

2025-2026 Vienna High School Athletic Coaching Handbook

Vienna High School Athletic Program Vision Statement

Through providing opportunities for healthy competition, Vienna High School interscholastic athletics strives to foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete.

Purpose

This handbook was designed to aid coaches in the preparation, leadership, and maintenance of a quality experience for the youth who participate on Vienna High School's athletic teams. This handbook does not cover every situation or problem that may arise during the course of a particular coach's experience.

Statement of Board of Education Interest

The Vienna High School (VHS) interscholastic athletic **program** shall be conducted in accordance with existing Board of Education policies, rules, and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

Chain of Command

Step 1: Individual Student - Coach Contact

The student involved is to speak to the coach about the problem as soon as possible.

Step 2: Parent/Student - Coach Contact

The parent/student should set a time to meet individually with the coach.

Meetings will not be scheduled:

- 24 hours prior to or immediately following a contest,
- during an active practice session, or
- during a time when other coaches, parents or athletes are present.

Step 3: Parent/Student - Athletic Director contact

If satisfactory resolution is not reached through direct contact with the coach, the parent/student athlete should contact the athletic director. If the meeting with the parent/student athlete and athletic director does not result in a satisfactory conclusion, the athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

Any comments, concerns or issues brought to the attention of the Athletic Director will be addressed. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.

Step 4: Parent/Student Athlete- Administrator/AD/Coach contact

If after Step 3, satisfactory resolution has not been reached, the parent and student athlete should contact the building principal and or superintendent.

Step 5: Parent/Student Athlete – Board of Education

If there is no resolution at Step 4, the parent/student athlete must ask to be put on the board agenda to address the Board of Education in executive session in an effort to resolve the issues.

Roles of School Personnel in Relation to Athletics

The Board of Education approves recommendations of the Superintendent of Schools regarding policy, budget, and staffing of the athletic program. It also directs the Superintendent of Schools to review policies and practices of the athletic program.

The Superintendent of Schools is the employee who is ultimately responsible for all phases of the athletic program. He/She delegates his/her authority for the administration of the interscholastic athletic program through the high school principal to the athletic director.

The High School Principal is responsible for all activities affecting students in his/her building. He/She delegates his/her authority to direct the interscholastic athletic program through the athletic director.

The Athletic Director is responsible for direct implementation and interpretation of the policies of the Illinois High School Association (IHSA), the Board of Education, Vienna High School, and the Black Diamond Conference, as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities. He/She also maintains schedules of facility usage and contests, files of contest contracts, officials' contracts, student eligibility, and others as directed by the principal.

The Head Coach is entirely responsible for the guidance of students in their charge. He/She instructs athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. He/She also models and instructs in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. He/She also works within the framework of the goals of the school system, the policies and procedures of the IHSA, the Board of Education, Vienna High School, and the Black Diamond Conference, as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities.

Assistant Coaches fulfill the aims and objectives of the sport program as outlined by the head coach and school administration. They assist head coaches in instructing athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success. They support the head coach in modeling and instructing in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. They also support the head coach in working within the framework of the goals of the school system, the policies and procedures of the IHSA, the Board of Education, Vienna High School, and the Black Diamond Conference, as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities.

Affiliations

Vienna High School is a member in good standing of the **Illinois High School Association (IHSA)**, which serves as the authorized representative of the Department of Education in the supervision and control of the interscholastic athletic activities of high schools in the state. The purpose of the IHSA is to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state. As a member of the IHSA, Vienna High School agrees to abide by all of the IHSA by-laws, rules and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and conduct character and discipline of athletes. The official publications of the IHSA can be accessed at www.ihsa.org; these publications shall serve as the instrument for periodic communication between the state association and its member schools.

Vienna High School is a member of the **Black Diamond Conference**. The conference was established to encourage member schools to improve their extra-curricular programs. The value of conference membership is derived from arranging of schedules, equalizing competition, conducting league meets, and general upgrading the activities program by adhering to conference standards and goals. The high school principal or designee shall represent Vienna High School at all conference meetings where official business is

conducted. The athletic director will serve as the school representative in the day-to-day operations of the conference. Head coaches will be expected to attend all conference meetings that pertain to their sport.

Checklist of Responsibilities of Head Coaches

Pre-Season Responsibilities (before the first scheduled practice)

- View an IHSA rules interpretation meeting (if applicable). The IHSA requires that coaches view this meeting annually.
- Plan and hold a coaches' meeting (if applicable). Invite employed and volunteer coaches to discuss expectations, roles, and goals.
- Confirm that the program's published schedule corresponds to the program's contracted events (found in the athletic office). Notify the athletic director of any inconsistencies.
- Collaborate with other coaches who are in-season to determine facility space for practices. Saturday facility time slots are also available. Space priority will be determined first by in-season sport, then by varsity level, then by JV or fresh/soph level, then by freshmen level. Boys and girls teams of the same sport and level must receive equal time in primary facilities. Secure facility space through a face-to-face meeting with athletic director.
- Plan and hold an organizational meeting for prospective participants and their parent(s)/guardian(s). Secure facility space (if needed) through a face-to-face meeting with the athletic director. Publicize the meeting by submitting an email to athletic director by 2:00 PM the day before to be included in the daily announcements.
- Develop an accurate roster of participants. Create a directory of participants' parents' names, phone numbers, email addresses, home addresses, and other pertinent information (i.e. medical conditions that may impact the participant's training). Include uniform numbers, positions, heights, and weights (as applicable for public address announcer and media personnel).
- Determine whether any participants are involved in other activities during the season. If so, meet with the other coach or sponsor to determine at which practice sessions and contests/events the student will attend. In the event a student is scheduled for a practice and a contest/performance on the same day or evening, the contest/performance should always take precedence with no penalty to the student in the activity in which he/she cannot participate. In the event a student is scheduled for activities of equal classification (i.e. two practices/rehearsals or two contests/performances occurring simultaneously) the student shall be allowed to make a choice without pressure or penalty from either of the coordinating adults of the two activities.
- Inventory the program's supplies and equipment. Follow the purchasing procedures and submit a purchase order (located in the athletic office) for equipment to the Athletic Director. Purchase orders for funds from the program's budget must be submitted by May 1. Coaches need to follow the uniform and equipment rotation schedule. Coaches who want to fundraise on behalf of their individual teams must clear the fundraiser in advance with the athletic director to ensure the efforts will not interfere with other fundraising activities.
- Plan and hold a captain's meeting (recommended). Invite captains and assistant coaches to discuss expectations, roles, and goals.
- Plan and hold a parent meeting. The overall objective of a coach-parent meeting is to improve parents' understanding of high school sports. Plan for an hour-long meeting, but be prepared to go a little longer if needed. The meeting does not have to be elaborate to be successful. However, the importance of being well prepared and organized cannot be overemphasized. To improve organizational quality, a written program outline should be developed and followed. The meeting should be scheduled as early in the season as possible – the sooner the better. A letter of invitation should be used to notify parents. Include brief statements about the objective of the meeting, its importance, and information about the date, time, location, and directions. Follow-up telephone calls are recommended to remind parents about the meeting.

In-Season Responsibilities (from first practice to last contest)

- Issue uniforms and equipment to participants.

- Report roster changes to the athletic director within 48 hours of any changes.
- Submit required reports on the IHSA website. Click on the **Schools Center** link and use your IHSA login and password that was provided during the annual coaches' meeting.
- Keep accurate records of equipment issuance.
- Refer special student concerns to appropriate school officials/professionals:
 - Medical illness: contact parent/guardian
 - Psychological: contact a guidance counselor
 - Behavioral: refer to the VHS student handbook and extracurricular code of conduct
 - Alcohol/Drug: contact counselor, athletic director, and parent/guardian; refer to the VHS student handbook and extracurricular code of conduct
 - Child advocacy: **all school employees are federally mandated to report suspected child abuse. You must call IDCFS Child Abuse Hotline at 800-252-2873 AND notify the building principal IN PERSON that you made such a call to DCFS and why you did so.**
 - Any student violation of the extracurricular code of conduct must be reported in writing to the athletic director as soon as the coach is made aware of a situation.
- Maintain locker room, gym, field house, and facility security by locking all doors and turning off all lights to each facility after its use. **Do not leave lights on and doors unlocked; assuming that another team will be arriving soon.**
- Plan for and report to the principal's secretary by email any necessary early releases from school/class for students to participate in a contest. Early releases may be requested only for contests that require travel. Include the name and location of the event, the participants' names, and release time. When determining the release time, work backwards forty-five minutes from the contest's start time, subtract time for travel to the contest, and subtract ten minutes for students to get from their classes to the bus. The principal's secretary will notify all staff members.
- Report contest results to local media personnel/conference personnel as soon as possible after each event.
- Enforce participant eligibility. Inform participants and their parents when participants become academically ineligible. Review the academic eligibility requirements with participants and provide resources for academic improvement.
- Assist athletes in the college recruitment process. Refer to the NCAA website for additional information.
- Report cancelled away contests to the athletic director immediately.
- Within 24 hours of an injury, report participants' injuries as a result of practicing/competing to the athletic director.
- Within 24 hours of an accident, report participants' injuries as a result of accidents by submitting a complete accident report form to the superintendent's office. Immediately make a contact to the student's parent/guardian.

Post-Season Responsibilities (after the last contest)

- Implement a procedure to ensure that each participant returns all uniforms and equipment that was provided by the school.
- Keep an accurate record of returned uniforms and equipment and report lost or damaged equipment to the athletic director. Equipment and uniform inventory should be completed prior to and after the season.
- Ensure that all equipment is washed, repaired, and safely stored; make arrangements for receipt of equipment during the off-season, if sent to a commercial repair company.
- Vacate locker rooms at the conclusion of the program's season. Ensure that program's areas are returned to pre-season condition and ready for the next program's season.
- Submit a list of participant awards to the athletic director (varsity letter winners, final roster).
- Order special awards for an awards banquet.
- Submit a list of special awards to the local media after the program's awards banquet.
- Submit an Annual Sport Report to the athletic director within 15 days after the program's last contest. You may also include a self-assessment, parent assessments, and athlete assessments with your report.
- Submit any requested changes for next season's schedule to the athletic director within 15 days after the program's last contest.

Transportation of Student-Athletes/Participants

- All student-athletes/participants must be accompanied by the coach or Vienna High School approved supervisor in any contest or event that is sponsored by Vienna High School, the Illinois High School Association, or any other State or National sanctioned body in which the student-athlete/participant is representing Vienna High School.

Students must ride with the team unless previous arrangements have been made. *Students who choose to ride to or from a contest with a parent must have signed parental consent form turned in to the coach prior to the student athlete being released to a parent.*

Extra Curricular Employment

An individual approved to coach in Vienna High School (who does not hold a teaching certificate) may, upon completion of one year in the approved coaching assignment, continue to coach in that position in Vienna High School for subsequent years without renewal of IHSA approval, provided the individual continues to meet these requirements and is reemployed annually by the local Board of Education.

- a. Extra-Curricular Assignment Procedures - The following regulations will be in force when coaching/sponsor vacancies arise:
 - 1) The administration shall survey the coaching/sponsor staff in February of each year to determine coaches/sponsors intentions for the following year.
 - 2) At the March/April Board of Education meeting, recommendations for coaching/sponsor assignments for all Fall and Winter sports will be made. Coaches of Spring sports will be notified in May that contracts for Spring sports will be awarded in June/July after completion and evaluation of their current season.
 - 3) When vacancies develop or new positions are added to the coaching/sponsorship staff, the following actions shall be taken:
 - a) The administration shall post the position to determine whether currently assigned staff members have interest in the positions.
 - b) Once interested candidates are identified, the administration, in consultation with the head coach/sponsor, shall determine whether the interested persons possess the minimum qualifications necessary to perform the responsibilities of the positions.
 - c) The administration shall then notify interested candidates whether or not further consideration will be extended based upon individual qualifications.
 - 4) Terms of Coaching Contract - All coaching assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule.
 - 5) Each head coach/sponsor shall schedule a conference with his/her athletic administrator no later than 30 calendar days after the final contest of the season to evaluate the program.
 - 6) The coach/sponsor shall evaluate assistant coaches/sponsors in writing to the principal and athletic administrator.
 - 7) The athletic director has the responsibility of recommending to the superintendent coaching assignments for the next school year.
 - 8) Subject to requirements of law, the Board of Education has final authority for employing or discontinuing employment of coaching personnel.
- b. Non-faculty (Walk-on) and Volunteer Coaches Guidelines

- 1) Coaching positions that are filled by a person who is not a certified faculty member of the Vienna Community Unit School District present some unique problems in the administration of that program, namely:
 - a) Recruiting, selecting, orienting and supervising non-faculty coaches/extra-curricular sponsors.
 - b) Communication between the athletic administrator and the coach/sponsor.
 - c) Limited school day and interpersonal relationship between the player and the coach.
 - d) Philosophical difference concerning academics, program goals, bench decorum and public relations with parents and fans.
 - e) Time conflicts between that coaches/sponsors occupation and coaching/sponsorship responsibilities
 - f) Filing reports with the administration and collecting, care and storage of equipment are not a priority of the non-faculty coach/sponsor.

- 2) The non-faculty coach/sponsor needs to place special emphasis on the philosophies, goals and objective of the Vienna High School by
 - a) Meeting the qualifications required;
 - b) Meeting with the administration prior to the start of the season for orientation/indoctrination in the policies and regulation contained in the extra curricular handbook. (All non-faculty coaches must attend this meeting prior to the start of their sport season);
 - c) Calling the athletic office or administrative daily or as determined on a prearranged basis with the administration;
 - d) Attending all program staff meetings or holding periodic conferences with the head coach, athletic administrator or administration;
 - e) Following all procedures specified in the respective coaches /sponsors job description;
 - f) Setting aside time before or after practices to meet individually with team members;
 - g) Conferring with the athletic director/administration during last week of season to discuss the awards banquet, end of season reports, returning of keys and the collection, cleaning, repair and storage of equipment;
 - h) Establishing communication with parents and athletes.

- 3) Volunteer Coaches must have appropriate paperwork on file at Athletic Offices prior to contact with student athletes. Forms include but are not limited to:
 - a) Illinois State Police Criminal Background and Fingerprinting form
 - b) Volunteer Coaches' Form (must be signed by Athletic Director, Head Coach, and Building Principal
 - c) Proof of completion of IHSA approved coaching certification course or a four-year college degree
 - d) Medical Physical Examination

- c. Non-discrimination Policy - It is the policy of this district to provide, through a positive and effective affirmative action program, equal opportunities for employment, retention and advancement of all people regardless of age, color, creed, national origin, political affiliation or gender.

The purpose of this policy is

- 1) To provide all students with an opportunity to relate, cooperate and learn with members of various racial and ethnic backgrounds and to increase knowledge and enhance multi-cultural understandings;

- 2) To provide equal opportunities to all students for participation in all of the educational programs under the direction of the school system, including extra-curricular activities;
- 3) To ensure equal opportunities for the employment, promotion and transfer of all persons. The Board of Education encourages all personnel in the school district to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all people regardless of race, color, creed, national origin, political affiliation or gender.

Therefore, the Board of Education establishes a program of affirmative action to ensure that all personnel policies relevant to recruitment, employment and promotions of employees of the school district will provide equal opportunities for all persons in order to achieve these goals.

Vienna High School

Head Coach Evaluation

Coach: _____

Sport: _____

4=Excellent

3=Proficient

2=Needs Improvement

1=Unsatisfactory

ADMINISTRATIVE RESPONSIBILITIES:

___ Cooperates with the Athletic Director regarding preseason paperwork (rosters/IHSA compliance) prior to the first practice.

___ Keeps up to date with accident reports and other necessary paperwork throughout the season (maintains current roster and eligibility).

___ Communicates with assistant coaches in regards to roles, duties, and expectations.

___ Watches IHSA Rules Interpretation video, fills out season summary in IHSA School Center, & rates officials in a timely manner.

___ Abides by all relevant Board of Education policies, Administrative, and IHSA policies.

___ Follows district fundraising policies and proper budget & purchase order procedures.

___ Demonstrates care of school facilities, maintaining, issuing, and collecting equipment.

PROFESSIONAL AND PERSONAL RELATIONSHIPS:

___ Develops a positive rapport with the athletic coaching staff.

___ Is appropriately dressed at all practices and games.

___ Cooperates with the newspaper, radio, television, and other interested groups.

___ Demonstrates enthusiasm for working with high school athletes.

___ Communicates effectively with athletes and parents.

___ Promotes all school activities and encourages students to participate in a variety of activities.

___ Shows an interest in the athletes' academic success.

___ Supports team, as well as, individual accomplishments.

___ Sets a good example for others (athletes, non-athletes, & community).

COACHING PERFORMANCE:

___ Coordinates and oversees all levels of the program, provides direction and works with assistants and junior high coaches to develop a good foundation and continuity in the entire program.

___ Conducts self in a professional and sportsmanlike manner at all times.

___ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.

___ Develops a well-organized practice schedule with specific objectives for each practice.

___ Provides proper supervision in the locker room and on bus trips.

___ Uses personnel and strategies effectively in games.

___ Communicates with the A.D. any disciplinary action taken (by coach) that could result in suspension or expulsion from the team.

___ Maintains effective individual and team discipline at practice and in games.

___ Develops integrity within the coaching staff and works to make better coaches.

ATHLETIC DIRECTOR COMMENTS:

HEAD COACH SIGNATURE/DATE: _____

ATHLETIC DIRECTOR SIGNATURE/DATE: _____