131

MIDDLE SCHOOLS

Alex Wehmeyer – Barbour	jacob.wehmeyer@rps205.com	815-966-3395
Benjamin Dresser – Eisenhower	benjamin.dresser@rps205.com	815-229-2450, ext. 47153
Sommar Norrlander – RESA	sommar.norrlander@rps205.com	815-489-5509
Quentin Canty– Flinn	quentin.canty@rps205.com	815-229-2800, ext. 48141
Rohini Bawa– Marshall	rohini.bawa@rps205.com	815-490-5400,
Jeff Mondt – Lincoln	jeffrey.mondt@rps205.com	815-229-2400
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Davonte Williams– West	davonte.williams@rps205.com	815-985-6287

Head Coach Job Description
Rockford Public Schools District #205

Title: Head Athletic Coach

Qualifications: Valid Illinois Teachers Certificate and/or Meets IHSA Criteria (Qualification of Coaches – 2.070)
Previous head coaching or high level coaching experience in the specific coaching field is recommended.

Reports to: Building Athletic Director, Building Principal and District Athletic Director

Supervises: Assistant Coaches

Job Goal: Assist and guide participating student athletes achieve a high level of skill, discipline, sportsmanship and citizenship. To oversee and promote the specific sports program in accordance with NFHS, IHSA and RPS #205 Board Policies and athletic handbook.

Performance Responsibilities:

1. Works with Building and District Athletic Director to secure facilities for a safe/secure practice and competitions environment for student athletes.
2. Plans and communicates with assistant coaches regarding practice schedule and competition strategies which ensure the health, physical well-being and sport specific success of student athletes.
3. Develops, communicates and maintains a regular detailed practice schedule.
4. Maintains equipment/uniform inventory annually.
5. Annually recommends equipment purchase to Athletic Director in accordance with Board Policy purchasing procedures.
6. Manages fundraisers, athletic activity account deposits and distributions of funds in accordance with Board Policy.
7. Manages the orderly distribution and collection of uniforms and sport specific inventory.
8. Assures that all student athletes are in compliance with District #205 requirements including athletic physicals, student code of conduct, athletic fees paid, academic eligibility and all other standards included in the district athletic handbook.
9. Models/mentors in instilling values of sportsmanship, citizenship and teamwork.
10. Monitors proper supervision of student athletes at practices, competitions, locker rooms, and when competing away.
11. Leads in selecting assistant and volunteer coaches.
12. Leads in evaluating assistant coaches.
13. Completes the evaluation of the IHSA officials in a timely manner.
14. Conducts a mandatory pre-season parent meeting.
15. Maintains individual and team statistics and records.
16. Plans and implements a seasonal awards recognition program through the building athletic office.
17. Engages in personal / sport specific professional development education.
18. Implements programmatic instruction of sequential fundamentals to their feeder programs and works closely with the strength and conditioning coach.
19. Other duties as assigned by the Building Athletic Director.

Terms of Employment: Renewal annually by Board of Education

Evaluation: Performance of this job will be evaluated by Building Athletic Director in accordance with Board Policy.

Athletic Affiliation

High Schools

Rockford Auburn High School
Rockford East High School
Rockford Guilford High School
Rockford Jefferson High School

All Rockford District 205 High Schools are members of the ILLINOIS HIGH SCHOOL ASSOCIATION (ihsa.org) and the NORTHERN ILLINOIS HIGH SCHOOL CONFERENCE (NIC-10).

Other conference members include:

Belvidere High School
Belvidere North High School
Freeport High School
Machesney Park Harlem High School
Rockford Boylan High School
Rockton Hononegah High School

As member schools of these organizations, it is each school's responsibility to conduct its athletic programs within its established rules and guidelines.

Middle Schools

Eisenhower Middle School
Flinn Middle School
Kennedy Middle School
Lincoln Middle School
Rockford Environmental Science Academy (RESA)
West Middle School
Barbour Language Academy
Thurgood Marshall School

All Rockford District 205 middle schools are members of the ROCK RIVER ATHLETIC CONFERENCE. Other teams in the league include middle schools in the Beloit, Harlem and Freeport school districts.

All Rockford District 205 middle schools are members of the ILLINOIS ELEMENTARY SCHOOL ASSOCIATION (IESA). For more Information, visit <http://www.iesa.org/>.

As middle schools and elementary schools continue to establish athletic programs, and as realignments of school assignments by grade level occur, students in grades six, seven and eight will continue to be provided with athletic programs as are appropriate for the school/facility. Any affiliation with conference alignments will dictate adherence to guidelines as set forth by those affiliates.

IHSA Sports Provided

FALL

Sport

Football
Girls Volleyball
Boys Soccer
Boys Golf
Girls Golf (Hosted by Guilford)
Girls Swimming & Diving
Girls Tennis
Girls Cross Country
Boys Cross Country
Sideline Cheer
Sideline Dance

Levels

Frosh/Sophomore/Varsity
Frosh/JV/Varsity
Frosh/JV/Varsity
Frosh/JV/Varsity
Frosh/JV/Varsity
Frosh/JV/Varsity
Frosh/JV/Varsity
Frosh/JV/Varsity
JV/Varsity
JV/Varsity

WINTER

Sport

Boys Basketball
Girls Basketball
Wrestling
Boys Swimming & Diving
Boys Bowling
Girls Bowling
Competitive Cheer
Competitive Dance
Chess
Scholastic Bowl

Levels

Frosh/Sophomore/Varsity
Frosh/Sophomore/Varsity
Frosh/JV/Varsity
Frosh/JV/Varsity
JV/Varsity
JV/Varsity
JV/Varsity
JV/Varsity
Varsity
Varsity

SPRING

Sport

Baseball
Softball
Girls Soccer
Boys Track & Field
Girls Track & Field
Boys Tennis
Boys Volleyball
Bass Fishing

Levels

Frosh/JV/Varsity
Frosh/JV/Varsity
Frosh/JV/Varsity
Frosh/JV/Varsity
Frosh/JV/Varsity
Frosh/JV/Varsity
JV/Varsity
Varsity

Activities and Clubs (Some Governed by IHSA)

Rockford Public Schools offers several additional clubs and activities. Not all clubs are offered at every school. Contact the school's athletic office to get a school's specific list of offerings. Clubs and activities offered include, but are not limited to: Art Club, Book Club, Band, Choir, Orchestra, Debate, Forensics, Drama, French Club, Journalism Team, National Honor Society, Theatre, Debate, Gaming Club, Science Olympiad, Key Club, Robotics, and E-Sports.

* Successful completion of a fall, winter, and/or spring sport could qualify a student for a PE exemption*

Competitive Marching Band and Color Guard may also qualify

Sport Seasons Admissions Prices

(subject to change by the NIC-10 principals)

Sport	Season	Adult Admission	Student/Senior Admission
Soph/Varsity Football	Fall	\$6.00	\$3.00
Frosh Football	Fall	\$3.00	\$2.00
Varsity Volleyball	Fall	\$6.00	\$3.00
Frosh/JV Volleyball	Fall	\$3.00	\$2.00
JV/Varsity Boys Soccer	Fall	\$6.00	\$3.00
Frosh/Soph Boys Soccer	Fall	\$3.00	\$2.00
Girls Swimming & Diving	Fall	\$6.00	\$3.00
Soph/Varsity Boys Basketball	Winter	\$3.00	\$2.00
Frosh/JV Boys Basketball	Winter	\$3.00	\$2.00
Frosh/Soph/Varsity Basketball	Winter	\$6.00	\$3.00
Soph/Varsity Girls Basketball	Winter	\$6.00	\$3.00
Frosh/JV Girls Basketball	Winter	\$3.00	\$2.00
Boys Swimming & Diving	Winter	\$6.00	\$3.00
Wrestling	Winter	\$6.00	\$3.00
JV/Varsity Girls Soccer	Spring	\$6.00	\$3.00
Frosh/Soph Girls Soccer	Spring	\$3.00	\$2.00

**Tournament admission prices are subject to host school and IHSA*

Middle School Athletic Programs Provided

FALL

Sport

Football
Coed Soccer
Coed Cross Country
Cheer and Spirit Squads
Girls Basketball

Levels

JV/Varsity
JV/Varsity
Varsity
JV/Varsity
JV/Varsity

WINTER

Sport

Boys Basketball
Girls Volleyball
Wrestling
Coed Swimming
Cheer and Spirit Squads
Coed Chess

Schools

6/7/8
6/7/8
JV/Varsity
Varsity
JV/Varsity
Varsity

SPRING

Sport

Boys Volleyball
Coed Track & Field
Coed Bowling
Coed Tennis
Coed Golf

Schools

JV/Varsity
JV/Varsity
JV/Varsity
Varsity
Varsity

Activities and Clubs (Some Governed by IESA)

Rockford Public Schools offers several additional clubs and activities. Not all clubs are offered at every school. Contact the school's athletic office to get a school's specific list of offerings. Clubs and activities offered include, but are not limited to: Art Club, Book Club, Band, Choir, Orchestra, Debate, Forensics, Drama, French Club, Yearbook/Journalism Team, National Honor Society, Theatre, Debate, Gaming Club, Science Olympiad, Key Club, Lion's Club, Student Council, Robotics, Chess and E-Sports.

* Successful completion of a fall, winter, and/or spring sport could qualify a student for a PE exemption*

Elementary School Athletic Programs Provided

Available for every school if there are enough participants to field a team.

FALL

Sport

Coed Soccer (4-5)
Coed Bowling (4-5)
Youth Football (3-6)
Robotics (4-5)

Partnership/League

RESL
Don Carter Lanes doncarterlanes.com
Rockford Park District rockfordparkdistrict.org
JR FLL

WINTER

Sport

Boys Basketball (4-5)
Girls Basketball (4-5)
Coed Ice Skating (4-5)
Coed Swimming (4-5)
Robotics (4-5)

Partnership/League

REBA
REBA
Rockford Park District rockfordparkdistrict.org
Rockford Marlins rockfordmarlins.com
JR FLL

SPRING

Sport

Robotics (4-5)
Running Club (3-6)

Partnership/League

JR FLL
Wildcats & Individual School Clubs

Required Forms for Athletic Participation

Prior to a student's participation in an organized tryout, practice, or competition, all athletes must be registered on 8to18 and the following forms must be on file with all required signatures. Additional forms may be required by the individual schools.

1. Parental Permission Form
2. Student Code of Conduct Form
3. 2022 IHSA Medical Eligibility Form
4. Authorization for Medical Treatment
5. Consent to Participate in Extracurricular Drug and Alcohol Testing
6. IHSA Concussion Form
7. IHSA Sportsmanship Form
8. IHSA Concurrence Transfer Form (if transferring)
9. Transportation Statement
10. Programs and Liability Waiver and General Release

All forms can be found at the school registration sites:

Auburn: <https://rockfordauburn.8to18.com/accounts/login>

East: <https://easths.8to18.com/accounts/login>

Guilford: <https://guilfordhs.8to18.com/accounts/login>

Jefferson: <https://jeffersonhs.8to18.com/accounts/login>

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://nashold.rps205.com/parents/handbooks>



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 9th grade year. However, once the weekly eligibility program begins, the 9th 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 (6th) 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 (6th) 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.

Purchasing Procedure Guidelines For Coaches

The purchase of all athletic equipment will be done through the office of the Athletic Director. Purchasing of any athletic equipment or supplies must be pre-approved by the Athletic Director and go through the district approved purchasing procedures. Coaches will be responsible for the cost of any equipment that does not get pre-approval.

Please follow these guidelines when involved in the purchase of equipment or supplies:

- The Athletic Director, in consultation with the Head Coach, will order through a pre-approved district venue. If Rockford Public Schools has never previously purchased from the vendor, the vendor must fill out a New Vendor Form and W-9 and a vendor number must be issued.
- All purchases must be made with a district account. Purchases must not be made using an employee's personal account.
- The Athletic Director will complete a PREQ to be submitted to the school's Financial Technician for all items that are to be ordered from the Athletic Budget.
- Items that are to be ordered from a School's activity Account must have a school's purchase order assigned by the Athletic Director, prior to any order being placed by a coach. The purchasing of equipment/supplies by a coach without first obtaining a purchase order will result in the coach paying for the materials ordered.
- When the equipment or materials have been received by the coach, he/she will notify the Athletic Director of the quality of the order and whether or not the order is complete.
- Please direct questions and concerns to the office of the Athletic Director.

ROCKFORD PUBLIC SCHOOLS

Purchasing Thresholds and Requirements

Governing Policy

The Purchasing Thresholds and Requirements are in conformance with *Administrative Regulation 4.60R* within *Board Policy 4.60 Operational Services – Purchases*. Refer to Board Policy 4.60 for the entire policy regarding purchases.

Order Placement

A purchase requisition (PREQ) must be entered in Business Plus Workflow in order to initiate the purchasing process. Purchase requisitions are to be fully entered with all required information and supported by quotes when required. Once the PREQ is approved in Workflow and the purchase order(s) are generated, the Purchasing department will place the order(s) with the respective vendor(s).

Note: Individual department staff, outside of the Purchasing department, is not authorized to place any orders for goods or services. There must be an approved and fully executed purchase order submitted to the vendor by the Purchasing department to place any orders for goods or services. This does not apply to services or supplies already covered under an existing purchase order.

Purchases less than \$5,000.00:

Requires at least one written quotation from a responsible supplier submitted to the Purchasing Department with the PREQ in SunGard.

Purchases greater than \$5,000.00 up to and including \$24,999.99:

Requires at least two (2) written quotes from responsible suppliers including address and phone number. Both quotes must be submitted to the Purchasing Department with the PREQ in SunGard. If a staff member does not know of two suppliers, they may contact the Purchasing Department for additional information. The Purchasing Department has the option of contacting sources in addition to those listed.

Purchases \$25,000 and greater (non-construction):

Requires a formal sealed bid and are covered under the “Contracting” procedures in these directives, unless otherwise exempt. Please contact the Purchasing department for more information and assistance for purchases greater than \$25,000.

It is the responsibility of the requisitioner to supply Purchasing with full and complete specification for the products or services they are requesting for purchase. Information including description/product number, quantity and units, cost estimate, drawings, design specifications, desired delivery dates, delivery information, and any other appropriate evaluation criteria are to be supplied to the Purchasing Department for incorporation in the bid/RFP.

Note: In the case of items which are required by law to be let out for bid, the focus of the specifications should be on functional performance, namely on what is to be achieved rather than how it is to be done. So, it is best to provide performance specifications rather than a product description. A particular product or brand should only be identified when the product description/brand is essential to ensuring potential bidders are provided with sufficient information to submit an informed bid.

Coaching Staff Resources

Summer Coaches

Coaches who are current employees – Position is applied for and approved by HR. HR approves the budgeted position and notifies the coach of salary. HR submits the Rec For Hire for Board approval. The salary is split over the bi-weekly paychecks with the regular teaching salary.

Coaches (who do not have other positions in district) – Position is applied for and approved by HR. HR approves the budgeted position and notifies the coach of the salary. HR submits the Rec For Hire for Board approval. The Coach is paid in a lump sum after the season is completed.

Dress Code

All coaches are required to dress in professional attire. If you elect to wear clothing that displays logos or wording that represents any school, the affiliation must be that of the team you are coaching. Please see your athletic director with any questions or discrepancies.

Background Checks

All coaches, assistant coaches, helpers, and recent graduates must complete a background check initiated in the Human Resources Department.

Board Policy- Emergency Transportation

Emergencies - 4.110

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.



Key User Agreement for Stadiums

1. As a condition of my employment/need, I have received a key for stadium use. This key is district property and for my use only.
2. I will not loan my key to another individual; and, I understand that if I do loan my key to another individual or do not provide reasonable safeguards to prevent the loss/theft of this key, that such actions will result in disciplinary consequences.
3. I will return this key to my supervisor in the event I am no longer employed with the district. Upon collection, the supervisor will notify facilities and return the key.
4. If misplaced, lost or stolen, I will immediately notify my supervisor and facilities department.

Printed name:_____

Date:_____

Signature:_____

Assigned Building:_____



Rockford Public School District 205
Stadium Key Receipt Form

First Name: _____

Last Name: _____

Organization: _____

Job Title: _____

School Affiliation: _____

Phone Number: _____

Primary Need For Key: _____

Signature: _____

Key Number: _____

Issue Date: _____

Issued By: _____

Guidelines For Attending State Series Tournaments

The Central Office Athletic Budget will cover the expenses for any of its district high school athletic teams that are designated as official IHSA sports that qualify for the state level tournament. Expenses, if any are incurred, for entrance level, regional, or sectional contests will be the responsibility of the school and should be included in the school level budget.

Only qualifying student-athletes and their coach(s) will be funded by the District. The only exception to this is in the case of only one student-athlete qualifying. With the approval of the school's athletic director, one additional student may be included in the expense request.

- 1 to 4 athletes: 1 coach
- 5 to 10 athletes: 2 coaches
- 11 or more athletes: Number of coaches subject to approval by the District Athletic Director
- *Exceptions may be made when specialty athletes qualify and their coach is different than the head coach (i.e. diver in swimming).*

Coaches that are certified teachers at the school, and will need to have a substitute for any school days missed, should consult the school's financial tech to complete all necessary leave forms.

All high school co-curricular sports, clubs and activities for students will receive funding from the Central Office Athletic Budget for the state level competition. Athletic teams and some other co-curricular activities participate in the IHSA Tournament, but others participate in state level competition other than those hosted by IHSA. Those co-curricular activities are entitled to have expenses paid for the state level competition. The coverage of expense is limited to transportation costs (as described by District parameters), meals (at the District allotted amount), and housing if an overnight stay is required for the competition.

The athletic director at the high school will work directly with the coach of all athletic teams to make necessary arrangements. The building assistant principal assigned to activities will work directly with all other coaches or activity sponsors to make necessary arrangements with the central office.

Athletic directors and building assistant principals should refer to the Athletic Handbook for all forms that are required to process the request for a cash advance to fund the competition/contest. Please note that within one week following the completion of the competition/contest, all required forms and receipts must be submitted to the central office for reconciliation with the finance department.

In order to obtain a cash advance for expenses:

- The head coach will work directly through the school's athletic director.
- Arrangements for transportation must be completed at the school (bus, van(s), other vehicle(s)).
 - A. The school's van should be used rather than rental vans. If rental van is needed, invoices for van rentals must be approved for payment from the school's Fund 40 account and forwarded directly from the school to the Central Office Finance Department.
 - B. Monies for gas for personal vehicles should be included on the request for Cash Advance form. Monies for gas for School's vans should be paid with the school's P-Card.
 - C. Individuals using personal vehicles may include a reimbursement amount for mileage on the request for Cash Advance form.
- A detailed IHSA Tournament Reconciliation form must be completed by the coach/athletic director. The name of the coach must be included and the form must be signed/dated by the school's athletic director.
- The check will be made out to the coach whose name is on the form.
- All necessary arrangements and completion of the requisition for cash advance must be completed on the first school day following qualifying competition, and the form faxed or delivered to the District Athletic Director.
- Schools will be notified when the check is ready and a representative from the school will pick up the Check.

Reconciling the Requisition for Cash Advance:

- All funds must be reconciled within five working days following the competition. The following must be forwarded to the District Athletic Director:
 - A. Completed IHSA Tournament Reconciliation Form
 - B. All original receipts for lodging, gas, tolls, detailed meal receipts, and other approved expenses
- In the event there is a reimbursement due to the Rockford Board of Education from the cash advance, when possible, that should be in the form of a check.
- A coach failing to submit all required documentation for expenses may be held liable for expenses incurred.

The district will not be responsible for unapproved expenditures. All unapproved individuals must pay for transportation, lodging, meals and other at their own expense.

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
<ul style="list-style-type: none">From _____ to _____Total mileage _____ x .625/Mile _____ or _____		
Gas for rental vehicle (Gas allotment not allowed if mileage taken)	_____	_____
<ul style="list-style-type: none">TOTAL Transportation	_____	_____
2. Lodging		
<ul style="list-style-type: none">Number of people: Coaches: _____ Students: _____Rooms = _____ x _____ x _____ (number) (nights) (\$/room)	_____	_____
3. Meal allowance		
<ul style="list-style-type: none">No. of people _____ x No. of days _____ X \$30.00 (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.)		
<ul style="list-style-type: none">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. _____ **Date** _____
(Signature)

IHSA State Series Meal Allotment Funds

All approved individuals attending an IHSA State Series Tournament are entitled to a specified amount of money to cover food expenses. The current amount is \$30.00 a day per person. *(Any amount over the \$30.00/day by an individual will be paid by the individual).*

School: _____ **Event:** _____ **Date:** _____

Signatures of approved recipients:

[illegible]

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.

A 10 day notice is required for a request of use. Each school will coordinate the ordering of activity buses with the school administration.

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.*

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

Injury Procedures

Each coach will have a completed 8to18 Emergency Information list in his/her possession whenever student-athletes are participating. All athletes must be registered by a parent/guardian as outlined in the section “Required Forms for Athletic Participation” on 8to18.

If a school has a Certified Athletic Trainer on duty at a practice or an event, that individual will assume all responsibility for any/all injuries. Coaches will abide by the directions provided by the Certified Athletic Trainer.

When a Certified Athletic Trainer is not available, the coach will assume the responsibility for handling any/all injuries.

Procedures when a Certified Athletic Trainer is not in attendance:

- The coach will attend to the injured athlete without delay.
- The coach will evaluate the injury and determine if immediate medical attention is required. If so, another individual will be sent to call the local rescue until (911) while the attending coach makes the injured athlete as comfortable as possible.
- The coach will administer only reasonable and prudent first aid. The severity of the injury will dictate what emergency aid is required.
- The coach (or other) will contact the parent/guardian immediately for additional instructions. Whenever possible, that contact should be made prior to transporting an athlete.
- In the event an athlete must be transported, a staff member (coach) will accompany and remain with the student until a parent/guardian arrives.
- Coaches are NOT to administer internal medication.
- Coaches are required to complete a “Standard Student Accident Report Form” any time an injury results in the student being referred for medical services, or the student misses school as a result of an injury. These forms should be submitted to the athletic office for forwarding to the school nurse.
- Coaches should follow up on injuries with the parent/guardian as to the status of an injured player.
- If a student-athlete is referred to a physician, coaches should NOT allow participation until the student receives a written release from the physician.

IHSA Sports Medicine Page

The Sports Medicine Page on the IHSA website offers instructions on CPR Training and information on Performance-Enhancing Drugs and Steroid Education and Concussion Management. School athletic directors and coaches should review the material and share it with athletes and parents annually.

<http://www.ihsa.org/Resources/SportsMedicine.aspx>

Rockford Public Schools
District 205

Emergency Response Plan for Outdoor use of AEDs

Basic first aid procedures will follow the recommendations of the Illinois Department of Human Services and the Illinois State Board of Education in their publication of First Aid Procedures for Injuries and Illnesses. Identification of the need for Cardiopulmonary Resuscitation, rescue breathing, or use of Automated External Defibrillator will follow the guidelines established by the American Heart Association, the American Red Cross, or other nationally recognized training organization.

Coach or program manager – staff member in charge, for activity that is conducted before or after school's business hours

After Business hours

- Coach or program manager which arrives first in the athletic office following school business hours, is responsible for securing the AED and taking it outdoors to the practice field. The coach or program manager 'signs out' the unit on the 'sign-out sheet' provided in the AED cabinet. This same coach or program manager maintains responsibility for the AED and its use until he/she turns over responsibility to another coach or program manager or until outdoor practice or athletic practice for the day is completed. The last remaining coach or program manager on site returns the AED to its cabinet and signs it back in at the conclusion of the day's athletic activity or program.
- In the event that an emergency situation is identified, the following process is recommended:
- Staff member or program manager identifies emergency situation
- Staff member or program manager contacts nearest volunteer or another program staff member to retrieve first aid/emergency bag and/or AED, and bring to scene.
- Staff member or program manager calls 911- giving EMS the school's location, age and sex of patient, suspected problem, and site of the emergency.
- First aid/emergency care is provided as determined by need, this includes CPR or use of AED if indicated.
- Staff member or program manager sends volunteer staff member to direct EMS to the emergency.
- Staff member, program manager or volunteer provides EMS with identifying information, if available: name, age, sex, address, parent contact information.
- When EMS has arrived and assumed care of patient, the staff member, program manager, or person in charge will notify parent or guardian of patient's status and transport to the hospital.
- The event is documented on an incident and/or accident report which are kept in the AED storage cabinet in the athletic office, signed by the staff member or program manager and a copy is sent to the district's office of Finance and Operations.
- If an adult refuses treatment, they are required to sign a statement stating such, as provided by the EMS ambulance personnel.

OSF High School Athletic Trainers

East High School: Chad Spaulding, ATC // chad.spaulding@osfhealthcare.org

Jefferson High School: Diana Webster, ATC // diana.webster@osfhealthcare.org

Guilford High School: Dylan Stichter, ATC // dylan.stichter@osfhealthcare.org

Auburn High School: Pat O'Neill, ATC // patrick.oneill@osfhealthcare.org

Additional ATCs on staff who may assist:

Bradley Bauman - Bradley.R.Bauman@osfhealthcare.org

Suzy Workman - sroverton@aol.com

Adam Vaughan - Adam.R.Vaughan@osfhealthcare.org

Erik Smith - erik.smith87@yahoo.com

Emily Wilhelms - Emily.K.Wilhelms@osfhealthcare.org

JJ Tews - tewsjj@yahoo.com

Jordan Myers - Jordan.D.Myers@osfhealthcare.org

Proof of Certification for Athletic Trainers

National Athletic Trainers Association- Board of Certification Inc. (NATA-BOC)

1415 Harney Street, Suite 200; Omaha, NE 68102

Office 402/559-0091; Fax 402/561-0598

Patrick O'Neill, ATC

Certification Date: June 4, 2013

Certification number: 2000013415

License number: 096-003630

Bradley Bauman, ATC

Certification Date: July 14, 2011

Certification Number: 2000007448

License Number: 096-003283

Dylan Stichter, ATC

Certification Date: May 15, 2017

Certification Number: 2000027293

License Number: 096-004510

Suzanne Workman, ATC

Certification Date: June 3, 2014

Certification Number: 2000016885

License Number: 096-003862

Chad Spaulding, ATC

Certification Date: April 18, 1993

Certification Number: 049302524

License Number: 096-004345

Adam Vaughan, ATC

Certification Date: August 7, 2003

Certification Number: 080302002

License Number: 096-001845

Diana Webster, ATC

Certification Date: July, 13, 2000

Certification Number: 070002065

License Number: 096-001497

Jeremiah Tews, ATC

Certification Date: February 23, 2004

Certification Number: 020402169

License Number: 096-001998

Emily Wilhelms, ATC

Certification Date: November 26, 2002

Certification Number: 110202071

License Number: 096-002034

Jordan Myers, ATC

Certification Date: June 8, 2011

Certification Number: 2000006738

License Number: 096-003222

Erik Smith, ATC

Certification Date: July 16, 2013

Certification Number: 2000014625

License Number: 096-003627

Managing Heat and Heat Illness

These guidelines represent minimum standards that IHSA member schools should follow for athletic competitions. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. State series tournament managers will make the decisions to suspend and resume activity in accordance with these guidelines using those devices or systems usually used at the state series venue/site.

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is recommended, although a conversion to WBGT can be made from air temperature and relative humidity using chart 2. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.

Use the Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during exercising in the heat:

Table 1 (all temperature readings as measured by WBGT)

a. ≤79.9 degrees F

i. All sports

1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
3. Ice-down towels for cooling.
4. Watch/monitor athletes carefully for necessary action.

b. 80.0-84.5 degrees F

i. All sports

1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
3. Provide cooling stations using methods such as ice towels.
4. Watch/monitor athletes carefully for necessary action

ii. Contact sports and activities with additional protective equipment (in addition to the above measures)

1. Helmets and other possible equipment removed while not involved in contact.

iii. Reduce time of outside activity. Consider postponing activity to later in the day.

iv. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions or sooner if personnel on the field suspects potential heat stress.

c. 84.6-87.5 degrees F

i. All sports

1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
3. Coordinate breaks with assigned contest officials.
4. Have cooling stations for before, during, and after exercise/training/competition.
5. Watch/monitor athletes carefully for necessary action
6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
8. If practicing, maximum of 2 hours of training/practice while temperature is in this range.

- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
 - iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.
- d. 87.6-89.9 degrees F**
- i. All sports
 - 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - 2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
 - 3. Coordinate breaks with assigned contest officials.
 - 4. Have cooling stations for before, during, and after exercise/training/competition.
 - 5. Watch/monitor athletes carefully for necessary action
 - 6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
 - 7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
 - 8. If practicing, maximum of 1 hour of training/practice while temperature is in this range.
 - ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
 - iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.
- e. 90 degrees F**
- i. All sports
 - 1. No training/competition
 - 2. Cancel and/or postpone activity to cooler time of the day

NOTE: While most attention will be given to outdoor sports in the fall and spring, indoor venues/facilities (gymnasiums, wrestling rooms, and swimming/diving facilities) that are not air conditioned should not be neglected for the purposes of this policy. Additionally, sometimes conditions will vary for different aspects of the same competition. For example, one part of a cross-country course may be hotter or more humid than other parts. The best course of action for managers is to take a WBGT reading at the place of the most severe conditions.

Table 2. Estimate WBGT from ambient temperature and relative humidity assuming full sun conditions

Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity																																	
		Temperature in Degrees Fahrenheit																															
Relative Humidity (%)		68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2	104.0	105.8	107.6	109.4	111.2	113.0	114.8	116.6	118.4	120.2	122.0	
	0	59.0	60.8	60.8	62.6	64.4	64.4	66.2	66.2	68.0	68.0	69.8	69.8	71.6	71.6	73.4	73.4	75.2	75.2	77.0	77.0	78.8	80.6	80.6	82.4	82.4	84.2	84.2	86.0	87.8	87.8	89.6	89.6
	5	60.8	60.8	62.6	64.4	64.4	66.2	66.2	68.0	69.8	69.8	71.6	71.6	73.4	75.2	75.2	77.0	78.8	78.8	80.6	80.6	82.4	84.2	84.2	86.0	86.0	87.8	89.6	89.6	91.4	91.4	93.2	95.0
	10	60.8	62.6	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	73.4	73.4	75.2	77.0	77.0	78.8	80.6	80.6	82.4	84.2	84.2	86.0	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	96.8	98.6
	15	62.6	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	73.4	73.4	75.2	77.0	78.8	78.8	80.6	82.4	84.2	84.2	86.0	86.0	87.8	89.6	89.6	91.4	91.4	93.2	95.0	96.8	98.6	100.4	102.2
	20	62.6	64.4	64.4	66.2	68.0	69.8	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	80.6	82.4	84.2	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	96.8	98.6	98.6	100.4	102.2		
	25	64.4	64.4	66.2	68.0	68.0	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	82.4	82.4	84.2	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	98.6	98.6	100.4	102.2				
	30	64.4	66.2	68.0	68.0	69.8	71.6	73.4	75.2	77.0	77.0	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	98.6	100.4	102.2						
	35	64.4	66.2	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	98.6	100.4	102.2								
	40	66.2	68.0	69.8	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	98.6	100.4	102.2									
	45	66.2	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	98.6	100.4	102.2										
	50	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	98.6	102.2													
	55	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	93.2	95.0	96.8	98.6	100.4														
	60	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	100.4															
65	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	87.8	89.6	91.4	93.2	96.8	98.6	100.4																	
70	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	100.4	102.2																	
75	71.6	73.4	75.2	77.0	78.8	80.6	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	102.2																		
80	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	89.6	91.4	93.2	96.8	98.6	100.4																			
85	73.4	75.2	77.0	78.8	82.4	84.2	86.0	87.8	89.6	93.2	95.0	96.8	100.4	102.2																			
90	75.2	77.0	78.8	80.6	82.4	84.2	87.8	89.6	91.4	95.0	96.8	98.6	102.2																				
95	75.2	77.0	78.8	80.6	84.2	86.0	87.8	91.4	93.2	95.0	98.6	100.4																					
100	75.2	78.8	80.6	82.4	84.2	87.8	89.6	91.4	95.0	96.8	100.4	102.2																					
NOTE: This table is compiled from an approximat formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from Bureau of Meteorology																																	

NOTE: This table is compiled from an approximate formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from Bureau of Meteorology

Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions, but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

Concussion Information

Concussion Information Sheet

Adapted from the CDC and the 3rd 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 3rd 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/>

Student-athlete Name Printed Student-athlete Signature Date

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>

OSF SAMC GUIDELINES FOR MANAGEMENT OF CONCUSSION IN SPORTS

Introduction

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion.

The understanding of sports-related concussion by medical professionals continues to evolve. We now know that young athletes are particularly vulnerable to the effects of a concussion. Once considered little more than a “ding” on the head, it is now understood that a concussion has the potential to result in a variety of short- or long term changes in brain function or, in rare cases, even death.

Prevention

Pre-participation Assessment

Student-athletes will undergo at least one pre-participation baseline concussion assessment. This pre-participation assessment will include at least one of the following:

- Brain injury and concussion history included in PPE.
- Symptom evaluation.
- Cognitive assessment.

Evaluation

Recognition and Management

If an athlete exhibits any signs, symptoms, or behaviors that make you suspicious that he or she may have had a concussion, that athlete must be removed from all physical activity, including sports and recreation. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death.

Signs Observed

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Symptoms Reported

- Headaches or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy

- Concentration or memory problems
- Confusion
- Does not “feel right” or is “feeling down”

The signs, symptoms, and behaviors associated with a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours or longer. An athlete should be closely watched following a suspected concussion and should never be left alone.

A concussion/head injury information sheet will be provided to any persons with a suspected head injury. If the athlete is a minor, a parent/guardian should be contacted.

Medical Emergency Situations

ATC will call 911 and activate EMS if an athlete experiences signs/symptoms including but not limited to:

- Decreasing level of consciousness or unconscious state
- Looks very drowsy or cannot be awakened,
- If there is difficulty getting his or her attention,
- Irregular breathing,
- Severe or worsening headaches,
- Persistent vomiting, or
- Seizures

Treatment

Physical/Cognitive Rest

The first step in recovering from a concussion is rest. Rest is essential to help the brain heal. Students with a concussion need rest from physical and mental activities that require concentration and attention as these activities may worsen symptoms and delay recovery. Exposure to loud noises, bright lights, computers, video games, television and phones (including texting) all may worsen the symptoms of concussion. As the symptoms lessen, increased use of computers, phone, video games, etc., may be allowed, as well as a gradual progression back to full academic work.

Daily Re-Assessment by the ATC

- Daily symptom checklist.
- Progress note that documents any academic consideration, athletic participation restrictions and medical intervention needed.

As most athletes with a concussion have resolution of symptoms in 7-10 days, all athletes who have prolonged recovery more than two weeks will be re-evaluated by a physician. Such re-evaluation will be performed to confirm the concussion diagnosis, or to consider co-morbid or post-concussion diagnoses such as: sleep dysfunction; migraine or other headache disorders; mood disorders such as anxiety and depression; ocular or vestibular dysfunction; cervicalgia/neck pain; other post-concussion diagnoses.

Return to Activity

Return to Learn

Returning to academic activities after a concussion is a parallel concept to returning to play after concussion. The return-to-learn concept should follow an individualized and step-wise process overseen by a point person within the academic department, who will work in conjunction with the licensed physician/ATC.

Return to Play

These guidelines should be followed:

1. Only a licensed physician/ATC have the ability to clear an athlete for competition following a concussion.
2. Begin RTP protocol once the athlete is asymptomatic for at least 24 hours, and back to pre-concussion baselines.

3. One level of the RTP protocol should be attempted each day. The athlete can graduate to the next level as long as symptoms do not return. If symptoms return, the athlete may repeat the same level 24 hours later. See below.

Progressive Physical Activity Program- Daily Return to Play Protocol

Step 1: Light aerobic exercise- 5 to 10 minutes on an exercise bike or light jog; no weight

Step 2: Moderate aerobic exercise- 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.

Step 3: Non-contact training drills in full uniform. May begin weight lifting, resistance training and other exercises.

Step 4: Full contact practice or training.

Step 5: Full game play.

If symptoms of a concussion reoccur, or if concussion signs and/or behaviors are observed at any time during the return-to-activity program, the athlete must discontinue all activity and be re-evaluated by his or her licensed physician/ATC.

Conclusion

1. No athlete should return to activity on the same day of a concussion.
2. Any athlete suspected of having a concussion should be evaluated by a licensed physician/ATC that day.
3. Head injury information sheet should always be given and parent/guardian contacted if athlete is a minor.
4. Daily re-assessment should be performed and documented by ATC and communicated to their coach.
5. Any athlete with a concussion should be medically cleared by a licensed physician/ATC prior to resuming participation in any practice or competition.
6. After medical clearance, RTP should follow a step-by-step protocol with provisions for delayed RTP based upon return of any signs/symptoms.

Concussion Parental Notification Form

Dear Parent/Guardian,

Date:

____/____/____

Today, your child, _____, received a possible head injury during practice, competition, or play. The purpose of this letter is to alert you to the possibility that such an injury occurred, of symptoms/signs observed by the Athletic Trainer or other staff, and of the signs and symptoms of such an injury that may arise and that may require further evaluation and/or treatment. Often, the signs and symptoms of a head injury may not appear immediately after the injury, but may arise several hours after. If you are unclear or have questions about any of the symptoms described herein, please contact a medical doctor for a medical opinion.

Symptoms/Signs observed

The signs and symptoms indicated below when the Athletic Trainer evaluated your child:

Headache ☐ Blurred vision Difficulty concentrating Feeling of grogginess Ringing in the ears Fatigue ☐ Temporary loss of memory Loss of consciousness Nausea and/or vomiting Spots before eyes Abnormal behavior ☐ Sleepiness Sensitivity to light Slurred speech Balance problems/dizziness ☐ Double vision

Symptoms/Signs that may arise

If your child exhibits the following symptoms/signs, or you notice other behavior or conduct of your student that is out of the ordinary, you should seek immediate medical attention. Please note that this list is not all-inclusive. You must use your judgment to determine if medical attention is necessary:

Memory difficulties	Headaches that worsen	Seizures
Neck pain	Odd behavior	Irritability
Irregular sleep	Repeats the same answer or question	Fatigued
Slow reactions	Vomiting	Focus issues
Slurred speech	Weakness/numbness in arms/legs	Less responsive than usual
Delicate to light or noise		

Further precautions to consider

Please take all necessary precautions and seek a professional medical opinion before allowing your child to engage in physical activities. Until a professional medical opinion is obtained, consider the following guidelines. These are only guidelines and suggestions and are not a replacement for a medical opinion:

It is OK to:	There is NO need to:	Do NOT:
<ul style="list-style-type: none">• Use ice pack on head/neck as needed• for comfort• Eat a light diet• Return to school• Go to sleep	<ul style="list-style-type: none">• Check eyes with flashlight• Wake up every hour• Test reflexes• Stay in bed	<ul style="list-style-type: none">• Drink alcohol• Engage in exercise• Consume medications unless told to do so by a physician

REST (no activity or sports)		
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Return to Play/Return to Learn

Your child will not be allowed to return to play (practice, lifting or competition) in any interscholastic or intramural athletics or sports or participate in the physical activity portion of any physical education course in which the student is enrolled until the student has completed all requirements of Board policy and the District’s return-to-play and return-to-learn protocols. This includes an evaluation and clearance by a physician AND a district certified athletic trainer. In conjunction with the Certified Athletic Trainer’s clearance there will be an ImPACT* evaluation, in which the student-athlete **MUST** return to a pre-injury baseline before the return-to-play protocol can begin.

If you have any questions, please contact me. Sincerely,

_____, ATC

Phone Number:_____

*ImPACT is a computer based testing program specifically designed as a tool in the management of sport related concussion.

Media Contacts

Varsity coaches and/or athletic directors are required to submit their game/contest results to the area media following the completion of the event. In addition, all postseason results must immediately be reported to the Illinois High School Association.

Newspapers:

Rockford Register Star

Phone: 815-987-1380

Fax: 815-987-1204

E-mail: sports@rrstar.com

Rock River Times

Phone: 815-964-9767

Fax: 815-964-9825

E-mail: contact@rockrivertimes.com

Television stations:

WTVO

Phone: 815-968-4579

Fax: 815-963-0029

E-mail: sports@wtvo.com

WREX

Phone: 815-335-2710

Fax: 815-335-2297

E-mail: sports@wrex.com

WIFR

Phone: 815-987-5330

Fax: 815-987-5333

E-mail: sports@wifr.com

Radio stations:

WNTA

Phone: 815-874-7861

Fax: 815-874-2202

E-mail: wnta@aol.com

WROK

Phone: 815-399-2233

Fax: 815-484-2432

E-mail: news@1440wrok.com

Illinois High School Association

Phone: 309-663-6377

Fax: 309-663-7479



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)