

# O'FALLON PANTHERS



# ATHLETIC HANDBOOK

2011-2012



“As you engage in sports, you’ll be inspired to develop an attitude of determination, teamwork, persistence, and self discipline.  
You will increase your appreciation of life-long education”

“Good academics combined with athletics is about winning in life”

- taken from NCAA Guide for the College Bound Student-Athlete

O’Fallon Township High School  
Athletic Department  
600 S. Smiley  
O’Fallon, IL 62269  
Phone: 618-632-3507 x 208  
Fax: 618-632-1625

[www.ofallonsports.com](http://www.ofallonsports.com)

For more information, schedules, driving directions to away games,  
and to sign up to receive schedule change notifications to your e-mail, pager,  
or cell phone check out the above web page.

Todd Moeller, Athletic Director  
[moellert@oths.us](mailto:moellert@oths.us)

Erin Legendre, Assistant AD  
[legendree@oths.k12.il.us](mailto:legendree@oths.k12.il.us)

Cory Patton, Assistant AD  
[pattonc@oths.k12.il.us](mailto:pattonc@oths.k12.il.us)

Ann Hankins, Administrative Assistant  
[hankinsa@oths.us](mailto:hankinsa@oths.us)

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## **I. MISSION STATEMENT AND VISION**

### **OTHS Athletic Department Mission Statement:**

*“To inspire and equip the athletes of OTHS to excel in athletics while developing good character for life.”*

### **Vision:**

*“In successful completion of this mission we will have developed leaders who will impact their families and their communities in a positive way. In preparing the athletes to compete, the coaches will model the leadership qualities of integrity, commitment, and compassion. The coaches will be leaders who know the price of achieving excellence, the value of a team and the importance of fulfilling a role on a team. These qualities of leadership will be passed on to the athletes who they are serving, no matter what their role on the team may be.”*

### **Organizational Priorities:**

- 1. Model and teach with integrity and excellence*
- 2. Honor every member of the team, regardless of their role*

## **II. ATHLETIC OBJECTIVES**

- A. To balance athletics and other extra-curricular activities with all other student academic responsibilities and considerations.**
- B. To encourage, build and promote both the individual’s moral character and physical development.**
- C. To develop in each competitor a feeling of pride, a sense of accomplishment and a desire to excel within the ethics of the sport.**
- D. To develop excellent athletic teams and extra-curricular programs of which the participants, school and community can be proud.**
- E. To promote an appreciation for hard work and good sportsmanship at O’Fallon Twp. High School through adherence to the principles delineated in the IHSA “Sport a Winning Attitude” campaign and the National High School Federation “Be a Sport” program.**
- F. To promote drug/alcohol/tobacco free activities for all student athletes who attend OTHS.**

### III. STUDENT ATHLETIC/ACTIVITY REQUIREMENTS

#### A. Each student must have completed the following in order to participate in District #203 athletics:

1. ***Current Physical Exam*** – Each athlete must have a completed current physical exam indicating that they are physically fit to participate in sports. This exam must be on file in the Nurse's office PRIOR to the student attending any team try out. All physical exams are good for one calendar year. Each summer, OTHS offers athletic physicals at a minimal charge.
2. ***Waivers*** – Each athlete is required to have a signed insurance waiver on file with the school indicating that the student has family medical insurance or you are accepting responsibility for coverage. This form must be signed annually. This will be accomplished during student registration.
3. ***Code of Conduct*** - Any student representing OTHS in a public forum is obligated to adhere to the Code of Conduct with full knowledge of the consequences of their actions that may be detrimental to themselves, their school and their community. All students are required to sign a Code of Conduct annually. This will be accomplished in their homerooms along with other required paperwork.
4. ***Sports Meeting*** – The parent of any student-athlete must attend a Pre-Season Meeting for each season that their son or daughter is participating in. These meetings are designed for parents to meet with the sport specific coach while acquiring both written and verbal team information.
5. ***Emergency Medical Card*** – This important information card will be kept by the individual coach, and the athletic trainer and available at all practices, home and away games. This will be completed at the seasonal all sport meetings.
6. ***Mandatory Athletic Fees***- A \$100.00 fee will be incurred once a student has made the team and has been placed on the final roster. This fee must be paid before the student athlete can participate in a competition for that team. This fee is applied to each sport that a student participates in but is capped at \$200.00 for each school year. (those students participating in three or more activities that require the \$100.00 activity fee will be capped at \$200.00 total)

#### **IV. SPORTS OFFERED AT O'FALLON TWP. HIGH SCHOOL**

The following sports are offered at OTHS for boys:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>Football</b>	<b>Basketball</b>	<b>Baseball</b>
<b>Cross Country</b>	<b>Wrestling</b>	<b>Track</b>
<b>Golf</b>	<b>Bowling</b>	<b>Tennis</b>
<b>Soccer</b>	<b>Swimming**</b>	<b>Volleyball</b>
		<b>LaCrosse</b>

\*\* The boys' swimming sports meeting will be conducted during the Fall Sports Meeting along with girls' swimming

The following sports are offered at OTHS for girls:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>Golf</b>	<b>Basketball</b>	<b>Softball</b>
<b>Cross Country</b>	<b>Bowling</b>	<b>Track</b>
<b>Tennis</b>	<b>Wrestling</b>	<b>Soccer</b>
<b>Volleyball</b>	<b>Cheerleading*</b>	<b>LaCrosse</b>
<b>Swimming</b>	<b>Poms/Dance*</b>	
<b>Cheerleading*</b>		
<b>Poms/Dance*</b>		

\* The cheerleading and poms/dance sports meetings will be conducted during the Fall Sports Meeting. Both sports take place throughout the Fall and Winter.

#### **V. CUT POLICY**

- A. Student athletes may be cut from all levels of competition**
  
- B. Coaches may cut squads based on the following criteria:**
  - 1. Improper attitude of individuals**
  - 2. Failure to adhere to the principles of team play and work ethic**
  - 3. Deficiencies in skill for the level of competition**
  
- C. Selection of team members should be based upon:**
  - 1. Overall talent and ability**
  - 2. Character and personality of the individual**
  - 3. Work habits and loyalty to the program**
  - 4. Positions needed on the team or activity**
  - 5. Classroom work/attendance/punctuality**

#### **VI. PRACTICE REQUIREMENTS**

**Student-athletes must attend all practice sessions prior to a contest unless excused by the coach prior to any absence. If a practice is missed, the coach of that sport has the prerogative to penalize the athlete for the unexcused absence.**

#### **VII. PLAYER/COACH/PARENT COMMUNICATION GUIDELINES**

- A. Parents/guardians should emphasize the need for the student-athlete to communicate directly to the coach about concerns and/or questions**
  
- B. If the parents/guardians of the student-athlete have any questions or concerns about their student-athlete or the sport program, they should contact the coach via phone or e-mail to discuss the issue at a mutually agreed time. BEFORE, DURING, OR IMMEDIATELY AFTER A GAME OR COMPETITION IS NOT AN APPROPRIATE TIME.**

- C. Communication should continue on to the Athletic Department only if communication has been unsuccessful following the athlete-coach and parent-coach stages.**
- D. Parents should refer to the OTHS Panther Athletics Parent Guidelines**

## **VIII. ELIGIBILITY**

**In order for a student to be eligible to participate in any OTHS school sponsored athletic or extra curricular activity, a student must be passing four (4) academic classes per week (regular full credit classes). If a student takes extra classes, he/she still needs to pass only four (4) academic classes. Any student-participant failing to meet these academic criteria will be academically ineligible on a weekly basis until the specified academic criteria are met.**

## **IX. SUSPENSION FROM SCHOOL**

**Students who are suspended from school will not be allowed to practice or compete with their team during the duration of their suspension. Suspension days will be considered unexcused absence days which may adversely affect playing time.**

## **X. STUDENT-ATHLETE BEHAVIOR DURING PRACTICES AND COMPETITIONS**

- A. It is the student-athletes' responsibility to learn and demonstrate proper behavior. Such behavior can be described as actions which promote cooperation and learning during practice, which encourage a consistent work ethic, and which result in competitive good sportsmanship on the playing field.**
- B. The coaching staff, for the benefit of the team and the community, will not accept the actions of athletes which show a lack of concern for the above behaviors and attitudes. Therefore, if improper behavior is observed in practice or game situations, corrective disciplinary actions will be taken.**
- C. The coach will establish guidelines to determine what corrective disciplinary actions will be taken. A general explanation of expectations and consequences for failure to adhere to these guidelines should be explained fully to the student-athlete before the season starts, and it should be administered fairly and consistently throughout the season.**
- D. Any student who uses profanity or demonstrates gross disrespect toward any faculty or staff member during the school days or at any school-sponsored event will be disciplined on the punishment delineated in the Code of Conduct.**

## **XI. BUILDING SECURITY GUIDELINES FOR ATHLETES**

- A. Student-athletes are to report to their respective locker rooms and practice areas as soon as school is over. All materials should be placed in a locker and LOCKED!**
- B. When practice ends, athletes should leave the building as soon as possible. Athletes are not to loiter in the hallways before or after practice. They should take their books and personal belongings to the locker room after school and stay out of the hallways after practice is over for the day. Excessive noise and/or horseplay are not allowed. Athletes who are unruly on campus or in the hallways after school are subject to disciplinary action.**

## **XII. TRANSPORTATION POLICY**

- A. All student-athletes are expected to ride the team bus to and from all away contests.**
- B. Some situations occur that make it necessary for an athlete to use transportation other than the team bus to depart from a contest. For this purpose, a TRANSPORTATION RELEASE FORM must be completed and given to the coach. This form verifies that a parent or approved driver is taking the responsibility of providing a safe return home for the designated student. The forms should be signed by the athletes' parent/guardian and are available from the Main Office, AD office, or web site.**
- C. All junior varsity players are expected to stay with their teams during the varsity contest that follows their game. If it is necessary for a player to leave early, a transportation form should be given to the coach.**
- D. If an emergency arises and the parents are not at the game, the coach can make an exception to allow the student-athlete to leave.**

## **XIII. QUITTING THE TEAM/ACTIVITY**

**Any student who quits the team by giving notice verbally or in writing to the coach before the season is completed will not be allowed back on the team for any reason for the remainder of the season. The student will not be allowed to participate in another sport during the same sport season from which they have quit or be allowed to participate in another sport season for the next sport season until the original sport season is finished, unless given approval by the head coach of the previous sport. Emotional decisions made by a student on the spur of the moment should be taken into consideration by the coach involved.**

## **XIV. DRESS CODE**

- A. Proper dress by our athletes at home and away games is very important to the image of O'Fallon Township High School athletics.**
- B. Each head coach should have a reasonable dress code that stresses proper dress to and from a game. Standards about the wearing of school clothes may be implemented by the head coach. Consideration will be given to athletes who cannot meet certain financial requirements to purchase certain types of clothes.**

## **XV. CARE AND RETURN OF TEAM UNIFORMS AND EQUIPMENT**

- A. All uniforms and equipment issued to the student/athlete must be returned in a timely manner after the last game or activity of the season.**
- B. Lost or stolen items are the responsibility of the athlete, and he/she must pay the present day replacement cost of any items issued but not returned.**

- C. Any returned items which have been damaged, not as the result of normal wear and tear, must be replaced or repaired. Repair bill(s) or replacement becomes the responsibility of the athlete.**
- D. No awards are to be given to the student-athlete until all equipment and uniforms issued to him/her have been returned.**
- E. No student-athlete will be allowed to begin the next athletic season until all equipment and uniforms have been returned or paid for at present day cost if damaged or lost.**
- F. Official Transcripts and Report Cards will be held until all equipment, uniforms are turned in to the coach.**

## **XVI. ATHLETIC AWARDS**

### **A. Varsity letters**

- 1. Every athlete that becomes a member of a varsity team during the season and finishes the season in “good standing” and meets the criteria set forth by the head coach of the particular sport will earn a varsity letter.**
- 2. Varsity athletes will receive one (1) varsity “o” and a sport specific pin for the first successfully completed varsity season.**
- 3. For subsequent “first” varsity letters in other sports, the athlete will receive a sport specific pin for the sport.**
- 4. For each additional varsity award for the remainder of the athlete’s career at OTHS, they will receive a sport specific pin for each sport season in which they letter.**

### **B. Non-letter Winners**

- 1. Freshmen or transfer students completing their first athletic season at OTHS will earn numerals designating their first year of graduation.**
- 2. A JV “O” will be presented to students who successfully complete their first season at this level of competition.**
- 3. Certificates will be awarded to all athletes for each sport in which they participate if they have previously earned numerals or a JV letter or do not qualify for a JV “O”**

### **C. Senior Awards**

**In addition to varsity awards earned within the normal sequence, senior varsity letter winners will receive individual plaques identifying the sport and the number of years in which he/she has earned a varsity letter.**

### **D. “In Good Standing”**

**The coach will make the decision on the awards given to each athlete. “In good standing” refers to:**

- 1. The athlete finished with the team**
- 2. All equipment and uniforms have been returned or replaced at present day cost. An athlete will be denied future equipment and the privilege of participation in athletics until the financial charges have been paid.**

3. **The athlete has attended practices on a regular basis.**
4. **The coach may present an award if injury or illness has prevented the athlete from finishing the season with the team.**

**G. Special Awards**

**A variety of special awards will be presented in each sport at the discretion of the head coach.**

**H. Scholar Athlete Recognition**

**Each spring, the OTHS Athletic Department will recognize all scholar athletes (current fall, winter and spring athletes) with a CUMULATIVE GPA of 3.5 or higher. Information will be communicated to students via the Prowler, Daily Bulletin, and Panther Beat. The O'Fallon Progress newspaper will list the names in their publication as well. A letter will be sent home to parents.**

**Each Scholar Athlete will receive a certificate for this accomplishment.**

**XVII. ATTENDANCE AT AWARDS NIGHT**

**Athletes are encouraged by the coaching staff to attend awards night for their respective sports. It is part of the athlete's team responsibility to attend. If the athlete is going to miss the awards night, he/she should contact the head coach and offer an explanation of the absence.**

## **XVIII CODE OF CONDUCT**

### **O'FALLON TOWNSHIP HIGH SCHOOL DISTRICT #203 EXTRACURRICULAR ACTIVITY REGULATIONS**

One of the major objectives of formal education is that of teaching citizenship and responsibility for one's actions. The Board of Education, the Community, and the staff of O'Fallon Township High School believe this to be of primary importance in today's society. Therefore, students representing O.T.H.S. in a public forum are obligated to adhere to the following Code of Conduct with full knowledge of the consequences of their actions that may be detrimental to themselves, their school, and their community.

Certain rules will apply to all participants in all extracurricular activities. This Code of Conduct shall be enforced on a year-round basis. Disciplinary consequences for violations when a student is "out of season" or during the summer will be levied in the student's next period of competition or performance. The "next period" designation is to be determined by a student's prior pattern of seasonal activity. Incoming freshmen, which, by definition, have not established a pattern of extracurricular activity, will be allowed to state their athletic or organizational intentions when Code of Conduct infractions occur. Penalties shall be cumulative beginning with and throughout the student's participation in extracurricular activities while at O'Fallon Township High School.

#### **COVERED ACTIVITIES- ALL EXTRA-CURRICULARS**

##### **Points of Emphasis:**

Application of the consequences involving Code of Conduct violations will be administered in both athletics and extra-curricular activities independently and separately unless a student who violates the code is involved in an activity and an interscholastic sport simultaneously. In this case, the consequence for the code infraction will run concurrently. In situations when a student is involved in a competitive activity and a sport that occur at different times during the school year, the student will serve his/her consequence at the time the respective seasons commence. Once a student/athlete has successfully served the consequences in an activity and an interscholastic sport, the code infraction will be considered adequately served.

Days of suspension for a Code violation will begin immediately the day that the Administration is notified of the offense if the violation occurs during the season. If the violation occurs during the off-season, the days of suspension will begin on the first day of the season or when the Administration is notified if the season has already begun. When counting days of suspension, **ALL** days of the week will count.

The participant must complete the activity for the consequences to be considered served which includes attending practices.

For the consequences to be considered served, the student must start the activity on the original starting date.

"In-season" violations will carry over into the next sport season or participatory activity in which the student is involved.

"Out-of-Season" violations will carry over into the next sport season or participatory activity in which the student is involved.

**Buy Back Guidelines-** When an infraction has been committed by a student/athlete in which a 60 day suspension has been incurred, he or she will have the option to "buy back" ½ of the penalty time under the condition that the athlete and his parent or legal guardian agree to enter and to complete successfully an OTHS approved rehab program. (under the 30 day suspension, the student shall be suspended a minimum of 25% of the teams schedule) The funding for this program will be paid by the parent or athlete and must be approved by the school nurse and social worker as a legitimate program of rehabilitation. The scheduled appointments with the substance abuse program must be adhered to or the 30 day reduction will be null and void. Any absence or rescheduled appointment must have administrative approval. Any set appointment will take precedent over any practice or game activity. The athlete must petition the Activity Council to participate in this "buy back" option.

Under IHSA rule, any student who transfers into or out of District 203 must serve his/her remaining consequence prior to participation in a new school system. It is the principal's obligation to identify Code violations for incoming or exiting students.

The coach/sponsor affected will be notified in writing of what disciplinary action has been taken against a student in violation of the code.

Disciplinary action relating to the Code of Conduct imposed by a coach/sponsor will be written and submitted to the Athletic Director.

# CODE OF CONDUCT

The following regulations are in effect during all the years a student attends O'Fallon High School, including summer vacations. The Code of Conduct applies to student-athletes 24 hours a day, 7 days a week, and 365/366 days a year. Penalties for Level I, II, and III shall be cumulative for each independent level beginning with and throughout the student's participation in extracurricular activities while at OTHS. The activities governed by these regulations shall include all extra-curricular activities. The following violations and consequences represent guidelines that will be followed. It should be noted that participation in extra-curricular activities is a privilege, and each code of conduct violation will be considered based upon the specific circumstances of the incident. Consequences will be administered accordingly.

## **I. LEVEL ONE - VIOLATIONS:**

- Use or possession of a controlled substance.
- Use or possession of an alcoholic beverage.
- Hosting a party where under-age drinking or alcoholic beverages and/or illegal drugs is permitted.

### **CONSEQUENCES:**

- Participant will be suspended from all extracurricular activities for a period of 60 days. (See "Buy Back" Guidelines)
- Second Offense - Participant will be suspended from all extra-curricular activities for a period of one (1) calendar year.
- Third Offense - Participant will be suspended from all extra-curricular activities for the remainder of his/her high school career.

## **II. LEVEL TWO - VIOLATIONS:**

- Use or possession of any tobacco substance.
- Stealing or vandalizing community, school, or personal property.
- Transportation of alcohol or illegal drugs.
- Possession of drug paraphernalia.
- Violations of the rules and regulations of District 203 that result in an out of school suspension greater than three (3) days per semester.

### **CONSEQUENCES:**

- First Offense – Participant will be suspended from all extracurricular activities for a period of ten (10) days with a minimum of a one game suspension.
- Second Offense - Participant will be suspended from all extracurricular activities for sixty (60) days. (See "Buy Back" Guidelines)
- Third Offense - Participant will be suspended from all extracurricular activities for a period of one (1) calendar year.

## **III. LEVEL THREE - VIOLATIONS:**

- Attendance at parties where under-age drinking of alcoholic beverages and/or illegal drugs are present.
- In a car where alcohol or illegal drugs are being transported.

### **CONSEQUENCES:**

- First Offense – Probation: If the police report or if a participant states that he/she attended, but did not use alcohol or drugs, the participant will be advised by coach, director, or sponsor not to attend any similar functions again.
- Second Offense -- Participant will be suspended from all extra-curricular activities for ten (10) days with a minimum of a one game suspension.
- Third Offense – Participant will be suspended from all extracurricular activities for a period of sixty (60) calendar days. (See "Buy Back" Guidelines)

## **IV. LEVEL FOUR - VIOLATIONS:**

- Violations of rules and regulations of District 203 that result in a suspension of three or fewer days per semester.
- Any Major Skip from class or school.
- Arrest for minor infractions.

### **Consequences:**

- For every Offense- Participants will be suspended from Team/Activity for one game/performance.
- \*\*If the violation occurs "out of season" then the one game suspension will carry over to the next sport season or participatory activity in which the student is involved.

## **V. LEVEL FIVE - VIOLATIONS:**

- Assignment to ACR

### **Consequences:**

- First through Third Offense- Punishment will be by the coach/sponsor with notification given to the Athletic Director
- Fourth Offense- Participants will be suspended from Team/Activity for one game/performance. (consistent with a one day suspension from school, see level Four Violations)

- C. Fifth or more Offense- Participants will be suspended from team/activity for one game/performance. Referral to the Athletic Director's office for further appropriate action or referral to the Activity Council for a hearing.

\*\*Please note that the student will be expected to be at practice or game on the day of ACR.

\*\*ACR will be cumulative for each semester.

#### **VI. LEVEL SIX - VIOLATIONS:**

1. Unexcused absences from a contest, performance, or practice.
2. Misconduct at a practice, contest, performance, of on an athletic event or activity.
3. Swearing or abusive language.
4. Blatant disregard to the Head coaches' expectations of participation. (Game and Practice)

#### **Consequences:**

- A. First Offense- Punishment will be by the coach/sponsor with notification given to the Athletic Director.
- B. Second Offense- Participants will be suspended from team/activity. Length of time will be determined by the Coach/sponsor with notification given to the Athletic Director.
- C. Third Offense- Repeated offenses in this area will be referred to the Athletic Director's office for appropriate action or may be referred to the Activity Council for a hearing.

#### **OTHER UNACCEPTABLE BEHAVIOR:**

Disciplinary action may include suspension or removal from any activity or program. Some examples of unacceptable behavior include, but are not limited to, gross disrespect, theft, or confrontation with a school official, director, sponsor, participant from another school, or game/contest official, or law enforcement officer.

#### **DUE PROCESS:**

A student will be advised of the charges against him/her and be given the opportunity to respond to the charges. The student and his/her parents will be advised by the administration of any disciplinary action taken as a result of the charges.

#### **ACTIVITY COUNCIL:**

The Activity Council will act in situations that do not have clear guidelines for appropriate action or will convene to hear appeals of the Code of Conduct. The Council shall include the following as members: the Principal, the Assistant Principals, the Athletic Director, the Band Director, the Head of Speech Activities, and Student Council Sponsor. The person presenting the alleged violation to the Council shall not have a vote in determining the punishment.

#### **SOUTHWESTERN CONFERENCE CODE OF CONDUCT:**

By-Laws of the Southwestern Conference contain the following language related to student-athlete Code of Conduct:

- A. The Southwestern Conference prohibits students from participating in conference events if the student is charged with a criminal misdemeanor or felony offense, but only if the offense carries a punishment that could include any period of incarceration. The student shall remain ineligible to participate in conference events until the criminal charge(s) are adjudicated or dismissed.
- B. A student convicted of a felony shall be ineligible to participate in Southwestern Conference events for a period of one calendar year from the date of conviction.

As a member district of the Southwestern Conference, OTHS includes the conference Code of Conduct standards as part of the OTHS Code of Conduct.