



Roger C. Sullivan High School
Athletic Director Handbook
Athletic Director: John Fairley

Hello Parents/Guardians, Student Athletes,

On behalf of Roger C. Sullivan High School, we would like to welcome you to the Athletic Department. We are very excited to have you here at our school and as a part of our Athletic family.

Here at Roger C. Sullivan High School the programs that we have are designed to help our student-athletes learn about integrity, honesty, fighting through adversity, growth, development through on-court and off-court lessons, commitment to the team, school, family, community, and to conduct themselves respectfully on and off the court.

Our Athletic coaches and Staff are here to help with student-athletes in all of these areas and more. Their commitment to the players, school, team, and community would help our athletes grow academically, athletically, and professionally. They have developed a challenging yet caring and supportive environment.

Here at Roger C. Sullivan High School, our expectations are the same that you should already have with your family. Respectful, loyal, reliable, trustworthy, responsible, and disciplined are some of the values we hold near and dear to us and we have the same expectations as our student-athletes.

We are excited to have you here as a part of the Sullivan Athletic Department. We are looking forward to a tremendous year in athletics. We want to let you know if you need anything please feel free to reach out to me or any of the coaching staff. Welcome to the Sullivan High School Athletics Family.

John Fairley
Athletic Director

Athletic Purpose:

To have an environment that encourages athletes to learn and develop on and off the playing field/court. Creating an environment that is relaxed and conducive to learning is important. When dealing with highly motivated and committed athletes the level of individual communication is important, allowing them to provide input to help deliver the program that is specific to their development.

Participation in athletics is considered an extension of, although separate from, the regular school day. While the regular curricular program is a right afforded to each student, participation in the athletic program is a PRIVILEGE, and as such carries substantially increased expectations beyond those applicable in the daily classroom situation. The Athletic Code of Conduct is established for young people taking part in these programs.

Athletic Department Objectives:

- To provide an attractive program for the student-athlete.
- Provide the student-athlete with an enjoyable and rewarding experience.
- Make player safety and welfare our highest priority to give quality instruction in the fundamentals of each sport offered.
- Specific athletic skills and strategies.
- Sportsmanship, ethical conduct, and fair play are integral parts of the secondary school curriculum.
- Inspiring all athletes to give their highest effort in the classroom, as well as, on the playing field/court.
- To stress the importance of self-discipline in both the classroom, the community, and on the field/court.
- Teach our athletes that dignity, self-worth, and self-esteem are achieved through hard work.

- To create a positive school climate that is enhanced when student-athletes and the remaining student population work together as a team to represent their school in an interscholastic competition.
- Develop concepts of goal attainment through hard work and rigorous self-discipline, and provide a vehicle for the development of interest in curricular school programs and for post-secondary educational opportunities to make the athletic program a source of both school and community pride.
- Help each athlete to interact positively with faculty, community, and fellow students.
- Make the team a positive influence on all who come in contact with it.
- To demonstrate the social competence of operating within a set of rules, thus gaining respect for the rights of others, and an understanding that penalties follow rule violations.

Student-Athlete Goals:

We would like to develop each student-athlete to the next skill level based on what level they are currently at. We want student-athletes to be confident in themselves when they are competing amongst themselves as well as other teams. We would like to have a developmental process for all student-athletes in sports and life. The importance of each student-athletes growth in the classroom and athletics from year to year is a top priority here at Sullivan High School.

Team Policies

Eligibility Requirements:

It is a state law that athletes meet certain academic requirements to be eligible for IHSA athletic competition. Sullivan emphasizes the “student” in student-athlete. Students’ grades are checked every week during each athletic season.

“They shall be doing passing work in at least twenty-five (25) credit hours of high school work per week. Physical Education can be used as a .50 credit class to meet the 25-credit hour requirement, even if the member school is giving academic credit less than .50 or no credit at all. Students must be passing Physical Education in order to use the class towards academic eligibility.” – IHSA Policy

Additionally, “high school students who wish to participate in athletics, but cannot attain or maintain this grade point average is required to participate in an Individual Study Plan (ISP)” (CPS policy).

Trying Out for a Team if Ineligible:

A student-athlete who is ineligible for athletic participation at the time team tryouts are held will be allowed to try out for the team. It should be clearly explained and

understood, however, that the possibility of that student-athlete not regaining eligibility status and the probability that the student-athlete will miss some interscholastic competition and, therefore, perhaps adversely affect team performance and team accomplishment, will be a major consideration on behalf of the coaching staff when selecting team members.

Remaining on a Team After Being Declared Ineligible – It is entirely possible that a student-athlete will be eligible when trying out for a team, will make the team, and will become ineligible after making the team, either before or after the season has started. If this occurs, the student-athlete will, of course, be ineligible for the prescribed time. The student-athlete will remain on the team roster until he/she/they are able to re-establish eligibility.

Practicing with the Team if Ineligible – Generally speaking, ineligible student-athletes should be spending time correcting situations that rendered them ineligible. Therefore, it would be advised for student-athletes not to be practicing with the team regularly and they cannot accompany the teams to interscholastic contests. There are times, however, when coaches need these student-athletes at practice for the sake of team continuity. The discretion of the coach, with the concurrence of the Athletic Director, will dictate the necessity and frequency of the attendance of a student-athlete at practice.

Participating in summer workouts, practices, and camps while ineligible will be at the coach's discretion with the approval of the Athletic Director.

Attendance:

The Athletic Department expects our athletes to attend practice regularly, meetings and games and adhere to specific attendance requirements for each sport (This includes injured players if capable). We firmly believe that if an athlete is to attain their fullest potential, daily attendance at practice is essential. Non-attendance may result in suspension from contests and/or dismissal from the squads.

Athletes may not participate in practice or contests unless present at school for at least six (6) periods. This only covers **EXCUSED ABSENCES**, such as doctor appointments. You must be present for an entire school day otherwise. Any athlete who ditches a class will not be allowed to participate in any game/meet/event.

No player will be excused from practice unless he informs the coaches of his legitimate excuse 24 hrs. before practice. If the coaches are not informed beforehand, it is considered an unexcused miss, no matter what the excuse was. A coach should be told in person (i.e., not by your teammate). Being on the absent list from school is considered as informing the coach (provided that your absence from school is excused).

Physicals:

All students participating must have a yearly physical exam by a licensed physician dated after June 1 before tryouts or practices.

Costs involved in physical examinations are to be borne by the individual athlete unless prior arrangements are made and approved by the Principal and Athletic Director.

Bus Policy:

- The Head Coach or Assistant Coach designee must supervise any field trip.
- Head Coach or Assistant Coach should have Emergency GO Kit
- The Head Coach or Assistant Coach must take the role – in duplicate. One list must be with the coaches on the trip, and one list must be left in the Main Office before the trip departure.
- The student-athletes must ride the bus going and returning to school. If a student is being transported back from the event by his/her parent, or legal guardian, they must sign the CPS Student Travel request. A student must not be released to anyone else.
- Only team personnel may ride the bus.

In the event of a bus, emergency coaches are responsible to speak with all parents of the team to ensure that their student-athletes are safe. Coaches must inform the AD and continue to give updates until the team arrives back at the school. (Players can call but coaches/adults need to speak to parents)

Medical:

Our first priority is the safety of our athletes. The Athletic Department and coaching staff understand that sports-related injuries do occur. If an athlete is injured, he/she must report the injury to the coach and/or Athletic Director! Should an athlete see a physician for an injury, he/she must have a **WRITTEN RELEASE** signed by that physician allowing the athlete to resume participation in any athletic activity--including practice and competition! If a student is excused from P.E. for medical reasons, he/she cannot participate in athletics until cleared by the physician in writing.

Team Captains:

These players are selected based more on leadership, ethics, integrity, and knowledge. The selection of team captain isn't solely based on athletic ability because that doesn't always mean leader on and off the court. The Team Captain's responsibilities are as follows:

- To lead, support, inspire and represent the members of their appointed team fairly and consistently at all times.
- Abide by the schedules set by the coaches.
- Be fully prepared and on time for practices and games, taking into account time for travel to practices and visits to the Athletic Trainers.

- Not make conflicting appointments during practice or game time, even during long vacations and preseason.
- Go over the practice and game schedules with their parents.
- Use free time in school responsibly (to see teachers and get ahead on homework).

Code of Conduct:

Both the student-athlete and their parent/guardian must sign a "Code of Conduct" form to be eligible for athletics. We expect all of our student-athletes to adhere to that Code of Conduct to maintain their eligibility and continue the privilege of participating in athletics at Sullivan.

Anti-Bullying Policy:

Bullying in any form is neither tolerated nor consistent with any spiritual, educational, or athletic goal at Sullivan High School. Bullying in any form will not be tolerated and result in disciplinary actions. Students who choose to initiate and/or participate in bullying activities of any kind will be subject to intervention and/or disciplinary action. Consequences can include loss of designated school privileges and opportunities, suspension, expulsion, or legal action by the police and/or courts.

Anti-Hazing Policy:

Hazing in any form is neither tolerated nor consistent with any educational or athletic goal at Sullivan High School.

“Hazing” refers to any activity expected of someone joining a student organization that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate.

Hazing activities are generally considered: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups, and settings. Typical hazing practices would include: personal servitude; sleep deprivation; restrictions on personal hygiene; yelling; swearing; insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such substances on one’s skin; brandings; physical beatings; binge drinking and drinking games; sexual stimulation and sexual assault.

Any activity that intimidates or threatens the student with ostracism that subjects a student to extreme mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school is considered Hazing.

Any activity that causes or requires the student to perform a task that involves a violation of state or federal law or Sullivan High School policies or regulations is considered hazing.

Hazing in any form will not be tolerated at Sullivan High School and will result in disciplinary actions. Consequences can include loss of designated school privileges and opportunities, suspension, expulsion, or legal action by the police and/or courts.

At the Game:

Spectators at athletic events are always welcome and are considered to be an important, supportive component of the athletic program. Student-athletes from both teams should expect and receive respect and support from spectators, regardless of the spectators' affiliation with the student-athlete or the school. Proper behavior on the part of spectators is always appreciated and provides a good behavior model for all in attendance at an athletic event.

To assure that student-athletes are not distracted by or discouraged by spectator behavior at home and /or away games, any spectator using or shouting inappropriate or abusive language will be removed from the sports activity venue and may be subject to suspension in future events. Additionally, if groups of student or adult spectators shout profanities or use abusive language, the Athletic Director will announce to the spectators, or direct the Stadium Director to announce that continued inappropriate behavior or verbal and/or gestural abuse will cause the game to be halted and possibly ended.

Any spectator committing a physical or verbal action that in any way could affect the safety of players or other spectators will be removed from the sports facility/venue and may be charged with disorderly conduct. This applies to Home and Away games for all student fans

Student-Athletes Behavior:

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the principles: of trustworthiness, respect, responsibility, fairness, caring, and good citizenship. This applies to all student-athletes involved in interscholastic sports at Sullivan High School.

On Campus, Game Transportation, Team Functions, and Games: As student-athletes, we are representing parents, families, and Sullivan High School, We expect all players in our program to behave maturely and responsibly. Being disrespectful to teachers, administrators, school personnel, parents, and other players will not be tolerated. Being a part of Sullivan Athletics is a privilege and with that privilege comes a responsibility to represent the team appropriately at all times.

Student-Athletes on any team is a leaders and an ambassador of the Sullivan High School Athletic Program- both on and off the court. You will be expected and held accountable to demonstrate these leadership qualities in all phases of your life. Failure to meet this expectation will result in practice/game consequences. ■

Any student-athletes that are removed from any contest by an IHSA official will be suspended for the following contest. If that same student-athletes is removed from a second contest they will be suspended for the remainder of the season.

RULES FOR ATHLETIC PARTICIPATION:

Participants in athletic activities at Sullivan High School will be obligated to observe the School Policy as well as the following established requirements.

Participants must refrain from:

1. Possession, consumption/use, purchase, distribution, or sale of tobacco products.
2. Possession, consumption/use, distribution, or purchase of alcohol. Possession is also considered to be any presence while illegal transportation is taking place.
3. Possession, consumption/use, distribution, or purchase of controlled substances, steroids, look-alike drugs, or related paraphernalia. Possession is also considered to be any presence while illegal transportation is taking place.
4. Theft, possession of stolen property, or vandalism.
5. Acts of violence, or other illegal acts in this or any other jurisdiction. Specific acts of violence include: demonstrating aggressive behavior, fighting, and physical assaults. Significant acts of violence within these categories as determined by school administrators can result in a move from a 1st offense to a 3rd offense.
6. Attending a function where there is illegal consumption of alcohol, use of controlled substances, steroids, or look-alike drugs. (See Attendance under 1st Offense)
7. Sale, distribution of, or providing a location for the illegal consumption of alcohol, steroids, or controlled substances. **On the first offense of the code, such a violation will carry a 2nd offensive consequence.**
8. Suspicion of driving under the influence or impairment of alcohol or controlled substances. For purposes of the Athletic Code, a legal finding of driving under the influence is not necessary for a finding of a violation of this paragraph. **Based on zero tolerance for use, such a violation will carry a 3rd offensive consequence.**
9. Hazing in any athletic activity or any school program.
10. Harassment and/or bullying in any athletic activity or school program.
11. Maintaining or being identified on a blog or social network site, which depicts illegal and/or inappropriate behavior, will be considered a violation of this code. This also includes cyberbullying and/or harassment on any internet or social media site.

12. Getting suspended from school for any reason. Student-athletes are expected to be role models for the rest of the student body.

13. Knowingly attempt to harm or injure an opponent through the use of proper or improper techniques.

NOTE: Violations of the above are considered together in terms of determining 1st, 2nd, and 3rd offenses, and are cumulative over a student's high school career.

CONSEQUENCES FOR ATHLETIC PARTICIPATION CODE VIOLATIONS

A. 1ST OFFENSE - *Suspension from athletic participation for 25% of regularly scheduled contests.*

The participant may be required to practice/meet with his/her/they team during this period of suspension

Participation is at the coach's discretion with the approval of the Athletic Director

Carry Over: If the season for an athletic activity does not allow the participant to successfully complete the suspension, the suspension will carry over to the next sport the student participates in or to the next season in which the student participates. No awards for the participant will be given until the suspension is completed.

Self-Admission: Self-admission of any behavior that could be construed as a violation of the Code without the knowledge of civil or school authorities may result in the consequences for a 1st Offense being waived or reduced. The purpose of this option is to provide a mechanism by which the participant can receive assistance.

Attendance: A participant who violates #6 above and for whom there is deemed sufficient proof of non-use, shall be suspended for one contest or one week, whichever is appropriate, for the sport/activity. *A 2nd attendance offense has the same consequence as a 1st offense involving consumption.

B. 2ND OFFENSE - *Suspension from athletic participation for 50% of regularly scheduled contests.*

*The participant may be required to practice/meet with his/her/they team during this period of suspension.

Participation is at the coach's discretion with the approval of the Athletic Director*

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Before regaining eligibility from a 2nd offense violation, participants must arrange for and hold a meeting involving the participant, parent/guardian, Athletic Director, and coach overseeing the program. The purpose of this meeting will be to discuss efforts undertaken by the student and family to correct problems. Failure to hold such a meeting will result in continued suspension from the activity for up to one calendar year.

If less than three-fourths of the regular season remains, this will result in dismissal from the team or activity. Participants may not compete or practice and will receive no school award. The participant will remain suspended from interscholastic competition or activity season for the balance of the suspension remaining from the season during which the violation occurred. Students suspended at the second step, where less than half of the regular season remains, may continue to participate with the team. However, inappropriate behavior as determined by the coach and administrator in charge may result in dismissal from the team.

C. 3RD AND SUBSEQUENT OFFENSES - The participant is suspended from athletic participation for one calendar year. Plus 150 Hours of Community Service

Participants may not compete or practice and will receive no school award. The participant will remain suspended from interscholastic competition or activity season for the balance of the suspension remaining from the season during which the violation occurred. Parents/guardians may request a hearing for student-athlete reinstatement with the Athletic Director. Approval for reinstatement must be a unanimous vote from the administration, Athletic Director, and Coaching Staff of the respected sport or activity. Student-athletes will be allowed to speak in the hearing to give the reasoning for their reinstatement into athletics.

4TH AND SUBSEQUENT OFFENSES - Permanent ineligibility

Parents, Guardians, or Student-athletes may request a hearing for reinstatement one year from the date of the violation. *Having a hearing does NOT mean student-athletes will be granted reinstatement into the athletics program.*

If both the first and second violations involve substance abuse, the student will be required to attend an accredited substance abuse counseling/rehabilitation program before being allowed to return to athletics.

Process of Review and Parental Notification

Once administrators have determined that a violation has occurred, the parents of the student involved will be notified orally or in writing. The parents have a right to have the decision reviewed by the principal, whose determination is final. Both the athlete and their parent/guardian must sign a "Code of Conduct" form to be eligible for athletics. We expect all of our athletes to adhere to that Code to maintain their eligibility and continue the privilege of participating in athletics at Sullivan High School



Roger C. Sullivan High School

Code of Ethics

I will encourage good sportsmanship from fellow players, coaches, officials, and parents at all times.

I will do the best I can each day, remembering that all players have talents and weaknesses the same as I do.

I will not knowingly attempt to harm or injure an opponent through the use of proper or improper techniques.

I will properly maintain any equipment in good working order issued to me and report any defects to the coaches, athletic trainer, or equipment coordinator.

I understand that the administrators, coaches, and medical staff hold my health and safety first and foremost in their minds.

I will treat my coaches, other players and coaches, game officials, other administrators, and fans with respect at all times; regardless of race, sex, creed, or abilities, and I will expect to be treated accordingly.

I will play by the rules at all times.

I will at all times control my temper, resist the temptation of retaliating, and always exercise self-control.

Alcohol, illegal drugs, and unauthorized prescription drugs shall not be possessed, consumed, or distributed before, during, or after any game or at any other time at the field and/or game complex.

I have read and understood the Sullivan High School Athletic Code of Conduct, and I agree to the terms of the Code.

I understand that I will be held to this Code for the entire calendar year, whether or not the school is in session, and whether or not it occurs on campus or off.

I also understand that the student-athlete must fulfill the academic requirements set in this Code, or they will be ineligible for the next semester.

I understand that it is a privilege to represent my school in athletics and will accept the consequences of my actions that fall under the Code.

Finally, I am familiar with the Chicago Public League bylaws of my sport(s) and will abide by these rules.

Student-Athlete Name _____

Student-Athlete Signature _____

Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Phone _____

Date _____