



2022-2023 Middle 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

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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
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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

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

Sportsmanship Agreement Form

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

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

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

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

Athlete Agreement

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

Athlete's Signature: _____

Date: _____

School: _____

Sport: _____

Parent/Guardian Agreement

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

Parent/Guardian Signature: _____

Date: _____

Transportation Guidelines

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

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

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

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

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

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

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.



Middle School Coach Hiring Procedures

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

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

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

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

SUMMARY: See attached.

Signature of Coach

Date

Overall Performance

SATISFACTORY

☐

Signature of Athletic Director or Principal

Date

UNSATISFACTORY

☐

ATHLETIC INVENTORY

[illegible]

ITEMS LOANED OUT

DATE: _____

[illegible]

Parental Request For The Return Of Equipment Or Payment

School: _____

Date: _____

Athletic Director: _____

Coach: _____

To the parent(s)/guardian(s) of: _____

(student-athlete)

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

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

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

ITEM/DESCRIPTION:

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

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

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

Thank you very much for your cooperation.

Yours truly,

(signature of coach or athletic director)



Class 4A Regional

Admission:

Adults & High School Students-
\$5.00

Senior Citizens & Students
Kindergarten-8th Grade- \$3.00

*All prices are set by the IESA

Middle School Gate Admission Fees

Regular Season Games/Meets/Matches

Adults \$3.00

Seniors \$2.00

Students \$1.00 with ID

Playoff Games/All City Meets/Matches

Adults and HS Students \$4.00

Seniors \$2.00

Students K-8 \$1.00 with ID

IESA Events

Admission set by the IESA

Jamboree

Adults \$4.00

Students K-12 \$2.00

Children under 4 free

*Staff with ID are free to all events except IESA Tournaments

Eligibility of Charter School/Home School Students

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

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

<https://go.boarddocs.com/il/rps205/Board.nsf/Public#>

Extracurricular and Co-curricular Activities and Interscholastic Sports

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

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

The Stadium Turf Information

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

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 (<i>private vehicle</i>)	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)	_____	_____
 • 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 (<i>total allowance per person/day</i>) _____ (Meal Money Disbursement Form to be attached in lieu of food receipts.)		
TOTAL Meal allowance	_____	_____
 4. Other expenses (<i>greens fees, etc.</i>)		
<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:

NAME	AMOUNT	NAME	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____

Middle School Boys/Girls Basketball Guidelines

Revised 9-21-19

Levels of Play:

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

Eligibility:

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

Sportsmanship:

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

Game Times:

1st Game at 4:45 (Even if only one game is scheduled)

2nd Game @ 5:45

3rd Game @ 6:45

Postponements:

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

Major IHSA/IESA Regulations:

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

Game Regulations:

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

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

Protests:

All decisions by the officials will be final.

Criteria to be used for Play-Off Seeding:#

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

Host School Responsibilities:

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

Officials:

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

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

Middle School Cheerleading Guidelines

Revised 6-26-14

Levels of Play:

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

Eligibility:

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

Sportsmanship:

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

Postponements:

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

Safety:

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

Additional Guidelines:

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

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

Middle School Cross Country Guidelines

Revised 8-23-18

Levels of Play:

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

Eligibility:

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

Sportsmanship:

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

Uniforms:

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

Meet Times:

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

Postponements:

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

Distance:

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

Running Procedures:

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

Host School Responsibilities:

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

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

Middle School Football Guidelines

Revised 7-31-19

Levels of Play:

- Each school may enter one JV team and one varsity team.
- Athletes may play up at any level, but must remain at that level for the entire season. The athlete must be placed at that level prior to the start of the first game and can't be moved up or down for the duration of the season.
- Athletes may be added to football rosters no later than two weeks after the RPS 205 school district start date.

Eligibility:

- All athletes need to be in compliance with RPS 205 Eligibility requirements.
- All teams participating in the RRAC football league must be school-based

Sportsmanship:

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

Equipment/Uniforms:

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

Game Times:

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

Postponements:

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

Rules:

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

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

Protests:

- All decisions by the officials will be final.

Criteria to be used for Play-Off Seeding:

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

Host School Responsibilities:

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

Officials:

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

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

Middle School Golf Guidelines

Revised 3-2-21

Eligibility:

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

Sportsmanship:

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

Equipment and Uniforms:

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

Meets:

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

Postponements/Cancellations:

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

Regular Season Meets:

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

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

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

All City Meet:

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

Rockford Park District Fees:

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

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

Middle School Soccer Guidelines

Revised 8-24-17

Levels of Play:

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

Eligibility:

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

Sportsmanship:

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

Equipment:

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

Game Times:

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

Postponements:

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

Rules:

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

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

Protests:

- All decisions by the officials will be final.

Criteria to be used for Play-Off Seeding:

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

Host School Responsibilities:

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

Officials:

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

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

Middle School Tennis Guidelines

Revised 2-26-18

Eligibility:

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

Sportsmanship:

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

Equipment and Uniforms:

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

Game Times:

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

Postponements/Cancellations:

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

Host School Responsibilities:

- Should supply game balls.

Regular Season Meets:

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

Matches/Scoring:

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

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

All City Meet:

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

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

Middle School Wrestling Guidelines

Revised 12-5-18

Eligibility:

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

Sportsmanship:

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

Equipment and Uniforms:

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

Meet Times:

- ≠ 5:00 meet start time.

Postponements:

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

Regular Season Meets:

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

All City Meet:

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

All City Meet Scoring:

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

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

Host School Responsibilities:

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

Officials:

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

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

Middle School Boys Volleyball Guidelines

Revised 3-1-17

Levels of Play:

Each school may enter two teams (JV & V)

- ≠ 8th graders may only play at the Varsity level

Eligibility:

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

Sportsmanship:

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

Game Times:

- ≠ 1st Game @ 4:45pm
- ≠ 2nd Game @ 5:35pm

Postponements:

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

The Serve:

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

Scoring:

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

Rotation:

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

Playing the Game (Volley):

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

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

Basic Violations:

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

Net Height:

- ≠ 7' 4 1/8" IHSA Girls Net Height

Protests:

- ≠ All decisions by the officials will be final.

Criteria to be used for Play-Off Seeding:

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

Host School Responsibilities:

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

Officials:

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

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

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

Middle School Girls Volleyball Guidelines

Revised 1-30-17

Levels of Play:

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

Eligibility:

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

Sportsmanship:

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

Game Times:

- 1st Game @ 4:45
- 2nd Game @ 5:45
- 3rd Game @ 6:45

Games may start before scheduled time.

Postponements:

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

The Serve:

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

Scoring:

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

Rotation:

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

Playing the Game (Volley):

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

Basic Violations:

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

Net Height:

- ≠ 7' IESA Girls Net Height

Protests:

- ≠ All decisions by the officials will be final.

Criteria to be used for Play-Off Seeding:

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

Host School Responsibilities:

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

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

Officials:

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

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

Middle School Swimming Guidelines

Revised January 2020

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

SPORTSMANSHIP:

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

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

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

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

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

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

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

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

Lane Assignments:

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

Number of Entries:

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

Event Cards:

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

Procedures:

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

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

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

Host Communication Responsibilities to the Guests:

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

Scoring:

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

Timers:

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

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

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

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

Official's Pay:

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

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

Host School Responsibilities:

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

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

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

Rockford Middle School Swimming Events

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

Additional Notes for Officials:

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

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

Middle School Track Guidelines Revised 3-6-18

Eligibility:

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

Sportsmanship:

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

Postponements:

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

Rules:

Order of Events for Regular Season Meets

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

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

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

Field Events: Discus, Shot Put, Long Jump

Running Event Order:

6th and 7th Grade Girls 100m Hurdles (Then 8th grade girls)

6th and 7th Grade Boys 110m Hurdles (Then 8th grade boys)

6th and 7th Grade 100 M Dash (Then 8th grade girls)

6th and 7th Grade 1600 M Run (Then 8th grade girls)

6th and 7th Grade 4x200 M Relay (Then 8th grade girls)

6th and 7th Grade 4x100 M Relay (Then 8th grade girls)

6th and 7th Grade 400 M Dash (Then 8th grade girls)

6th and 7th Grade 200 M Dash (Then 8th grade girls)

6th and 7th Grade 800 M Run (Then 8th grade girls)

6th and 7th Grade 4x400 M Relay (Then 8th grade girls)

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

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

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

Protests:

- ≠ All decisions by the officials will be final.

Host School Responsibilities:

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

Workers Needed for Meet:

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

Items Needed for Meet:

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

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

Other Considerations:

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

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

Injury Procedures

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>

STANDARD STUDENT ACCIDENT REPORT FORM

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

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

5. NATURE OF INJURY

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

DESCRIPTION OF THE ACCIDENT

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

PART OF BODY INJURED

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

6. Degree of injury: Death _____ Permanent impairment _____ Temporary (lost time) _____ Non-disabling (no lost time) _____
7. Total number of days lost from school: _____ (To be filled in when student returns to school)

Part B. Additional Information on School Jurisdiction Accidents

8. Teacher in charge when accident occurred (enter name): _____
Present at the scene of accident: No _____ Yes _____

9. IMMEDIATE ACTION TAKEN

First-aid treatment _____	By (name): _____
Sent to school nurse _____	By (name): _____
Sent home _____	By (name): _____
Sent to physician _____	By (name): _____
	Physician's name: _____
Sent to hospital _____	By (name): _____
	Name of hospital: _____

10. Was a parent or other individual notified? No: _____ Yes: _____ When: _____ How: _____
Name of individual notified: _____ By whom? (enter name) _____
11. Witnesses: 1. Name: _____ Address: _____
2. Name: _____ Address: _____

STANDARD STUDENT ACCIDENT REPORT FORM CONT.

12. LOCATION

Specify activity

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

Remarks

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

Property damage: School \$_____ Non-School \$_____ Total \$_____

Signed Principal_____ Teacher_____

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

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																																
		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		
Relative Humidity (%)	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	100.4													
	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																																		

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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.



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)