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Introduction

This guide is designed to assist you in ensuring the smooth operation of the interscholastic athletic program at your school according to the rules and regulations of the Chicago Public League. Enclosed you will find the program priorities outlined and defined. You will also find samples of the various forms that you will need throughout the sports season.

Our Vision: Every student through interscholastic athletic opportunities under the direction of caring individuals, grow and develop in character, citizenship and scholarship to compete in a global society.

Our Mission: To facilitate and identify world class opportunities for students and adults through programs that foster growth and development towards character, citizenship and scholarship.

Primary Responsibilities of the Athletic Director

1. Compliance

Athletic directors must assist the school principal in submitting an attestation letter each season which outlines the names of the coaches for each sport at each level. Submission of this letter verifies that each coach has been formally hired as a CPS Employee, that they have completed all coaching certifications, and that they actually performed the job for which they are listed.

Inherent in the responsibility of compliance is the verification of the medical and scholastic eligibility of students at the beginning of each semester as well as every week during the respective seasons.

There are other documents pertinent to the administration of the program required from each school to be submitted to the Office of Sports Administration. The athletic director is the school's primary liaison to the Office of Sports Administration and is responsible for the timely submission of these documents.

2. Sport Management

School principals generally require athletic directors to actively manage the sports program at their school, including but not limited to hosting home contests, arranging for team transportation, scheduling contests and school facility usage, and distributing payment to game officials.

3. Liaison to the Department of Sports Administration/IHSA

Athletic directors are responsible for collecting and disseminating information that comes from the IHSA as well as the Office of Sports Administration to the school principal and to the coaches on their staff. Whereas the IHSA does not send information to schools but rather posts it to their website, it is incumbent upon the athletic director to *gather the material* and respond appropriately. CPS Sports Administration will house some material in a central location to be gathered (Google Drive) but many times athletic directors will receive blast

emails. The expectation is that the athletic director is responsible for the awareness of the information included in these emails, particularly the newsletters from the Director of Sports Administration, and that it is distributed to the members of the athletic staff as necessary.

4. **Payment of the Coaches**

Athletic directors must work with the school clerk, Payroll, and Sports Administration to insure the accurate and timely payment of coaches for each season.

5. **Sportsmanship**

Athletic directors must oversee the athletic program at the school, ensuring that all coaches and student-athletes exhibit proper sportsmanship, character, and class at all practices and competition.

Necessary Resources for Athletic Directors

1. Access to the Illinois High School Association Website <http://ihsa.org/default.aspx>
 - a. School Code and Administrative Log-in passwords (If your school is not a member of the IHSA, you must contact the IHSA and complete the process of becoming a member.)
 - b. IHSA By-Laws and various downloadable documents.
2. Access to the Chicago Public High School Athletic Association Constitution and Bylaws.
3. Forms included in this Manual
4. Instruction Manual for the Athletic Module for IMPACT
5. Access to the @cps.edu Google Drive
6. A scanner. ALL DOCUMENTS FORWARDED TO THE DEPARTMENT OF SPORTS ADMINISTRATION MUST BE ELECTRONIC AND SENT VIA EMAIL.

COMPLIANCE

1. **Principal Attestation Letter Accountability**

Prior to the start of each athletic season (Fall, Winter, Spring) the principal of each school participating in the sports program is required to *attest* to the compliance of the program at their school. An "Attestation Letter," reflective of the current season, will be made available to each school which in turn must be completed and forwarded to Office of Sports Administration according to the designated deadline before coaches will be allowed to have formal contact with the students. Schools must submit updated attestation letters during the season to reflect any changes in the coaching staff.

The Principal Attestation Letter confirms the following requirements:

- o Background Clearance for all coaches (paid and volunteer)
- o Concussion Awareness Training for all coaches (paid and volunteer)
- o Coaches' Certification (ISBE, ASEP, NFHS coaching/teaching philosophy and first aid)

- Payroll Sign-Off Accountability (as in all coaches are approved by the principal and actually fulfilled their duties as the coach)

2. Qualifications of a Coach

In order to be a "legal" coach for a member school of the IHSA/Chicago Public League an individual must:

- Be a formal employee, or formal registered volunteer of the district/school.
- Complete the Concussion Awareness Program designed and required by League by-laws (same as required by the IHSA), and keep the certification current.
- Complete the Performance Enhancing Substance Awareness Program designed and required by the IHSA.
- Complete a formal Coaching Education Program approved by the IHSA (most notably the courses named Coaching Principles and First Aid offered through the American Sport Education Program or the National Federation of High Schools as well as the IHSA Bylaws test or IHSA component).
http://www.asep.com/asep_content/org/IHSA.cfm
<https://nfhslearn.com/courses/61001>
- Be nineteen years or older.
- View the Rules Interpretation Video of their respective sport provided by the IHSA.
- *Volunteers must fulfill all of these requirements.*

CPS teachers are considered certified to coach through the Illinois State Board of Education (ISBE), but this certification does not include any instruction on Sports First-Aid or CPR/AED. Athletic directors are strongly encouraged to urge teachers to supplement their coaching certification with a course in Sports First Aid, and to become CPR/AED trained.

3. Hiring Process for Miscellaneous Coaches

Individuals that are not currently formal employees (teachers/ESP) must go through the Hiring Process through our Talent Office to become formal Miscellaneous Employees before starting to coach the team. Miscellaneous employees are temporary employees and must continually update their status as employees with the Talent Office, perhaps even going through the hiring process at least once each year.

Listed are the steps that a perspective non-board coach must take to become a Miscellaneous Employee:

The perspective coach should send an updated resume to the School Principal who sends the name and email address of the perspective coach along with a statement of intent to hire the individual to hiringprocess@cps.edu.

1. Go to cps.edu and type "Career Opportunities" in the search box.
***Disable the pop up blocker – this may need to be done for every page**
2. In the middle right of the screen, click on the "Non-instructional Positions" icon
3. You will see the "Careers" page, click on the Basic Search tab then type **140000LP** in the box for "Job Number"
4. A job will appear named "High School Athletic Coach", click on this phrase. If after you disable your pop up blocker you are still having problems with the application, try to access the site from a CPS computer.
5. You will see the job description, then click "apply online" that appears over the title.
6. Complete the application.
7. **Very Important** - Send an email to hiringprocess@cps.edu that includes your name, email address and a line that states that you have applied online (finished the application process).
8. Regularly check your email for further instructions regarding the onboarding process. If you have not received a follow-up email in your inbox or

spam folders after a week, contact your Sports Administration through the school athletic director and reiterate that you have finished the online application and you are waiting on instructions from HR. Make sure that you have finished the online application and that your email address is valid.

9. Finish the process according to the instructions you receive from Human Resources.

Listed are the steps that a perspective volunteer coach must take to become a Formal Registered Volunteer:

1. Go to the [Office of Family and Community Engagement](#) website.
2. The application process for volunteers will be outlined. (When completing the application, the perspective coach should be specific in indicating the type of volunteer service he/she will provide.
3. Once a volunteer is processed he/she will be sent a confirmation letter of which a copy must be submitted to the athletic director prior to starting the period of service.

All coaches must complete the Report to Service Google form which will be delivered to athletic directors prior to serving in formal coaching capacity. Schools that allow individuals to serve as a coach prior to proper staffing and obtaining all certifications will be required to remunerate the coach for time spent and may face additional sanctions from the District.

4. **Student Concussion Awareness**

Each year, athletic directors must conduct a meeting with all perspective student-athletes and, if possible, their parents. At the meeting, school sports policies and various items should be discussed. The Concussion Awareness video provided by the IHSA should be the impetus of the meeting.

Athletic directors should be mindful of the various resources available to all schools regarding Concussion Awareness and general Sports Medicine at the IHSA website:

<http://ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx>

Concussion Awareness forms have been updated for the 2016-2017 school year and there is an additional form (Appendix d) that should be collected upon a student returning to learn/play after a concussion. These forms should be kept on file at the school so a count of the number of concussion throughout the year can be determined.

5. **IHSA School Zone** <https://center.ihsa.org/go/ihsa/login.asp>

The IHSA School Zone is the compliance center for the school athletic program. It indicates which coaches are eligible, which IHSA tournaments are entered, and other compliance metrics required by the IHSA.

Athletic Directors must keep their home page on the IHSA School Zone updated with current coach contact and certification information, and likewise satisfy those additional compliance metrics required by the IHSA. Members of the Office of Sports Administration for the Chicago Public Schools will monitor the various home pages and randomly audit the coach contact and certification information submitted as support toward full compliance.

6. **Student Eligibility** <http://policy.cps.k12.il.us/download.aspx?ID=26>

The Athletic Director is responsible for the presentation of eligible student-athletes for all interscholastic contests. There are three initial aspects of student eligibility

for athletic participation to which **every** student that participates in an interscholastic contest must be in compliance, i.e. declared eligible. Other aspects, like semesters in school and the age of the student, must also be considered.

- **By-law Notification** - Each student/parent must be made aware of the CPHSAA Constitution and By-laws through receiving a hard copy of the document, or link to an electronic copy. Confirmation of receipt is required to be kept on file at the school. This does not necessarily determine eligibility but it is nonetheless mandatory for each perspective student-athlete.
- **Medical** (Appendix d)- A student must complete the Player Record Packet which includes the submission of a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. Player Record Packets are kept on file at the school and students are then enrolled into the sport program in IMPACT. Additionally the IHSA Sports Medicine Acknowledgment and Consent form (Concussion, Performance Enhancing Steroids, and Asthma Medication) are included in this packet and must be submitted to the athletic director/coach prior to participation.
- **Semester Eligibility** – A student must have 2.5 credit hours of passing work (5 classes) during the previous semester.
 - **Individual Study Plan** (Appendix e) – A student that has passed 2.5 credit hours in the previous semester but has a cumulative GPA less than 2.0 must agree to an Individual Study Plan to encourage and promote better academic achievement in order to attain semester eligibility. Students without an ISP approved and submitted to the Department of Sports Administration and/or fail to abide by the terms of the plan are ineligible to participate in interscholastic contests.
- **Weekly (Present Semester Eligibility)** – A student must be passing *all classes* to which they are enrolled at the end of the week in order to be eligible for the next week of competition. A student is considered “passing” if at the time of the eligibility check if the student was to transfer, the receiving school would have notice of a passing grade for the class.

Student conduct and attendance can additionally influence weekly eligibility as determined in the *CPHSAA Constitution and By-laws*. If a school is found to have allowed ineligible students to participate in interscholastic contests, the school, coaches, and athletic director may be subject to fines or suspensions as determined in the CPHSAA Constitution and By-laws.

Central Office Record Sheets (CORS)

Athletic Directors must submit a Central Office Record Sheet, which is an official document verifying the status of the eligibility of students listed to participate in a particular sport generated from IMPACT. CORS for each sport and level are due to the Office of Sports Administration prior to the first contest of that particular sport.

Templates of the CORS and Eligibility Sheets (Appendix f) are included for Charter School Athletic Directors and should be used to document the eligibility of Charter School

students. Traditional HS athletic directors can use these templates for extraordinary circumstances e.g. home schooled students or foreign exchange students, etc.

7. **Transfer Students (IHSA -Section 3.030 and 3.040, CPHSAA – Article III, Section 6)**

<http://ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx>

All students that transfer to your school are **ineligible to participate in interscholastic competitions** until a residency ruling has been made by the Office of Sports Administration. Athletic Directors should assist students and parents in preparing *the Request for a Residency Ruling* packet (Appendix g – overview of the criteria Appendix u). The maximum period of ineligibility is one calendar year and the conditions of the transfer that can make a student eligible after a transfer are listed in the IHSA By-laws as well as the CPHSAA Constitution and By-laws.

The ruling rendered by the Office of Sports Administration is based on residency and the primary motivation of the transfer, and does not take into account the weekly and semester eligibility requirements. Hence, a student can be ruled eligible by Sports Administration according to residency, but may actually be ineligible based on academic or medical standing.

Students from CPS Options Schools - Based on the interpretation of the IHSA By-Laws, students that attend Alternative Schools are not eligible to participate in CPHSAA activities. Whereas all Public High Schools are members of this Association, Options Schools are not members of the IHSA, therefore, their students are ineligible to participate with and against students/teams from IHSA member schools.

8. **Sports Administration Audits**

When a member of Sports Administration audits an athletic program at a school, the athletic director should be able to produce the following items:

- A fully compliant IHSA School Center Home Page with updated school contact information and all coaches listed as completing all certification requirements.
- Signed CORS for all sports for all levels participating.
- A file consisting of the Player Record Packets (Appendix h) including Concussion Awareness Consent forms of all students participating in the sports program at the school.
- A current list of the students on ISP, and a description of the plans.
- Proof that the by-laws were distributed to every participant.
- All eligibility sheets from contests.

CONTEST/SPORT MANAGEMENT

1. **Rules and Regulations for Sports in the Program**

In addition to the CPHSAA Constitution and By-Laws, each sport is governed by rules and regulations determined by the Regional Athletic Director assigned to the sport. These rules will be delivered to athletic directors and coaches prior to the start of the season and should be available in the Sports Administration Google Drive.

The following information is generally included in each rules packet per sport:

- Administrative Calendar

Listing Dates of emphasis, when the season starts, CORS deadline, meetings, playoffs, your contact info, etc.

- List of Committee Members
- Conference Alignment

The rules should be grouped into these sections:

- Coaching Requirements (Duties)

What we are expecting them to do, what will constitute them receiving the stipend, developmental teams, etc.

- Playing Regulations

Anything specifically pertaining to the sport. Number of participants needed for a formal team, length of the games, etc.

- League Schedule

When league play starts, the default time for games to start, date when all league games must be finished, rain dates, forfeit rule, contest limitations, how to reschedule games, etc.

- Home contest Requirements

List the responsibilities of hosting, minimum size of the playing field, other preferred regulations

- Officials

How much they are paid for all levels and playoffs, how many on the game, etc.

- Eligibility

CORS/eligibility deadlines, Vertical movement, protocol for trading eligibility, imperative of having a numerical roster, etc.

- Playoffs

How many qualify, how do you qualify, tie breakers, seed meeting requirements

- Promotion/Regulation

How to you promote and who drops

- Coach Data Form – or at least keep it electronically through Google Form

2. **Emergency Kit**

Make sure that your coaches are equipped with an “Emergency Kit” which consists of:

- ✓ Cell Phone
- ✓ First aid kit
- ✓ List (laminated) of student information including emergency contacts and numbers, allergy conditions, and instructions from students on how they should administer their own medicines in case of emergency.
- ✓ Have an emergency plan of action for different situations given the potential conditions of your students and be prepared to give a report of the incident, what first aid was administered, and the current condition of the student to Emergency Personnel when called. (An emergency kit is recommended for all head coaches.)

3. **Game Day Management**

The athletic director is generally delegated by the school principal to be responsible for game management at all home contests and to ensure that all athletic contests operate smoothly.

- Advise all schools (preferably in writing) scheduled to compete at your home site, as to the rules and regulations for visiting teams for your school, i.e. spectator policies.
- See to the adherence of the Safety and Security plan for the school regarding athletic events.
- Ensure the safety of the facility and/or equipment prior to the contest.
- Provide dressing area for the officials.
- Provide dressing area for the visiting team.
- Notify CPS Safety and Security in advance, as to the dates, times, and locations of home contests when security officers are desired (rivalry games, etc.).
- Oversee a safe means of transport from the parking lot to the locker room before and after the game as necessary.

- Arrange for the preparation of tickets for home competition when necessary.
- When admission is charged, be responsible for the safekeeping and deposit of all gate receipts.
- Ensure the timely payment of all officials, for which the school is responsible.
- Take responsibility, after consulting with the head coach, for the cancellation or postponement of scheduled contests because of an emergency/weather situation.
- Ensure that adults operate scoreboards, scorebooks and time clocks.

4. **Special Instructions to Athletic Directors with Coaches Managing Teams as the Sole Coach**

There are many instances in our program where a coach finds himself/herself as the only coach/supervisor of a team during an interscholastic contest. The Department of Sports Administration has the following recommendations and guidelines for coaches that will be in this position.

- As you anticipate situations where there is a sole coach for a team, actively look for school personnel that would be willing to accompany the team to contests and help chaperon during away trips. Look to employ student managers to help with equipment management and other support based duties.
- Strongly encourage parental attendance at contests, indicating the specific need for increased direct and indirect supervision of the students. Seek to have some parents registered as school based volunteers so that their role and help to the team can be more specific and defined.
- Make sure that you are equipped with an "Emergency Kit". Whereas a coach's comportment toward officials should always be respectful and a positive example for the students, all the more a solitary coach should refrain from antagonistic or improper behavior that could potentially cause ejection from a contest. If ejected, the contest is automatically forfeit and the coach would additionally be suspended from the following contest.

5. **Game Day Eligibility**

The Athletic director must prepare IMPACT generated certificates signed by the Principal, Head Coach and Athletic Director (Eligibility Sheets) which certify the eligibility of students for each interscholastic contest. These sheets must be submitted to the coach to trade with the opposing coach.

For all Intra-Chicago Public League member school competitions - In the event that School A does not have an eligibility sheet to trade, School B should create a list of the participants from School A. School A then has 24 hours to produce an eligibility sheet that matches the list generated at the game. If there is a conflict in the list and the sheet, the game is automatically a forfeit for School A. If neither team provides an eligibility sheet then potentially there is no formal record of the game and each school will be under the "24 hour rule" in order to avoid a forfeit or double forfeit.

In sports where there is not a scorebook or other means of registration where a jersey number or event entry can help validate the identity of a student, a *numerical roster should be submitted in addition to the eligibility sheet* to allow

the opposing coach to be able to identify a student by jersey number, in the event of a protest.

After the contest, the traded eligibility sheet should be collected, signed and filed at the school by the athletic director with the score of the game and the name of the officials so that it can serve as the formal record of the contest. Two eligibility certificates should exist for every contest, one submitted from each school. Failure to maintain post-game eligibility sheets can lead to forfeitures, and sanctions to coaches and/or athletic directors.

6. **Protests, Fines and Forfeits (CPHSAA – Articles I, IV, VII, VIII, XI)**

Schools, coaches, and students can be penalized for violations of the CPHSAA Constitution and By-Laws. This includes violations of the Coaches' Code of Conduct (Article I), game forfeitures, unsportsmanlike conduct, or other aspects of non-compliance. Penalties can range from written warnings, fines, suspensions, ineligibility for students, or a temporary or permanent ban from coaching, depending on the severity of the violation and history of violations.

Formal protests and/or potential ensuing investigations will be conducted according to Article IV. Likewise, rulings of discipline, eligibility, and protests can be appealed according to Section 3.

7. **Contests/Events in CPS Stadiums**

CPS municipal stadiums host football, soccer, and lacrosse games as well as track and field meets, all scheduled by Regional Athletic Directors. The stadiums will be monitored by CPS security, but the athletic director will be expected to provide crowd control personnel for spectators supporting your team.

When admission is charged for the event, schools are strongly encouraged to sell pre-game tickets to ease with the potential traffic at the ticket booth (more pertinent with high profile games). If schools indeed decide to pre-sale tickets, submit a copy of the valid ticket for the stadium ticket takers.

The home team must place supervisory personnel at the ticket booth 30 minutes prior to the game to open for ticket sales. All tickets sold at stadiums are \$5. Make sure to have a bank with the ability to provide change for ticket buyers. Once the ticket booth is open, spectators will be admitted into the stadium.

Smoking, tobacco, alcohol, and glass bottles are prohibited inside of the stadiums.

Coaches that also serve as military and/or police officers that ordinarily carry fire arms must remove them and refrain from bringing them into the stadium.

(Pertaining to soccer, lacrosse, and track and field), once Chicago Public League contests have been scheduled in the stadium, schools may request stadium usage from Sports Administration on open dates for non-conference contests. (Appendix i) There is no charge for the stadium rental if no admission is charged for the event, but security costs must be assumed by the school.

Admission for Spectators

Whereas there is no formal stadium policy determining at what age a spectator must purchase a ticket, the school reserves the right to make this decision. It is the recommendation of the Office of Sports Administration to charge admission to individuals

12 years old and older.

Coaches from other schools will be allowed free admission upon presenting coaching cards from the Office of Sports Administration to the ticket takers. These coaches' cards offer free admission to CPS contests only for the individual in possession. Free admission for CPS contests will also be granted to players that are chaperoned by a coach, as long as they are wearing their team jersey.

Stadium Tailgating

Formal tailgating activities must be communicated at least two weeks in advance of the game to the Sports Administration designated Game Manager. Permission to tailgate will be offered to the group based on the assessment of a thorough description of the event to take place. The following measures must be taken:

- o No one will be allowed to grill food inside of the stadium unless granted consent prior to the game, and grilling will only be allowed in the specified area on the stadium grounds.
- o Only respectable music should be played, and must cease during the gameplay.
- o Tailgating parties are responsible for maintaining the area and then disposing of trash after the activity in order to restore it to the condition prior to the activities.
- o Recognize that the stadium restrooms are only available to spectators with a ticket to the game, during the game. Non-paying spectators will not be allowed into the stadium to use restroom facilities.
- o A parking list must be submitted in advance, and only those individuals will be allowed to have preferential parking.
- o CPS Safety and Security reserves the right to remove individuals from the area or take steps to formally cancel activities regarding: Individuals who do not have permission to use a grill, DJs playing music that would reflect negatively on the Chicago Public Schools (as the event is occurring in concert with a CPS event on CPS property), open drunkenness and the open exposure of bottles/containers containing alcoholic beverages, and those who are perceived to pose the threat of violence.

Locker Rooms

Locker rooms and restrooms are generally available at each CPS Stadium during contests. However, during the football season, there will be multiple games on every weekend during the season. Unless your school is scheduled for the first game of the day, your team may not have immediate access to the locker room as soon as they arrive at the stadium. Teams will not be allowed into the locker room until the previous team completely vacates (Stadium security will give each team up to 15 minutes after the post-game handshake to clear the locker room). However, the teams will be hustled off of the playing field into the locker rooms as soon as possible to allow for specialists from the upcoming game, to start their warm-up on the field. Because the length of the games is hard to predict, please take this into account when planning your pre-game routine. Stadium staff will be responsible for securing the locker room during the game.

Stadium Announcer

For most football games there will be a house announcer at the stadium. If a school wishes to hire their own announcer, they must contact the stadium Game Manager with the name of this individual at least 7 days prior to the game for approval. However, the Office of Sports Administration reserves the right to assign an announcer to any game irrespective of whether the school hires an announcer or not. In this case, schools will be given prior notice to cancel their arrangement. The going rate for an announcer is from \$40 - \$50.

Signage

Individual schools do not have rights toward displaying signage inside of the stadiums.

CPS Stadium personnel reserves the right to remove any and all signs brought by schools, especially those which have advertising purposes, irrespective of whether these signs were contracted or not. **All issues of signage and/or sponsorship or other issues of permission regarding the stadium must be negotiated by Sports Administration.** An individual school should not enter a contract with a potential sponsor offering stadium availability without **first** sharing the details of the contract with the Sports Administration and receiving permission from this office.

8. Contracts for Competitions and Officials – (Appendix j, k)

All non-conference games should be scheduled with a contract to be kept on file at each of the schools. Likewise, all officials for non-conference games that are not assigned by the Sports Administration designated Officials' Assignor should work according to a contract agreement between the official and the school.

9. Accident Reports and Student Transportation

The Chicago Public Schools Insurance Policy regarding extra-curricular activities is outlined in Board Resolution 10-1215-RS11. This insurance is supplementary to the health plan to which the student is already enrolled. If the student does not have insurance, they will be required to sign up for All-Kids Insurance.

School Personnel should report all sports related injuries and accidents to the program in IMPACT called VERIFY. Once the details of the incident are submitted, VERIFY will generate a document which will instruct the parents of the injured student of the next steps to take regarding filing an insurance claim.

If school athletic staff gets hurt while engaging in Sports Administration sponsored interscholastic competition activities, a report should be filed in IMPACT and the injured coach should call - CCMSI – 312-455-1612.

The CPS Policy regarding student travel is outlined in Board Report # 10-0526-PO1 <http://policy.cps.k12.il.us/download.aspx?ID=211>. Teams are allowed to travel to competitions in their own personal vehicles, with their parents, through the CTA, or with CPS approved transportation vendors (School buses).

Whereas the Chicago Public Schools strongly discourages the transportation of students in personal vehicles, if school personnel needs to transport students to interscholastic competition activities, that individual must have a copy of his/her valid driver's license and proof of the appropriate amount of liability insurance on file with the school principal and written permission from the parents of the students, in addition to the school principal.

In order to transport 6-10 students in a personal vehicle, an individual would need \$500,000 of liability auto insurance. In order to transport up to 6 students in a personal vehicle, and individual would need \$300,000 of liability auto insurance.

8. Media Relations

The Chicago Public Schools welcomes the media and appreciates the coverage and all of the positives that accompany conveying the great accomplishments of students. It is the strong recommendation from Sports Administration regarding interactions with the

media that:

- Coaches and Athletic Directors should be accessible to the media
- Students can speak to the press as long as they are authorized by proper school staff personnel (Coach or Athletic Director)
- Answers to questions are kept concise
- Responses and comments should be positive

On the other hand;

- Do not go off the record with comments to the press: everything is on the record.
- Do not lie, embellish or generalize with comments
- Do not be defensive or lose your temper
- Do not make negative or inflammatory comments about your opponent
- Do not air complaints through the press

COACHES PAYROLL PROCEDURES

Supplemental Payment System (SPS) will be the system used to pay sports coaches for the FY15 and beyond. The coaches are paid at the end of every season. They should expect payment approximately two pay periods after the season and all competitions are completed.

This process will empower the Principal to have control over who is to be paid for coaching, and to ensure that all coaches are properly staffed and can be enrolled into the SPS system. If a coach is not staffed, the clerk will know immediately how to address the situation and will be able to notify inactive coaches of their need to go through the rehire process with Employee Solutions.

Schools should assign an SPS designee who will enter and submit the attendance for the coaches. Payroll will create the programs for each season and the school designee will be responsible for enrolling the coaches, adding time, and entering adjustments if necessary. The Principal will be responsible for approving the attendance. Sports Administration's Regional Athletic Directors (RAD's) will give final approval for all coaches' payments.

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Hiring Non-Board Coaches

