

High School District 214

Athletics and Activities Leadership Handbook

2025-2026



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Empowering Students Through Trusted Relationships

Adult leaders play an important role in the heart of District 214. Every practice, rehearsal, game, conversation, and challenge offers a chance to shape students participating in co-curricular activities into confident, resilient, and responsible young adults. Your leadership builds more than skills in a particular co-curricular arena. It builds character, teamwork, and lifelong memories. Students will carry the lessons they learn from you into college, their careers, and life.

Working with students in District 214 is a position of trust and influence. You represent the district on whatever your co-curricular platform may be and throughout the community. Your actions reflect our values and mission. We expect excellence, and we know you deliver it every day with passion, integrity and care.

The handbook exists to support your success. It outlines essential procedures and expectations across four major areas: financial operations, facility use, human resources and safety. Whether you're submitting a purchase request, planning an off-campus trip or supervising a high-attendance event, this guide provides the structure and clarity you need.

Following these procedures helps protect students, ensure fairness and keep programs running smoothly. District 214 takes pride in offering high-quality programs that reflect the strength and diversity of our schools. That work starts with you. You lead students through early-morning practices, exacting rehearsals, evening events and everything in between. You serve as mentors, problem solvers and role models. Your influence is expansive.

We also recognize that great coaching and teaching require support. That's why this handbook is built as a working resource, not just a set of rules. If you spot gaps, unclear directions, or ideas for improvement, we want to hear from you. Your feedback helps make this guide better for everyone.

Thank you for choosing to lead in District 214. We are proud to work alongside you, and we are grateful for the time, energy and heart you bring to this role. You help define the student experience, and your impact matters.

Let's keep building something great—together.

Category 1: Administrative Procedures

Coaches and sponsors in District 214 are responsible for more than athletic or activity outcomes—they serve as leaders, role models, and operational stewards. Each leader is expected to understand and follow the district's administrative procedures, which are designed to ensure consistency, safety, legal compliance, and financial responsibility. The following section outlines the essential administrative expectations in four key areas: Financial Procedures, Facility Rentals and Usage, Human Resources, and Safety and Security.

FINANCIAL PROCEDURES

All coaches and sponsors must adhere to District 214's purchasing and vendor guidelines when using school funds, including board-approved budgets and student activity accounts. Every purchase must be processed through the appropriate administrative channels with prior approval. Staff should avoid using personal funds whenever possible, and only tax-exempt purchases are eligible for reimbursement.

Purchases or vendor engagements must be coordinated with a designated administrator, such as a division assistant, athletic assistant, or bookkeeper. Vendor payments cannot be made unless the vendor has been approved through the district's registration system, and all invoices must include the required documentation, such as purchase order numbers and signatures, before being submitted for payment.

- **D214 Purchasing Manual 7/23** – A comprehensive guide covering how to initiate and process purchases, submit purchase orders, use the district's Amazon account, handle reimbursements, and register new vendors. The manual also provides details on tax exemption, P-card usage, and internal transfers between accounts.

FACILITY RENTALS AND USAGE

Practice and event space must be scheduled through proper channels and approved by school administration. Internal facility requests should be submitted well in advance to avoid conflicts, while any external use, such as rentals by community organizations or third-party groups, must follow the district's formal facility rental process.

Employees are not permitted to provide access to any district facility without prior administrative approval. That includes unlocking doors, sharing security codes, or granting access to outside individuals or groups. All access must be managed through the Operations Department or designated school staff to maintain safety and accountability.

- **Facility Rentals** – A detailed overview of procedures for requesting internal facility use, coordinating custodial support, and managing external rental approvals. This resource also includes timelines, contact information, and event supervision expectations.

HUMAN RESOURCES

All individuals working with students—whether hired as employees, serving as volunteers, or contracted through external organizations—must be fully cleared by the District 214 Human Resources Department before starting their responsibilities. Required steps include background checks, onboarding paperwork, and district training modules.

Volunteer coaches and assistants for any co-curricular activity may not begin working with students until written clearance is received. In addition, all coaches and sponsors must meet the certification and eligibility standards outlined by the Illinois High School Association (IHSA), if applicable. Student academic eligibility, physicals, and health documentation must be verified prior to participation. Coaches and sponsors are also expected to uphold visitor protocols, supervise closed practices appropriately, and follow procedures for any out-of-building or off-campus coaching or sponsorship arrangements.

- **D214 Hiring Requirements Master** – A checklist of required steps for employee and volunteer onboarding, including fingerprinting, HR training, and clearance timelines.
- **IHSA Coaching Requirements** – A list of required credentials for IHSA coaches, such as ASEP/NFHS coursework, CPR certification, and concussion awareness training.

SAFETY AND SECURITY

All coaches and sponsors are responsible for creating a safe environment for students, staff, and spectators. Legal guardianship over students begins at the start of practice, rehearsal, competition or any other co-curricular event and ends only after students are dismissed or safely returned to school. Supervision must be maintained at all times.

Emergency response plans must be understood and implemented consistently. Coaches and sponsors should ensure that students and assistants are familiar with these plans as well. Travel to and from events must follow approved transportation procedures, and weather-related protocols should guide decisions about outdoor activities. In the event of injury, delay, or emergency, coaches or sponsors must contact administration immediately and document the incident according to district guidelines.

Emergency Procedures

Step-by-step instructions for handling medical emergencies, lockdowns, fire drills, and after-hours situations.

- **Large Event Safety Protocol** – Procedures for managing high-attendance events such as football games, including staffing expectations, emergency exit preparation, and coordination with law enforcement.
- **MSL Weather Policy** – Weather guidelines for postponing or canceling events due to lightning, excessive heat, or other hazardous conditions.
- **D214 Administrator on Duty Procedures** – Outlines the duties of administrators on site, including event supervision, communication expectations, and incident response.

Transportation Procedures

Covers student travel policies, including district bus use, supervision standards, and pre-approval requirements.

- **Transportation/Multi-Function School Activity Buses (MFSAB)** – Details on the use of MFSAB (white buses) for travel within district guidelines.
- **MFSAB Alarm Training** – A required video for staff who operate MFSAB (white buses), including training on alarm systems, student safety, and post-trip protocols.

Category 2: Coach/Sponsor Responsibilities and Expectations

Coaches and sponsors in District 214 are expected to lead with integrity, foster positive development, and uphold the mission and values of the district. Clear responsibilities and expectations ensure consistency, safety, and high standards across all co-curricular and athletic programs. Each section below outlines components of a coach or sponsor's role, including links to key tools and policies.

HEAD COACHING AND DIRECTOR/SPONSOR DUTIES AND RESPONSIBILITIES

Head coaches and sponsors serve as the primary leaders for their programs. Responsibilities include overseeing assistant coaches and directors, managing logistics, communicating with families, supervising participants, and ensuring adherence to district and state policies. Administrative expectations such as scheduling, inventory, and volunteer management are part of the role, and duties may vary based on program structure.

COACH REFLECTION TOOL

Self-reflection supports ongoing professional growth. Coaches are encouraged to evaluate their work at the end of each season using a structured tool that helps identify strengths and opportunities for improvement.

District 214 2025 Head Coach Reflection Tool – A self-assessment tool that supports reflective practice and may serve as the basis for end-of-season meetings with athletic directors.

PRE-SEASON AND POST-SEASON MEETINGS

Seasonal meetings provide alignment, clarity, and communication between coaching staff and school leadership.

Pre-Season

Coaches will attend a meeting before each season to review the handbook, align with program goals, and outline operating procedures. These meetings are essential for establishing expectations, sharing program needs, and ensuring a smooth start to the season.

Post-Season

End-of-season meetings serve as a time to reflect on program outcomes, evaluate coaching staff performance, assess athlete leadership, and identify areas for growth. Head coaches meet with athletic directors, while assistant coaches participate in review discussions led by their head coach.

OFF-SEASON EXPECTATIONS

Student engagement and program development continue outside of the formal season. Coaches are encouraged to offer off-season opportunities that support athlete growth, build program culture, and adhere to IHSA and district regulations.

Examples of off-season activities include:

- Summer Camps.
- Under-Level Clinics.
- Open Gyms and Free Play.
- Summer Conditioning.

All activities must receive prior approval and must be supervised appropriately. Coaches should confirm that any off-season programming aligns with governing body guidelines.

SOCIAL MEDIA

All digital communication from coaches and sponsors must reflect the professionalism and standards expected of District 214 employees. Social media use should be limited to appropriate program updates and public communications, not individual conversations with students.

- **Section 5.120: Employee Conduct and Social Media** – Board Policy – A policy reference outlining appropriate online behavior and expectations for all district staff.

COMMUNICATION PROTOCOLS

Clear, timely, and professional communication is essential. Coaches and sponsors must use district-approved tools such as email, Infinite Campus, Remind, or Canvas when interacting with students, families, and staff.

- **Suggested Protocols** – Guidance is available to help staff follow best practices in communication, including message content, tone, and delivery timelines.

PRACTICE AND CALENDAR GUIDELINES

Practice schedules must be developed in consultation with the athletic or activity office. Calendars should be submitted prior to the start of the season and updated as needed. Conflicts with other school events, holidays, and facility use must be considered during planning.

SPORTSMANSHIP GUIDELINES

Promoting positive sportsmanship is a foundational expectation. Coaches model respectful behavior and teach students how to compete with integrity, regardless of the outcome.

Expectations include:

- Respect toward officials, opponents, and teammates.
- Encouragement of student accountability.
- Enforcement of behavioral standards consistent with IHSA guidelines.

EMPLOYEE CONDUCT

D214 Employee Handbook

District 214 expects all staff, including coaches and sponsors, to demonstrate professionalism, integrity, and ethical behavior at all times. Conduct is governed by Board of Education policy and includes expectations for relationships with students, use of resources, and compliance with all applicable laws and codes of conduct.

- **Board Policy 5.120: Employee Conduct** – Coaches and sponsors are required to maintain integrity, demonstrate professionalism, and avoid conflicts of interest or inappropriate relationships. The policy mandates training on child abuse prevention, grooming behaviors, and mandatory reporting obligations. It also prohibits solicitation or acceptance of gifts that could compromise ethics, particularly for school counselors. Violations may lead to disciplinary action, including dismissal.

ATTENDANCE REQUIREMENTS

Presence at all scheduled practices, events, and competitions is a professional expectation. Absences must be approved in advance through appropriate administrative channels.

IN LOCO PARENTIS

Coaches and sponsors assume legal and ethical responsibility for students during all program activities. Supervision begins at the start of practice, rehearsal, competition or event and continues until every student has been released to a parent or guardian.

SUPERVISION OF STUDENTS

Continuous supervision of students is required. Students may never be left unattended during practices, events, or travel. Coaches and sponsors are responsible for ensuring that appropriate supervision is in place at all times.

STATE/NATIONAL GOVERNING BODY REQUIREMENTS AND COMPLIANCE

All programs must comply with policies and expectations set by governing bodies such as the IHSA or ICDA. Coaches and sponsors are responsible for remaining current on all relevant regulations, completing necessary certifications, and ensuring student compliance.

- **IHSA Login** – Access to IHSA's official portal for rules updates, training modules, and program compliance.

ATTENDANCE AT MEETINGS

Per the Education Association (EA) contract, all coaches and sponsors are required to attend seasonal meetings hosted by school administrators. These meetings provide procedural updates, logistical guidance, and key information related to their role.

Additional meetings may be scheduled throughout the year, including those that address urgent matters, and participation is expected as a condition of employment.

Category 3: Program Operations

Strong program operations are essential to the success of District 214's co-curricular and athletic offerings. Coaches and sponsors must ensure all aspects of program management—ranging from vision and compliance to fundraising, purchasing, and travel—adhere to district policies and established best practices. The following section outlines procedures, tools, and expectations that help ensure consistency, accountability, and alignment with the district's educational mission.

D214 CO-CURRICULAR VISION

District 214 Co-Curricular Vision

District 214's co-curricular programs are designed to enrich the educational experience by providing students with opportunities to engage in athletics and other activities that foster personal growth and development. These programs aim to instill values such as responsibility, respect, fairness, trustworthiness, and good citizenship. By participating in co-curricular activities, students enhance their educational journey, develop essential life skills, and prepare to meet the challenges of a changing society.

FUNDRAISING

Fundraising Request Guidelines

Fundraising is a valuable way to enhance student programs and experiences, but all efforts must be conducted responsibly and in accordance with district policies and procedures. The Superintendent or their designee oversees fundraising efforts to ensure they align with District 214 directives and support the educational mission of the school.

Fundraising efforts must:

- Be aligned with the organization's purpose or charitable/educational goals
- Avoid interference with instructional time and school programs
- Prioritize student safety and maintain voluntary participation
- Be supervised by a school staff member if connected to a school-sponsored organization
- Comply with financial accountability measures, including oversight by the student activity funds treasurer
- Follow all Illinois State Board of Education regulations concerning the sale of competitive food and beverage items during the school day on campus, for schools participating in the School Breakfast Program or the National Lunch Program
- Direct funds toward the designated purpose to the maximum extent possible

All fundraising activities require prior approval. Coaches and sponsors must submit the fundraising form in advance and receive full approval before initiating any campaign.

TRIPS AND TOURS

Trip Request Form

Overnight trips must be approved in advance using the designated district form. Coaches and sponsors are responsible for planning logistics, supervising students, and ensuring all travel complies with district expectations. This includes transportation arrangements, lodging, medical considerations, and communication with families.

Only staff and volunteers who have been cleared through Human Resources may supervise students on overnight trips.

Uniforms intended for travel or competition must be reviewed and approved by the building administration before purchase. All apparel must comply with District 214 branding guidelines and reflect the professionalism of the school and program.

PURCHASING AND SUPPLIES

All purchases must follow district procedures and be pre-approved through the appropriate channels. Coaches and sponsors may not use personal funds or make unauthorized purchases on behalf of the program. Use of the school credit card (p-Card), Amazon, and purchase orders must comply with all financial guidelines.

The following resources support compliance with purchasing policies:

- **Financial Procedures** – Describes how to deposit checks, make purchases (Amazon, purchase orders, p-Card), and request reimbursements
- **Purchase Procedure Flow Chart** – Outlines the purchasing process from start to finish
- **Tax Exempt Form** – Ensures purchases are made without tax, which will not be reimbursed
- **Athletic Department p-Card Procedures** – Explains how to access and use the department's school credit card
- **p-Card Approval Form** – Must accompany receipts after use of the school credit card

Purchasing must be coordinated with the appropriate division assistant, athletic assistant, or bookkeeper. Personal purchases made outside the approved process will not be reimbursed.

MSL CONSTITUTION AND PROGRAM-SPECIFIC CODES

MSL Constitution

Programs governed by the Mid-Suburban League (MSL) or other associations must follow all established rules and procedures. League guidelines may cover eligibility, competition standards, conduct expectations, and scheduling protocols.

Head coaches and sponsors are expected to review the most recent MSL Constitution and their sport or activity-specific code before the start of each season.

SPONSORSHIPS AND ADVERTISING GUIDELINES

Sponsorship and advertising agreements must follow Board Policy 8:81 and require district approval before execution. Coaches and sponsors may not accept or solicit sponsorships on behalf of the school or program without prior authorization.

Updates to the administrative procedure are forthcoming and will reflect recent Board action from April 2025. All agreements must align with district branding standards, vendor approval, and processes.

BOARD POLICIES FOR CO-CURRICULARS

All programs operate under the Board of Education policy. Coaches and sponsors are responsible for understanding and following policies related to supervision, eligibility, financial procedures, fundraising, travel, and outside partnerships. The full Board of Education policies can be found on the District 214 website. Below are a few highlighted policies.

Policy 6:190 – Co-Curricular Activities

All co-curricular activities must be approved by the district and contribute to student growth, leadership, or citizenship. Participation is contingent on academic eligibility, and failure to meet academic standards results in suspension from the activity.

Policy 7:240 – Conduct Code for Participants in Co-Curricular Activities

Students must uphold exemplary conduct at all times, on or off campus. Hazing, bullying, and performance-enhancing drug use are strictly prohibited. Violations may result in discipline, including removal from the activity.

Policy 7:300 – Co-Curricular Athletics

To participate, students must meet academic and health requirements, provide signed permission forms, and follow conduct rules and IHSA guidelines. Home-schooled students must meet specific enrollment and credit criteria to be eligible.

Policy 7:305 – Concussions and Head Injuries

The district follows strict concussion management protocols, including return-to-play and return-to-learn procedures. Students suspected of having a concussion must be removed from activity immediately and may only return after meeting all medical clearance steps.

Policy 7:325 – Student Fundraising Activities

Fundraising during school time is limited to approved student and parent organizations. Participation must be voluntary, safe, and aligned with school guidelines, and all funds must support educational or organizational purposes.

Questions about the interpretation or application of policy should be directed to the building athletic or activities office.