

# Antioch Community High School Co-Curricular Sponsor's Handbook

## CO-CURRICULAR PHILOSOPHY

The co-curricular activities at Antioch Community High School are a part of our curriculum, not a separate entity. Consequently, every aspect our program must follow, sound educational principals as well reflect the values and standards of Antioch Community High School. Each program should strive to be the best they can be, but with the recognition that success is not measured by trophies or awards alone, but also by the values and work ethic we instill in our young people.

### Administrative Organization

Board of Education  
Superintendent  
Principal  
Director of Co-Curricular Activities  
Head Sponsor (includes support groups)  
Assistant Sponsors

### Affiliations

1. I.H.S.A. - We are governed by all the rules and regulations of the Illinois High School Association.
  2. N.S.C. - We are a member of the North Suburban Conference and are regulated by the bodies of superintendents and/or principals. We follow the code and rules of both groups.
  3. Conference Guidelines - We are regulated in our day to day operations by the conference guidelines for each individual program.
  4. Other affiliations - examples - IMEA, DECA, AMPS, Sequoit Pride, etc..
- I. Program Ethics
- A. Academics come first: All contracted teachers must understand that department meetings, tutoring, etc. take priority over co-curricular activities. If problems develop, check with the Director of Co-Curricular Activities first.
  - B. Be a "team" person: If we are to be successful in our program, it is essential that we support each other and promote all programs for the "common good" of the school. A narrow minded, my program only attitude must not exist at A.C.H.S.. A collaborative effort by sponsors is paramount as we strive to do the best we can for our students.
  - C. Promote the N.S.C.: Take pride in our conference and use the media to promote good will.
  - D. News Media Relations: We need to work with the press to promote our programs and students. Keep in mind that press coverage goes a long way in creating public perceptions about our programs. Return all phone calls in a timely manner and always make time for the press. Contact the press ahead of time to announce important events in your program. Be consistent in your remarks to the press. In dealing with the press, be sure to

think through your remarks before you make them. Again, write them down if necessary. This will prevent misquotes, or "off the record" comments. Relay this information to your students also. Make the press an ally and not a foe.

- E. Out of Season Programs: Students must be given a choice of the activities they are involved in. Encourage your students to participate in a variety of activities. Specialization can take place after high school. Keep this in mind in setting up off-season programs. Rightly or wrongly, these are a necessity today, but it is essential that we share our students. Sponsors must cooperate with each other and avoid putting students in the position of choosing one activity or the other. All off-season programs must be approved by the Co-Curricular Sponsor. Summer camp plans should be submitted by March 1<sup>st</sup> for approval so that they can be scheduled and publicized (other camp requirements will be outlined later).
- F. Language: Find ways to express yourself without swearing. Excessive profanity indicates a lack of control and self-discipline. It is indefensible.
- G. Practices and Event Attire: Stress to your sponsors that they always look professional at both practices, meetings and events. We don't need to be fashion models, but we should take pride in our appearance and expect the same from our students.

## II. THE ROLE OF THE SPONSOR

The sponsor should direct the three basic steps of activity operations:

1. Planning,
2. Execution and 3. Evaluation. In order to fulfill this role properly, the sponsor needs to play many roles simultaneously. These roles, while almost infinite in number, can be put into five major categories:

1. Planner
2. Consultant/facilitator process initiator
3. Counselor
4. Evaluator
5. Teacher

As a **planner**, the sponsor with the program officers establishes the basic goal and directs the student toward these goals. The officers should have a well defined plan for the best way to pursue these goals so the program can get off to a quick start in the fall of each year. As the year progresses, the students should be allowed to assume greater responsibility in the planning of program activities.

As a **consultant/facilitator/process initiator**, the sponsor helps students determine solutions to specific problems. She/he aids the students with ideas and possible alternative but **she/he should not do the job for them**. The successful sponsor should allow the students to experience the satisfaction of the actual performance.

As a **counselor**, the advisor often can, through the informality of personal relationships, do a great deal to mold the ideas, attitudes and character of the students. The nature of activities work allows the program sponsor to build a relationship of trust and confidence with the students in his/her activity. Thus, students will often turn to the sponsor for advice on both school and personal matters. The club sponsor needs to be prepared to play this counseling role to the best of his/her ability and also know when to turn problems over to more specialized personnel in this field.

As an **evaluator**, the advisor is often in a better position than the students to determine the progress of the organization. The sponsor must be concerned with the process as well as the finished product of club work. He/she must concern him/herself with techniques used by the students. This is in contrast to the program members who may be concerned only with results. We must see that program members constructively evaluate all projects to insure each activity meets the basic goals of the organization.

As a **teacher**, the sponsor should view activities as an important part of the educational process. She/he should direct program projects as learning experience so that students benefit in some way. The success or failure of these projects should not alter his/her basic role — that of a teacher.

### III. THE EFFECTIVE ORGANIZATION OF PROGRAM

#### A. **Organizational goals**

The organization should constantly attempt to improve. Self-improvement will enhance the effectiveness of the organization. Since each program has its own purpose of existing, each must find a way that will allow it to run effectively. The governmental structure of programs will vary considerably from organization to organization. Most programs may benefit from the following suggestions:

1. Have regular meetings.
2. Incorporate an executive board.
3. Evaluate all program activities.
4. Use committees.
5. Maintain adequate program records.

#### B. **Regular meetings**

Regular meetings are basic requirements of any program. These meetings are held to determine future activities. A program which does not meet on a regular basis cannot possibly achieve goals. The minimum number of meetings is specified in the sponsor's job description.

#### C. **Executive board**

Most organizations can benefit from use of an executive board to act as a steering committee. This group generally meets more frequently than the entire program to fully discuss future activities and program problems. The agenda for the club meeting can be discussed, reviewed, and revised for maximum efficiency. This type of organizational structure also allows for the sponsor to work more effectively with the leadership of the club.

Activity-oriented programs will find an executive board very useful for the handling of the small amount of business that is transacted by the program. The executive board will consist of the president, vice-president, secretary, and minimally advisor/sponsor.

#### D. **Committees**

Major advantages of the committee type organization is to specialize in one area of the program operation and allow more students to exhibit leadership within the organization.

#### E. **By-laws**

Each organization should devise by-laws to give the group a clear structure and procedures for the executive board, program activities, committees, and program records.

### IV. Sponsor Responsibilities

- A. **Parent Communication:** To avoid problems it is essential that parents be well informed with respect to how you intend to run your program. They need to know your general expectations; your "cut" policy (if applicable), practice locations, times, etc.. Training rules, academic requirements and any other rules you might have must also be reinforced to parents. Don't rely on your students to get this information home. You are strongly encouraged to set aside an evening, or Saturday for a parent meeting. At the very least make contact by phone (if number of members in program permits). Written correspondence is also necessary but should not be used in lieu of personal contact. Feel free to use the athletic office to get mailings out.
- When dealing with the students (and parents) emphasize the fact that the students need to make a commitment to "be there" when they join a program. If they miss practice or meetings, it hurts the group and their chances of being involved. In spite of this emphasis, it is essential that sponsors honor parents' wishes to take their children for family commitments. This happens more than it used to and while it is very frustrating for sponsors, the family must come first. As a sponsor you have a right to choose who you feel deserves to participate, but don't "paint yourself into a corner" with rules that will be difficult to enforce, or that the school can't back you on. Never express your frustrations about family vacations in front of team members. Be flexible when dealing with school vacations, such as Thanksgiving, Christmas or Spring Break, especially at the freshman or sophomore levels. Check with the Director of Co-Curricular Activities if you are faced with a situation that you are not comfortable with.
- Be pro-active in dealing with program problems. Return all parent calls immediately and set up a meeting with them if you think it is needed, or if they request it. If you prefer, the Director of Co-Curricular Activities would be willing to facilitate the meeting. If a problem is "brewing", be sure to resolve it as soon as possible and keep the Director of Co-Curricular Activities informed.
- B. **I.H.S.A. and NSC Meetings.** Head coaches are expected to attend the I.H.S.A. Rules Interpretation Meetings, NSC meetings and I.H.S.A. Seed Meetings for their respective sports.
- C. **Workshops/Clinics:** Sponsors are strongly encouraged to attend workshops/clinics for professional growth. The following guidelines apply:
1. Sponsors are limited to a total of three (3) days for all clinics, conferences and state meets where students are not involved.
  2. Conferences which entail overnights and school days must be cleared through the Director of Co-Curricular Activities and administration. Only a limited number may attend the same conference on school days since substitutes are a problem.
  3. **State Contests:** If school time and/or travel funds are to be charged to the budget, one sponsor in addition to the head sponsor may attend. In cases where there are three or more sponsors in a program and funds are available, two sponsors plus the head sponsor may attend on school time. The head sponsor will determine which sponsor would attend with consultation from the Director of Co-Curricular Activities if needed. The number limitations apply only if students from A.C.H.S. are not competing.
  4. Sponsors will make their own arrangements when attending clinics or state finals. The Director of Co-Curricular Activities will make arrangements if students are involved.

5. Each program will have an expense budget of \$55.00 for each paid coaching position to off-set the costs of attending any camps, clinics, conferences, All-State ceremonies, State competitions where students are not participating or joining any state organizations.
- D. Program Articulation: Head sponsors should coordinate and supervise all levels of the program. Philosophy and techniques must be on the "same page". Lower level goals should be geared toward participation and development. Competitive desire should be present at the lower levels, but championships and state are not the primary focus. Head sponsors will also have the primary responsibility of evaluating their assistants and lower level sponsors.
  - E. Communication with the Director of Co-Curricular Activities: The main responsibility of the Director of Co-Curricular Activities is to see that we provide the best possible program for our students. To that end, sponsors must be able to function in an environment that is conducive to success. This requires consistent interaction and open communication between the sponsor and the Director of Co-Curricular Activities. In short, keep the Co-Curricular Director informed and there will be less of a chance for problems.
  - F. Visiting Schools and Events: Try to be available when the schools arrive. Help them in any way that you can. We want to establish good public relations with our guests. Work with the Director of Co-Curricular Activities to compile a list of what needs to be done and who is assigned to do it. This includes all things such as rooms, equipment, announcements, etc.. Good communication will ensure this phase of contest preparation is first class and will allow you to concentrate on coaching.
  - G. Paperwork: A necessity for a head sponsor. It is extremely important to be organized, thorough and prompt in this area.
    1. Pre-Season:
      - a. Issue a call for prospective students.
      - b. Distribute school forms (training rules, permission slip) to be taken home and returned.
      - c. Turn in a roster to the Athletic Office within 3 days of final cuts or 5 days of the start of the season (non-cut sports) so an eligibility check can be made and the Student Fees Manager can make a record of student participation in the program.
      - d. Distribute program rules, practice schedules, etc..
      - e. Conduct a parent meeting.
      - f. Check the *Athletic Fees Owed* sheet to determine what students owe athletic fees. No student may participate in a practice or try out for a team who is listed on this sheet.
    2. In-season:
      - a. Issue equipment, recording each piece issued.
      - b. Check the *Athletic Fees Owed* sheet to see that all athletes have paid their participation fee. Fees are due to the Student Fee Clerk by August 25, 2000 (Fall), November 17, 2000 (Winter), or March 16, 2001 (Spring) in order for the athlete to participate in Interscholastic competitions. Bills need to be passed to the athletes by the time rosters are turned into the

Athletic Department Secretary.

c. Picture envelopes should be passed out to the athletes on the first day of practice (non-cut sports) or when your team has been determined.

Athletes bring these envelopes back to the photographer on the day of their team pictures:

August 18 - Football, Cross Country, Dance, Cheerleaders, Girls' Golf

August 21 - Volleyball, Girls' Tennis, Boys' Golf, Boys' Soccer

November 13 - Winter Sports

March 12 - Spring Sports

d. Notify the Co-Curricular secretary when an athlete is no longer a member of the squad. Equipment should be collected and athletic locker cleared out within two days of the notification. Parents are to be notified.

3. Post-season:
- a. Receive and store all equipment.
  - b. Check records to see that proper equipment was returned.
  - c. If equipment is not returned, contact parents by letter or phone.
  - d. If equipment is still not returned, turn in a bill to the Director of Co-Curricular's office so that parents can be billed, and student can be withheld from other programs.
  - e. Inventory equipment for end of the year report.
  - f. Turn in list of award winners to athletic office.
  - g. Complete end of the year packet (explained later).
  - h. Clear athletes out of athletic lockers within three school days of the end of the season.

H. Seeing or visiting other schools' programs is highly encouraged.

1. Take the opportunity to go and visit programs that are successful.
2. See how aspects of their program could be implemented into yours.
3. Share your information about our program at A.C.H.S. with other schools.

I. Emergency Procedures:

1. Weather Problems - Be sure to have a plan for communicating with your students when weather threatens to impact programs.  
In general, if school is called off, only varsity programs should practice or meet, and even then sponsors should consult with the Director of Co-Curricular Activities first. Sponsors will also be provided phone number of transportation officials so that the bus company can be contacted. Again, the best procedure is to be aware of the potential for severe weather and stay at school if you have any doubts.
2. Accident Reports - An accident report must be filled out for each injury that occurs to one of our students. One copy should go to the school nurse and one to the Director of Co-Curricular Activities.
3. Handling of Injuries - The sponsor, in cooperation with the trainer, is responsible for the handling of injuries to his/her program. It is important that each sponsor remembers that he/she is not a doctor. Diagnostic procedures should be left to the trainer and medical personnel. It is the policy of Antioch Community High School that the

coach should notify the parents of an injured student. Parents should take the responsibility for seeing that their child gets medical attention. When present, the athletic trainer assumes responsibility for making initial assessments and recommendations. If the trainer is not present, sponsors should follow the procedure below:

- a. If injury is severe, call 911 first and then the parents (be sure to always have phone numbers available).
- b. If the injury is not severe, watch the injured student for a change in condition and call paramedics if necessary. Call parents to let them know about the injury. Never let the student go to the locker area or building unless accompanied by an adult.

If it is determined that a student must be transported before a parent arrives, the sponsor or other school official must accompany the vehicle to the hospital. When the parents arrive, he/she may leave.

4. Injured students should not return to the program without written approval from medical personnel.

J. Supervision - In general, you are responsible for your students from the time practice, contests or trips start until they are picked up or have left school.

1. Weight room - Students must never be allowed to use the weight room without faculty supervision. Do not admit students to this room unless you intend to stay with them. When you leave, make sure all students are out and the door is locked.
2. Event or Practice Areas:
  - a. If students are in practice areas, a sponsor from that program must be in the area to supervise.
  - b. Each sponsor, at the conclusion of practice or activity, must stay in the event area until all of his/her members have left the building.
  - c. The sponsor of the last program out of the area should secure all doors and turn off lights. Don't assume someone else is coming in after you. IF they do, they are capable of turning on lights.
  - d. Make sure you arrive early for week-end activities. Your students should not be waiting for you unsupervised. Give them a time to be there and then make sure a sponsor is present at least 15 minutes prior to that.
  - e. Rides will best be picked-up at the east lot.
  - f. All glass containers should be kept out of the activity rooms.
  - g. All activities must be supervised by a sponsor in the immediate area.
  - h. Sponsors should make sure all equipment is picked up (even if it isn't yours) following practices or events.
3. Bus Trips:
  - a. The sponsor is in charge and is directly responsible for the conduct of the students on the bus. This requires at least one sponsor on every bus an activity uses.
  - b. Require your students to dress appropriately for trips. Their appearance is a reflection of the school.
  - c. Help the driver with safety regulations.
  - d. No eating or drinking on the bus unless the sponsor has made previous arrangements. Students are responsible for picking up the bus after trips. As with the activity area, sponsors should take a walk-through when the bus returns home.

- e. Students are expected to ride the bus (or school transportation) to and from activities and contests. This also applies to off-campus practice sessions on school days. In applying this rule, emphasize the value of team unity and togetherness. Students are not allowed to drive their own vehicles to contests. There will be times, however, when it is more practical, or necessary for students to leave with their parents. This is acceptable if and only if parents approach you personally and hand you a written note stating their intentions. This only applies to their children. Any other special considerations must be cleared in advance with the Director of Co-Curricular Activities.
- 4. Events Done At Off-Campus Sites. When a co-curricular club or team has an event at an off-campus site, at least one sponsor must be present and all students are under the guidelines of the Student and Co-Curricular Handbook.
- K. Training Rules: The training rules shall be in effect year round for all A.C.H.S. co-curricular participants. If additional rules are desired by the sponsor, they must be approved by the Director of Co-Curricular Activities. Make the Co-Curricular Director a copy of all written material and/or rules that are given to program members or parents.
- L. Awards: It is encouraged to give awards to students in your program. Sponsors make sure your students are aware of the awards criteria prior to the start of the season. As in other areas, if you have a problem, or conflict, discuss it with the Director of Co-Curricular Activities.
- M. Absences and Academics: Unless special permission is granted by the Director of Co-Curricular Activities, a student may not practice or participate in an event or contest if they were not in school at least four (4) periods. A student who leaves school ill should not return for after school practice or contest, even if they meet the four period requirement. Students who miss school on Friday must have the approval of the Director of Co-Curricular Activities before competing on Saturday. Students who do not dress for P.E. must have the approval of the Director of Co-Curricular Activities to practice or compete that day. (This does not pertain to clubs and volunteer organizations.)
- N. Academic Eligibility: Athletic eligibility runs from 8:00 a.m. Monday until 8:00 a.m. the following Monday. Teachers will be given a list of all students in their classes. If a student's cumulative grade is D or F in that class, the teacher will notify the Co-Curricular Director's office by 12:00 Noon on Friday. If a student is not passing four academic classes on a given Friday, he/she will be ineligible for competition the following Monday through Monday. It is the student's responsibility to get written verification from the teacher once he/she is passing the class. Once the student sits out one week, they regain eligibility the day they receive notification of passing from their teacher.

Participants receiving a D or F must pick up an academic remediation form from their sponsor. This form must be taken to the teacher who will prescribe an improvement plan and then sign it. The form must then be signed by the student's parent/guardian and then returned to the sponsor.
- O. Fund Raising: All fund raising projects need to be approved by the Co-Curricular Director and Assistant Principal. After approval from the Co-Curricular Director, the sponsor should pick up and submit a fund raiser request form from the Assistant Principal's office. He/she will approve it and place it on the calendar so that it will not conflict with other fund raising activities.

- P. Sequoit Pride/AMPS: Sequoit Pride and AMPS are a parent organization that provides funding for the various programs at A.C.H.S. All requests for co-curricular fund raising should be made by the head sponsors through the Co-Curricular Director. Requests for Sequoit Pride need to be turned into the Co-Curricular Director by September 15, 2000 for the 2000-2001 school year.
- Q. Quits and Cuts: A student cut from any program may try out for another program or sport if that coach has not completed his/her roster. A student who quits one sport may not change to another sport without the permission of both coaches involved and the Athletic Director. Athletes may only compete in one sport per season.
- R. Extra-Curricular Activities and Fine Arts: It is the policy of A.C.H.S. to provide a comprehensive educational experience to all students. In the extra-curricular areas, this means that every attempt will be made to permit students to engage in as many activities as possible. It is important that the athletic department and fine arts department work together so that students have the opportunity to experience the benefits of both areas when possible.
- S. Promotion of Program and Involvement with Community Programs: In order for our programs to prosper, it is imperative that we have the support of the community at large. Athletic programs, in particular, rely on the development of young athletes in the various youth programs in the community. It is the same for various non-athletic programs as well. A.C.H.S. will continue and expand on the policy of assisting these programs in ways ranging from facility usage to instructional camps, workshops, clinics and promotional appearances. Sponsors should take an active interest in these programs and work with the coaches/directors to help make their programs better. This in turn should yield positive benefits to our programs. Sponsors are also encouraged to get their students involved in community service projects when possible. Talk to the Co-Curricular Director for more information.
- T. Evaluation of Programs: Program evaluations will focus on what can be done to make the program the best that it can be. It will be a comprehensive approach with personnel, facilities, equipment and administrative support as its' key components. Evaluation will be a collective process between the head sponsor and the Co-Curricular Director, as well as the Principal. Head sponsors will have the primary responsibility for evaluating their staff. Please refer to the attached "End of the Year Packet" for the specific procedures.
1. Release of Assistant Coach
    - a. A coach or sponsor at Level A or B on the increment scale, may be released at the end of the season. The Director of Co-Curricular Activities will provide reasons for the dismissal within 15 working days of the season's conclusion.
    - b. A coach at the C or D level who receives an unsatisfactory evaluation will be placed on a one year improvement plan. At the conclusion of the plan, the Director of Co-Curricular Activities will determine if the improvement criteria has been met. An A.C.H.S.E.A. representative will be present when the decision is rendered.
- U. Opening of New Positions  
As positions become available for co-curricular programs, faculty and staff at Allendale and Antioch Community High School will be given the first opportunity to interview for the openings. Head Coaches/Sponsors will be

involved in the hiring process.

- V. **Head Coach/Sponsor Changes**  
If a vacancy occurs in a head coaching or sponsorship position, all level C and D staff members in the program will be guaranteed a position with the new coach/sponsor.
  
- W. **RIFS**  
When RIFs occur in co-curricular programs, all affected coaches/sponsors will be offered their positions back if/when they are returned, provided the coach/sponsor was in good standing at the time of the RIF.
  
- X. **Splitting Increment Positions**  
An increment may be split when a vacancy occurs or a position is created in the athletic program. Need for the split will be determined by the Head Coach and Director of Co-Curricular Activities with a maximum of one position per sport. A.C.H.S.E.A. members splitting a position will be given first opportunity to interview for full positions as they occur and will be given full credit for years worked in the split position.
  
- A. **Making Purchases:** When making purchases of budgeted or non-budgeted items, a purchase order needs to be used. If ordering non-budgeted items, money to purchase the items needs to be in a district account prior to ordering.

## PROGRAM AWARDS

### General Rules

1. Only one varsity letter will be awarded a student during his/her high school participation.
2. Certificates will be awarded for meeting the requirements for a subsequent varsity letter.
3. Varsity letters may be given to a freshman or sophomore if it has been earned, but they will be given in lieu of the numeral or sophomore award at that time.
4. Sophomore or minor awards will be limited to one letter regardless of the number earned.
5. The freshman award will be limited to one set of numerals regardless of the number earned.
6. A freshman may earn a sophomore letter, but the total awards during the frosh and soph year is limited to one set of numerals and a sophomore letter, unless the student is able to earn a varsity letter.
7. A student who completes a full season and does not earn a regular award at that level may be awarded the next lower award for the completion if not previously earned.
8. In case of injury to a student, the sponsor and the Co-Curricular Director may waive certain requirements in awarding an award at any level.
9. A student who has completed 4 seasons in a program and has not met the full requirements for a varsity award may, on the recommendation of his/her sponsor and Co-Curricular Director, be awarded the varsity letter.
10. Students must be scholastically eligible to receive awards.
11. Students must follow rules set by program staff.
12. A student must respect all equipment and pay for same if lost or stolen before being given any award.
13. End of season is when the last respective team competition is ended.

### END OF THE YEAR DUTIES

- I. Equipment Check-in/Inventory: Make sure all equipment is returned clean. If equipment is not returned, the student must pay for it before they receive their awards, or go out for another program. At your earliest convenience, compile and turn in a complete inventory of your equipment. Quantity, size, and condition of equipment should be listed.
- II. End of the Season Report/Evaluation: A checklist for self-evaluation and the evaluation of your assistants is provided. This, coupled with your season summaries and the observations of the Director of Co-Curricular Activities will provide the basis for the evaluation of the total program. Your season summary should include statistical record (form attached) as well as a narrative analysis of the season. The narrative should take the following form:
  - I. General assessment of past season.
  - II. Outcomes related to pre-season goals, i.e. - how a new training program worked.
  - III. Goals for next year and means of achieving them.
  - IV. Plans for Professional Growth.
  - V. Recommendations for improving total program.

Please turn in your report to the Director of Co-Curricular Activities, at which time, an appointment can be made to discuss it. The Director of Co-Curricular Activities will then take this information and compile a final evaluation for your program. The sponsor can then provide further input if it is deemed necessary.

Assistant Sponsors: Direct evaluation of the assistants will be done by the head

sponsor. They will be evaluated as a part of the total program by the Director of Co-Curricular Activities and head sponsor in the end of the year meeting. If warranted, a meeting between the head sponsor, the assistant and the Director of Co-Curricular Activities will be set-up.

Final Note on Evaluation:

Evaluations are required by the School Board as a measure of accountability. Their main value, though, involves the opportunity for making the program the best it can be. This can be best accomplished through a collective sharing of ideas and formulation of a plan for the future.

## REQUESTS FOR APPROVAL FOR NEW ACTIVITY

Before it can be recognized as a school group and given use of school time and facilities, the program must be approved, in accordance with established criteria, by the Board.

1. Needs to show that there is demand by students, parents, and faculty.
2. Conduct the activity on self-funded basis for one (1) year.
3. Assess program at years end by students, sponsor, and Co-Curricular Director.
4. Recommendation and approval for full-time status and be placed on the incurment scale.

Membership must be open to all students except where the purpose of the program requires qualifications. A minimum of 10 students must be interested in the new program before consideration will be given to forming such program.

The program must have a faculty sponsor or advisor selected and approved according to agreed-upon procedures. Program activities will not be permitted until a faculty sponsor has been selected.

Clearly improper purposes and activities are not permitted and, if persisted, will cause for withdrawing official approval of the group.

School groups, either continuing or ad hoc, are not permitted to use the school name in participating in public demonstrations or other activities outside the school unless prior permission has been granted by the designated school official.

All new activities will have a one (1) year probation period.

### Requests for Activity Change of Status

Job descriptions listing **minimum** requirements for the activity sponsor are provided for each activity. Each activity sponsorship is placed in a salary group in the master contract. Activity sponsors who desire to change the status of their activity from one salary group to another or change the job description for their activity must adhere to the following procedure:

- Step 1:** The activity sponsor will submit a written job description along with a request for salary classification through the Director of Student Activities assigned direct administrator. If the change of the job description and/or change in salary group is to apply to all programs within the district, the request should be endorsed by all affected sponsors. An individual request for deviation from the district job description and/or salary group, if approved, will be subject to annual review, and will apply only to that building, that activity, and that sponsor. All requests will include an effective date and be submitted on the proper form.
- Step 2:** Director of Student Activities will review all such proposals. Proposals can be reviewed any time during the school year. The request will be forwarded to the Board with a written recommendation.
- Step 3:** The Board will give final approval or disapproval. In the case of a proposal which is not allowed, reasons will be given to the activity sponsor.
- Step 4:** The decision of the Board will be forwarded to the Director of Student Activities to Union representatives for information and approval.

The final decision on such requests will be made within 45 days of submission to the appointed district administrator by the activity sponsor.

**REQUEST OF CLUB STATUS CHANGE**

**REQUEST FOR APPROVAL OF NEW CLUB**

Instructions: Complete the following information, then submit this form and a job description to the Co-Curricular Director. Attach job description, program goals, and number of participating students.

Club Name: \_\_\_\_\_

Club Sponsor: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

Change of Level Sought (Circle): I          II          III          IV          V          VI          VII

After submission, this request will be reviewed by the Co-Curricular Director and then the Board for review.

Action by Co-Curricular Director: \_\_\_\_\_Approved          \_\_\_\_\_Disapproval

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

Reason: \_\_\_\_\_

\_\_\_\_\_

Action by the Board:          \_\_\_\_\_Approved          \_\_\_\_\_Disapproval

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

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ANTIOCH COMMUNITY HIGH SCHOOL  
CO-CURRICULAR DEPARTMENT**

**HEAD SPONSOR JOB DESCRIPTION**

**SPONSOR** \_\_\_\_\_ **PROGRAM** \_\_\_\_\_ **DATE**  
\_\_\_\_\_

**MAJOR PRE-SEASON RESPONSIBILITIES:**

1. Checks to be sure there is medical clearance of team members according to Antioch Community High School regulations.
2. Checks with Athletic Office to be sure all students have proper forms and eligibility requirements completed.
3. Updates with Athletic Secretary, adds and drops to the program listing of students for eligibility.
4. Requires that insurance form is completed and signed by a parent or guardian before candidate begins practice.

**MAJOR RESPONSIBILITIES DURING SEASON:**

1. Oversees supervision of members from the time they reported to school for a practice or activity until they leave the school at the conclusion of the activity.
2. Is certain that team members maintain proper behavior in the activity area.
3. Oversees care of equipment, supplies and school facilities.
4. Demonstrates proper care of injuries and completion of injury report forms for student health records and insurance purposes.
5. Communicates with Athletic Office to insure proper procedures followed for members to be excused from school for activities.
6. Is aware of the regulations relative to overnight program trips.
7. Is responsible for personal preparations (transportation, equipment, facilities).
8. Demonstrates proper personal conduct at activities toward students, judges, and spectators.
9. Takes responsibility for the reporting of pertinent information to all newspapers (Varsity) and the Athletic Office as soon as feasible.

**MAJOR RESPONSIBILITIES AFTER SEASON (SUBMIT TO ATHLETIC**

**DEPARTMENT):**

1. Completes the list of members who finished the season (varsity letter winner, junior varsity certificate winners, special award recipients).
2. Has kept good records of equipment and budget.
3. Helps follow-up on the detailed list of players who failed to return issued school equipment.
4. Completes inventory of equipment on hand - indicating condition as either good, fair or poor.
5. Budget submitted for next year.

**MISCELLANEOUS ITEMS:**

1. Maintains high ideals, good habits and desirable attitude in personal behavior.
2. Participates in clinics and in-service programs when possible.
3. Exhibits rapport with students.
4. Exhibits rapport with staff.
5. Has good knowledge of program, fundamentals and strategy.
6. Show ability to improve student performance.
7. Has a good organizational ability.
8. Teach student to use only legitimate and ethical means in attempting to be involved with other students.
9. Has respect and concern for athletes, students, parents, colleagues, and other citizens.
10. Cooperates with teaching staff, coaches, parents, newspapers, etc., to attain and maintain good public relations.

**ANTIOCH COMMUNITY HIGH SCHOOL  
SPONSOR'S SELF-ASSESSMENT FORM**

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

**M = Meets**

**N = Needs improvement**

**SPONSOR** \_\_\_\_\_ **POSITION** \_\_\_\_\_

**PROGRAM** \_\_\_\_\_

- I. Teaching Personalities
- \_\_\_\_\_ Uses self-control and poise
  - \_\_\_\_\_ Has an appropriate sense of humor
  - \_\_\_\_\_ Emotional stability is appropriate
  - \_\_\_\_\_ Vitality and good health
  - \_\_\_\_\_ Has enthusiasm in working with athletes

- \_\_\_\_\_ Appearance is neat
- \_\_\_\_\_ Is punctual in attendance
- \_\_\_\_\_ Voice quality is good
- \_\_\_\_\_ Uses appropriate language

II. Professional Qualities

- \_\_\_\_\_ Has harmonious relationship with staff
- \_\_\_\_\_ Upholds department and school policies, rules and regulations
- \_\_\_\_\_ Follows planned, prescribed program
- \_\_\_\_\_ Has good relationship with program
- \_\_\_\_\_ Follows goals and objectives for year
- \_\_\_\_\_ Submits written reports on time
- \_\_\_\_\_ Has good relationship with personnel from other schools
- \_\_\_\_\_ Keeps Director of Co-Curricular Activities informed about program

III. Team Management

- \_\_\_\_\_ Is prompt to meetings
- \_\_\_\_\_ Supervises activity room before/after
- \_\_\_\_\_ Makes maximum use of time available
- \_\_\_\_\_ Demonstrates care of equipment/facilities
- \_\_\_\_\_ Uses good discipline and control (respect, not fear)
- \_\_\_\_\_ Uses staff well (or works with Head Sponsor well)
- \_\_\_\_\_ Utilizes all members as much as possible
- \_\_\_\_\_ Commands respect by example in appearance, manners, behavior, language

- IV. Coaching Performance
- Has knowledge and expertise of program
  - Has the ability to motivate students
  - Has the ability to give direction
  - Exhibits leadership
  - Provides individual/group instruction
  - Well versed in strategy
  - Practices are well planned
  - Has effective activity organization

**COMMENTS:**

**DIRECTOR OF CO-CURRICULAR ACTIVITY'S SIGNATURE**

---

**ANTIOCH COMMUNITY HIGH SCHOOL  
HEAD SPONSOR EVALUATION FORM**

Evaluator will check "Meets or Needs Improvement" for each item under each category or responsibility.

**I. ADMINISTRATIVE RESPONSIBILITIES**

<u>MEETS</u>	<u>NEEDS IMPROVEMENT</u>	
_____	_____	1. Understands and follows state and association regulations and policies of ACHS Board of Education.
_____	_____	2. Makes use of proper administrative channels for requests and grievances.
_____	_____	3. Is cooperative in the use and sharing of facilities with other programs.
_____	_____	4. Follows Department policy in submitting enrollment cards, clearance forms, rosters, and cautions and considerations.
_____	_____	5. Maintains facilities and equipment under his/her supervision.
_____	_____	6. Keeps Director of Co-Curricular Activities informed of program events and changes.
_____	_____	7. Knows the medical aspects of the position, including first aid, injury policies, working with school Athletic Trainer and/or family physician.

**II. STAFF RESPONSIBILITIES**

_____	_____	1. Establishes expectations for each level of the program.
_____	_____	2. Encourages clinic attendance by staff.
_____	_____	3. Provides an atmosphere of cooperation and support between sponsors and levels.
_____	_____	4. Holds periodic staff meetings.
_____	_____	5. Effectively supervises and communicates with staff members.
_____	_____	6. Evaluates all staff members annually.
_____	_____	7. Provides appropriate role model for staff.
_____	_____	8. Is appropriately dressed at practices and activities and public appearances.
_____	_____	9. Participates in in-service meetings and other activities to improve performance. Attends meetings necessary to the welfare of the school.
_____	_____	10. Demonstrates integrity among the staff.
_____	_____	11. Develops and coordinates lower level programs where possible.
_____	_____	12. Establishes the fundamental philosophy, skills and techniques to be taught by the staff.

**III. STUDENT RESPONSIBILITIES**

_____	_____	1. Provides training rules in writing to program members.
_____	_____	2. Provides proper supervision during all activities.
_____	_____	3. Follow school policies regarding injuries.
_____	_____	4. Maintains effective control over students.
_____	_____	5. Establishes and maintains clearly-defined discipline policy.
_____	_____	6. Shows an interest in students as individuals.

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 8. Models effective leadership for students.   |
| _____ | _____ | 9. Respects and supports individuality of members.   |
| _____ | _____ | 10. Demonstrates enthusiasm for the program.   |
| _____ | _____ | 11. Is prompt for all activities.  |
| _____ | _____ | 12. Has full control of the program in all matters pertaining to program discipline, consistent with a list of rules and procedures on file with the Director of Co-Curricular Activities. |
| _____ | _____ | 13. Provides proper supervision and administration of activity areas.  |
| _____ | _____ | 14. Has individual and group discipline under control.   |
| _____ | _____ | 15. Is fair, understanding, tolerant, sympathetic and patient with group members.  |
| _____ | _____ | 16. Shows an interest in students in off-season activities and classroom efforts.  |
| _____ | _____ | 17. Treats all students fairly and consistently.   |

IV. FINANCIAL/EQUIPMENT RESPONSIBILITIES

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Participates in equipment selection and purchase.                   |
| _____ | _____ | 2. Monitors use and storage of equipment.                              |
| _____ | _____ | 3. Submits a proper record of current inventory annually.              |
| _____ | _____ | 4. Restricts students to authorized areas of the building.             |
| _____ | _____ | 5. Maintains general cleanliness of activity area and equipment areas. |
| _____ | _____ | 6. Adequately provides for security of building and equipment.         |
| _____ | _____ | 7. Instructs students in proper care and use of equipment.             |

V. PUBLIC RELATIONS RESPONSIBILITIES

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Provides appropriate orientation for program participants and/or supporters.  |
| _____ | _____ | 2. Makes an effort to promote the program within the school.   |
| _____ | _____ | 3. Makes effective use of news media to promote the Program.   |
| _____ | _____ | 4. Communicates effectively with the public.   |
| _____ | _____ | 5. Supports all activities in the Antioch Community High School.   |
| _____ | _____ | 6. Develops sound public relations. Cooperates with newspapers, radio, television, Sequoit Pride, AMPS, and interested spectators. |
| _____ | _____ | 7. Participates in parent's night, awards nights, pep assemblies and pre-season kick-off events.                                   |
| _____ | _____ | 8. Maintains suitable conduct at activities towards students, officials and other workers.   |
| _____ | _____ | 9. Cooperates and communicates with parents during the entire year.  |

VI. PERFORMANCE

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Demonstrates competence in the technique area of the program.      |
| _____ | _____ | 2. Demonstrates the ability to instruct students of varied abilities. |
| _____ | _____ | 3. Makes appropriate teaching adjustments to program conditions.      |
| _____ | _____ | 4. Maintains effective control over program behavior.                 |

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 5. Provides a positive role model for program situations.   |
| _____ | _____ | 6. Utilizes practice time effectively.  |
| _____ | _____ | 7. Develops respect by example in appearance, manners, behavior, language and conduct during activities.  |
| _____ | _____ | 8. Is innovative using new teaching techniques and ideas in addition to sound, already proven methods of teaching to program.   |
| _____ | _____ | 9. Provides leadership and attitudes that produce positive efforts by participants  |
| _____ | _____ | 10. Uses all possible ethical means of motivation, emphasizes values of being involved in a program as acceptable personal behavior, decision-making and lasting values of each individual. |
| _____ | _____ | 11. Has developed and improved the program over the course of the season.   |

VII. ADDITIONAL COMMENTS/OBSERVATIONS

VIII. RECOMMENDATION

- |       |  |
|-------|--|
| _____ | Recommended for continued assignment.  |
| _____ | Recommended for continued assignment provided sufficient improvement in areas outlined by plan of remediation. |
| _____ | Not recommended for continued assignment.  |

The Head Sponsor's signature indicates that this evaluation has been conducted with the full knowledge of the Head Sponsor and that he/she has received a copy of the evaluation.

Head Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ANTIOCH COMMUNITY HIGH SCHOOL**  
**ASSISTANT SPONSOR EVALUATION FORM**

Evaluator will check "Meets" or "Needs Improvement" for each item under each category of responsibility. Any item that does not apply to the position in question can be left blank.

<b><u>MEETS</u></b>	<b><u>NEEDS IMPROVEMENT</u></b>	
_____	_____	<b>I. ADMINISTRATIVE RESPONSIBILITIES</b>
_____	_____	1. Understands and follows state and association regulations and athletic policies of the ACHS Board of Education.
_____	_____	2. Makes use of proper administrative channels for requests and grievances.
_____	_____	3. Is cooperative in the use and sharing of facilities with other programs.
_____	_____	4. Follows school policy in submitting enrollment cards, physical exams, clearance forms and rosters.
_____	_____	5. Maintains facilities and equipment under his/her supervision.
_____	_____	<b>II. PROGRAM RESPONSIBILITIES</b>
_____	_____	1. Works within the basic framework and philosophy of the head sponsor.
_____	_____	2. Attends clinics, workshops, or seminars.
_____	_____	3. Contributes to an atmosphere of cooperation and support.
_____	_____	4. Demonstrates loyalty to program, head sponsor and other staff.
_____	_____	5. Provides appropriate role mode for program staff.
_____	_____	6. Assists the head sponsor in carrying out his responsibilities.
_____	_____	<b>III. STUDENT RESPONSIBILITIES</b>
_____	_____	1. Provides training rules in writing to program members.
_____	_____	2. Provides proper supervision during all activities.
_____	_____	3. Follows school policies regarding injuries.
_____	_____	4. Advises students of potential risks or injuries of the program.

\_\_\_\_\_

\_\_\_\_\_

5. Maintains effective control over student managers.

\_\_\_\_\_

\_\_\_\_\_

6. Cooperates with head sponsor in maintaining clearly-defined discipline policy.

**IV. ADDITIONAL COMMENTS/OBSERVATIONS**

**V. RECOMMENDATION**

\_\_\_\_\_ Recommended for continued assignment.

\_\_\_\_\_ Recommended for continued assignment provided sufficient improvement in areas outlined by plan of remediation.

\_\_\_\_\_ Not recommended for continued assignment.

HEAD SPONSOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ASSISTANT SPONSOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_