

# ISLAMIC FOUNDATION SCHOOL

## ATHLETIC DEPARTMENT HANDBOOK

### 2019-2020

Dear student-athlete and respective guardian,

We would like to welcome you to the Islamic Foundation School Athletic Program. You have chosen to become part of a select group of people, a group of student-athletes who have exalted the tradition of Islamic Foundation School. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.

As a student-athlete your presence on an athletic team draws the focus of public attention to you as a representative of our school and team. In the gymnasium, on the field, in the classroom, at home, and in public, always display the “class” and dignity which is an important part of our Islamic Foundation School tradition. We are expecting you as a student-athlete and Muslim, to be your best, at all times, and in all situations. Everywhere you go from here on out, you represent the IFS Chargers.

Islamic Foundation School Athletic Department has prepared information available to you and to help you in making your athletic career here at Islamic Foundation School an unforgettable experience. Please read the handbook carefully. The Athletic Code of Conduct outlined in this handbook points out your responsibilities as a student-athlete at Islamic Foundation School.

The most important reason that our department exists is to ensure that students have an opportunity to partake in and enjoy sports during their time at Islamic Foundation School. As an athletic department, we can assure you that students and the teams in which they are a part of are the guiding force in everything we do and every decision that we make. Our focus and primary objective—in making this handbook and in all that we do—will always be to do what is in the best interest of the student and their team. This combination shall ensure a promising and successful future for Islamic Foundation School Athletics.

Thank you, in advance, for reading the athletic handbook. It will allow you to become familiar with our policies and procedures. It will also allow for a smooth transition for you as a new or continued member of the Islamic Foundation School athletic program.

Sincerely,

The Athletic Department  
Nickname: Chargers  
Colors: Royal Blue and White

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## **IFS Athletic Department Philosophy**

At Islamic Foundation School, interscholastic activities are one of the most important aspects of our school. Our athletic program is an extension of the classroom. It is our mission to develop the whole student, not just the athlete, in mind, body and spirit. Islamic Foundation School regards participation in sports as a privilege, not a right. Being a student-athlete brings responsibilities to the participant, the school, the student body, the community, the team, and to their family. There is a higher level of expectation for our student-athletes.

The athletic department seeks to provide interested students with the opportunity to participate in its program of interscholastic athletics and is committed to the following:

- To offer a well balanced and varied program of athletics (based on numbers and the best interest of our student-athletes).
- To foster the development of athletic skills.
- To teach the value of commitment, teamwork and cooperation.
- To encourage the development of judgement, character and leadership.
- To teach the value of ethical conduct, sportsmanship and fair play.
- To encourage the development of loyalty and pride in one’s self, their team and the school community.

The Athletic Department expects the following of each participant in the school athletic program:

- To understand that athletics is just one part in the big picture with the cornerstone being that an Islamic Foundation School student-athlete strives to achieve excellence in all areas.
- To be a worthy representative abiding by school and community expectations.
- To learn to deal with adversity in an honorable way.
- To learn how to balance a demanding academic schedule with an athletic training schedule.
- To accept the responsibilities of team membership: support, cooperation and mutual respect.
- To maintain health and fitness levels prescribed by the coach.

## **Statement on Sportsmanship:**

Islamic Foundation School is committed to excellence as manifested in an atmosphere of sportsmanship and fair play.

- Sportsmanship is about demonstrating respect for opposing teams, coaches and fans as well as officials
- Competition and sportsmanship are compatible and complementary goals that will be exercised by all student-athletes, coaches, fans and opponents.

In a unified effort to promote respect for student-athletes, coaches, fans, opponents and officials Islamic Foundation School pledges to commit to a campaign to build a positive spirit throughout our respective divisions and in the community.

## **Conflict Resolution Process:**

From time to time, student athletes have conflicts with their coaches, other staff members or opponents. To resolve these conflicts, direct and honest communication between the individuals directly involved are strongly encouraged and expected.

Below is a process to bring about the satisfactory resolution of conflict:

1. Every effort should be made to address the concern directly. If a conflict is not resolved between individuals directly involved, a complaint should be made to someone of authority (Athletic Director, Coach, Dean, etc.).
2. It is the discretion of the Athletic Director to determine if an investigation will be conducted internally or referred to an external mediation committee.
3. External committee shall be composed of the Principal, the athletic director and a dean of students. The committee shall conduct fact finding interviews and meetings to bring about a mediated resolution.

At the conclusion of the interviews and meetings the committee will make recommendations as to whether reparative or corrective actions are appropriate. The Athletic Director will oversee the implementation of any reparative or corrective actions.

## **Metropolitan Preparatory Conference**

In addition to IFS, member schools of the Metro Prep Conference include: Universal School, College Preparatory School of America (CPSA), Hinsdale Adventist Academy, Aqsa School, Chesterton Academy, Lycée François de Chicago, and Kindi.

Islamic Foundation School is a member of, and adheres to the rules and regulations of, the Illinois High School Association (IHSA) and the Metro Prep Conference (MPC).

## Southwest Preparatory Conference

Member schools of the Southwest Prep include: Aqsa, CPSA, MCC, and Universal. The Southwest prep is comprised of teams pertaining to Elementary and Junior High level.

### Athletic Teams Offered

- **High School**
  - Varsity basketball (boys and girls)
  - Junior varsity basketball (boys)
  - Varsity volleyball (boys and girls)
  - Junior varsity volleyball (girls)
  - Varsity soccer (boys and girls)
- **Middle School**
  - Basketball (boys and girls)
  - Volleyball (girls)
- **Elementary School**
  - Basketball (boys)

### Weight/Fitness Room

A variety of equipment that ranges from free weights to stationary machinery as well as equipment that enables students to perform plyometric exercises.

Students visit this room 1-2 times per week to participate in resistance training exercises.

Islamic Foundation School believes that at all levels – Seventh grade through varsity – playing time in competition is earned in practice and is not an entitlement. Regardless of the subjective nature of the process and the potential for disagreement, the coach is the only one in a position to make team selections and decisions about playing time. Coaches WILL NOT discuss playing time with parents. Also,

members of a varsity team are not guaranteed playing time. Student-Athletes should fully understand that by joining a team they are accepting the pleasures and benefits of participating as well as the responsibility and commitment to that team.

## **Eligibility**

Participation in athletics is a privilege, NOT a right. Students can earn the privilege through hard work, dedication, desire and self-discipline. All students that are currently enrolled in grade fifth-twelfth and attend Islamic Foundation School are eligible to participate in athletics.

## **Academic Requirements, Eligibility, & Consequences**

Islamic Foundation School is a member of the Illinois High School Association (IHSA) which requires that each student-athlete's academic progress be monitored on a bi-weekly basis.

### **Pre-requisite academic eligibility:**

In order to participate in any of our athletic teams, students must maintain a "C" average or higher in all their current or previous quarter courses.

### **Maintaining academic eligibility:**

#### **High School & Middle School Student-Athletes**

Each student-athlete will have his/her academic performance evaluated on a bi-weekly basis to determine whether he/she maintained a cumulative quarter/semester average of 2.50 GPA in addition to maintaining at least a "C" average in all their current enrolled classes.

#### **Elementary School**

Each student-athlete will have his/her academic performance evaluated on a bi-weekly basis to determine whether he/she maintains at least a "C" average in all their current enrolled classes.

If a student-athlete is declared ineligible by the Athletic Director, his/her period of ineligibility will be determined based on the requirements set forth by the Athletic Discipline Committee (henceforth to be known as the ADC).

During the time in which a student-athlete is ineligible, he/she will be allowed to participate in practice until the period of ineligibility has been lifted, pending the agreement made between the student-athlete and ADC.

If a student-athlete continues to experience academic difficulty, resulting in ineligibility on more than one occasion, the Athletic Director shall confer with the ADC to determine if it is in the student-athlete's best interest to continue membership on the team.

If a student-athlete is disqualified from a team for academic reasons, the athletic participation fee for that season will NOT be refunded.

7. Parent/Guardians of ineligible student-athletes will be contacted by the Athletic Director/Coach and notified of their son/daughter's current eligibility status. The Athletic Director is also responsible to notify each student-athlete of their eligibility status, submit the eligibility report sheet, and contact each coach of any ineligible student-athletes from their respective team.

## **Athletic Code of Conduct**

Our student-athletes, at Islamic Foundation School, should be aware of their responsibilities and are expected to take a pledge for the entire year, not simply an athletic season. It is expected that all student-athletes will act as positive examples to others.

Islamic Foundation School is in effect twelve months a year both in and out of season. Therefore, all student-athletes agree to the following pledge:

I adhere to the code of conduct and disciplinary rules set forth by the Islamic Foundation School. I vow to follow all school rules of conduct in the Student/Parent Handbook and the Athletic Handbook at all times. I will conduct myself in a respectful manner towards coaches, teammates, teachers, leadership, staff members, transportation drivers, opponents, officials, fans, and community. I pledge that I will never consume or possess any alcohol, drugs, vapes, tobacco, illegal substances, steroids, and anything else that is not permissible in Islam.

Any student-athlete, who is present at a party or gathering in which illegal activities take place, and fails to leave, is considered in violation of school policy. This policy remains in effect for all student-athletes both in season and out of season

### **Possession of Tobacco & Vaping Policy**

- First Offense: Suspension for twenty percent of the scheduled contests.
- Second Offense: Suspension for fifty percent of the scheduled contests.
- Third Offense: Suspension for one calendar year (365 days).

### **Use of Tobacco & Vaping Policy on school premises**

- First Offense: Suspension for fifty percent of the scheduled contests.
- Second Offense: Suspension for one calendar year (365 days) of the scheduled contests.

### **Alcohol, Illegal Drugs, and Steroid Policy**

Zero tolerance: Suspension from participating in any athletic programs for one calendar year (365 days).

Team Rules: Islamic Foundation School athletes are expected to be supportive of team members and to follow all team rules as explained by the coach.

Team rules are:

- To attend and be on time for all practices and contests. Athletes are always expected to personally notify the coach in the event they may be unexpectedly late for a practice or a contest.
- To follow any special rules or guidelines set up by coaches, administration, drivers, and/or opponent schools.
- To present an appropriate appearance, as representatives of school. (Athletes are to wear attire approved by their coaches at practices and to contests. This attire should be in keeping with the school dress code, for example, jeans should not be worn to contests.
- Illinois High School Association (IHSA) Rules. To follow all IHSA rules and guidelines for athletes.
- To follow the rules that governs the fair play of the sport and always to play by the rules.
- To display good sportsmanship. (Ejection from a game for poor sportsmanship results in an automatic next game suspension by the IHSA, and this suspension may be extended by the Athletic Director.)

Curfew: Members of athletic teams shall observe municipal curfew laws as well as the curfew hours established by the coach in each sport.

Scandals: No student-athlete should allow himself/herself to become part of a situation that will cause embarrassment, injury scandal, or loss of image to school, parents, or self.

Penalty: Disciplinary action as set by the Islamic Foundation School (including the Coach, Athletic Director, and Administration).

## **Violations of the Athletic Code**

The failure of a student-athlete to comply with the athletic code will result in appropriate action(s) determined by the ADC.

The Athletic Discipline Committee (ADC) is comprised of the Athletic Director, Principal, the appropriate Coach, and Dean. The following are examples of serious situations that may be handled by the ADC

- Violations of the school discipline policies, as stated in the Student/Parent Handbook or Athletic Department Handbook.
- Theft or vandalism involving property of teammates, Islamic Foundation School, or opposing teams or schools.
- Misuse of prescription or over-the-counter products.
- Involvement, use, or possession of tobacco, illegal substances, alcohol, vaping, and/or steroids.
- Situations causing scandal or loss of image to school, parents, or self.
- Any other issue that is serious in nature or deemed a matter for the ADC.

In cases of an admitted violation(s) of the above policies the Athletic Director will enforce the policy consequences as outlined above. If there is not an admission of guilt and the situation warrants further review, the case may be referred to the Athletic Discipline Committee.

Please note: If the school discipline system is involved, it becomes the primary discipline system. The school discipline system may affect athletic eligibility. After the school discipline system deals with a situation, the Athletic Director may further review the findings to see if additional action (if any) needs to be taken.

## **Athletic Suspensions**

Islamic Foundation School teaches and encourages all students to make good choices and to use sound judgments. If a student-athlete fails to use good judgment and violates the Islamic Foundation School Athletic Code, an athletic suspension may result. The length of athletic suspensions is based on the nature of the violation as well as the number of scheduled games. If a suspension cannot be served within the schedule of one sport season, it may be carried over to the next athletic season as determined by the Administration.

**Athletic practices:** During an athletic suspension, the student-athlete will be required to attend and to participate in all practices. However, the student-athlete is not permitted to participate nor to “dress” for any contests.

**“Carry Over” suspensions:** If it is impossible to fully serve an athletic suspension, because the suspension exceeds the number of available contests, then the suspension must be completed in the next athletic season.

**Voluntary admission/self-reporting:** If a student-athlete voluntarily reports a violation of the Athletic Code, the consequences of the violation may be reduced by as much as half of the stipulated suspension as determined by the ADC.

## **School Attendance**

**Attendance:** Students are expected to be in attendance each day of the school year because absence from class is always a detriment to the educational process. Student-athletes must be in attendance for a full school day to practice or to compete in athletic contests.

## **General Information**

**Insurance:** IFS does not carry medical insurance for injuries to students and therefore will not pay the cost relating to the injury. Each student-athlete is required to complete and submit the Athletic Waiver form before the first day of tryouts.

**Physical:** Each student-athlete is required to provide a physical prior to participating on the team. The physical must be current and no later than one year prior to the end of the current athletic season. If the

physical will expire in the following athletic season, student-athlete must obtain a new physical. If a student-athlete has any special medical needs, the family must inform the Athletic Department and the school in writing. This is essential to safeguard your child's health. Any injury occurring during practice or a contest is to be reported to the Coach immediately.

**Participation Fee:** All student-athletes are required to pay an athletic fee prior to the first team practice. If the student-athlete does not "make" the team, the athletic fee will be refunded. If, during an athletic season, the student leaves the team – either voluntarily, or as a result of a disciplinary action – the participation fee will not be refunded.

**Athletic Director:** Is responsible for all matters pertaining to the athletic program including the scheduling of contests, ordering of athletic equipment, maintaining of all athletic equipment, and arranging transportation to all athletic events. If you should have any questions regarding athletic concerns, please feel free to contact our director.

**Volunteers:** Each family is expected to volunteer to assist with the many Islamic Foundation School activities. Parents of student-athletes are especially needed to assist with many of the athletic programs, such as to chaperone at games or to assist with the Booster Club activities (e.g., concession stand, raffles, etc.).

There will be opportunities to volunteer for competitions at the preseason team meetings. Families will later be assigned to help with concessions and other activities at home contests.

## **Transportation:**

When the school provides transportation, the athlete is required to travel with the team. Parents who find it necessary to transport their athlete home from a contest must notify the Athletic Director and Head Coach in writing by email. If the Athletic Director and Head Coach do not receive the email to request to take home their son or daughter within 24 hours of the contest. The student-athlete **MUST** stay and travel with the team to the contest and travel back to IFS with the team. Any other arrangements for transportation must be approved by the Athletic Director in advance.

## **Team Membership, Playing Time and Cuts**

### **Elementary and Junior High Level**

#### **4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> grade Level:**

Every athlete should be given equal opportunity to play minutes that will impact the game. All players may receive "equal" playing time. Priorities at this level are to encourage participation and to build basic individual and team skill.

The coach will determine whether a player will participate if he/she had an unexcused absence from a practice in the week preceding a game.

Effort is made not to cut any elementary player. However, it may be necessary when there are more students desiring to participate than there are coaches, facilities, equipment, uniforms and finances available to support added team membership.

### **7<sup>th</sup> & 8<sup>th</sup> grade Level:**

Every athlete should get the opportunity to play minutes that will impact the game. Opportunity for playing time will no longer be equal. Priorities are to develop the most competitive interscholastic team possible. Efforts to improve individual and team skills, and to enhance a player's understanding of his/her role and value to the team regardless of the amount of game action, will be emphasized during team practice sessions.

The Coach will determine whether a player will participate if he/she had an unexcused absence from practice in the week preceding the game.

Effort is made not to cut any junior high player. However, it may be necessary when there are more students desiring to participate than there are coaches, facilities, equipment, uniforms and finances available to support added team membership.

Any questions, comments, or concerns regarding the Elementary and Junior High policies should be directed to the Athletic Director at 630-941-8800.

## **High School**

### **Junior Varsity:**

In almost all situations the junior varsity teams will be comprised of Freshman, Sophomores, and Juniors. The focus of the team and the coach will be on the continued development of the athletes' abilities so that they can continue to improve as players and team members. Players at the JV level will be expected to: (1) have a good grasp of the fundamentals; (2) have good skills related to their sport; (3) be in good physical condition necessary to compete appropriately at that level.

If a player does not demonstrate the three aspects mentioned above, the Coach reserves the right to adjust his/her playing time accordingly.

The Coach will determine whether a player will participate if he/she had an unexcused absence from practice in the week preceding the game.

The Coach is to make every effort to play all players in each game and he/she will try to balance the time as much as possible. However, there is no minimum or maximum amount of time that the Coach is required to play each player.

### **Varsity:**

Generally, this team is made up of Juniors and Seniors. However, if the Varsity Coach feels that a Freshman or Sophomore could contribute more to the varsity team than a Junior or Senior, the Coach may ask a Freshman or Sophomore to play on the varsity team.

Players at the varsity level are expected to: (1) have a solid grasp of the fundamentals; (2) have excellent skills related to their sport; (3) be in good physical condition necessary to compete appropriately at the varsity level.

If a player does not demonstrate the three aspects mentioned above of a varsity player, the Coach reserves the right to adjust his/her playing time accordingly.

The Coach will determine whether a player will participate if he/she had an unexcused absence from practice in the week preceding a game.

Playing time decisions for each player at the varsity level are left totally to the Coaches' discretion. There may be times when a player plays the entire game and then there may be times when a player may not play at all. Priority is to develop the most competitive interscholastic team possible.

We will not cut any varsity player. However, it may be necessary when there are more students desiring to participate than there are Coaches, facilities, equipment, uniforms and finances available to support added team membership.

### **Athletic Fees, Uniforms, and Equipment:**

Each athlete is responsible for the proper care and safe keeping of all equipment and uniforms. Student-athletes and their guardians/parents will be held accountable for the current replacement cost, for lost, stolen, or damaged equipment and uniforms. This includes damage due to improper laundering. Practice clothing and personal items such as socks, shoes, mouth guards, etc. will need to be purchased by the athlete. Coaches can require certain types of clothing but cannot dictate where to buy the items.

At times, shoe offers or "spirit packages" may be available as a convenience but the athletes are not required to make these purchases.

All equipment and uniforms must be returned to the Coach at the end of the athletic season. Coaches may take the uniforms back after each home and away games. Student-athletes who fail to return athletic equipment by the designated date will be charged a late fee of \$50.00 dollars. Failure to return the uniform will result in the student-athlete and their guardian to pay fees for obtaining a new uniform. Uniforms fees may differ for each team.

The Athletic Department will be collecting the athletic fee through FACTS

The students-athlete is responsible for any school provided sports equipment. Any lost, stolen, or damaged items will be charged to the athlete to whom they are issued.

The students- athletes need to pay the full amount of the athletic fees. If fees are not submitted by the deadline date, the student-athlete will not be able to participate on the team and will be removed from the roster.

The Islamic Foundation School Athletic Department works hard to supply the athlete with excellent quality uniforms and equipment. The uniforms and equipment are often very expensive. To be good stewards of our resources, we require that all participants take excellent care of their uniforms and equipment.

## **Required Before the Start of Practice**

Student-athletes and their parents/guardians are expected attend a preseason team meeting prior to the start of the athletic season.

## **All Student-Athletes Must Turn in the Following Items Prior to the First Team Practice**

1. Physical Exam: Prior to the beginning of a sports season, a student must have a physical exam signed by a licensed physician on file. IHSA Physical Exam forms should be used. These forms are available in the School Main Office and found on the school website under the Athletics page. Any athlete who does not have the physical exam form on file at school may not practice until this requirement has been fulfilled. A physical is valid for one calendar year from the date of the exam. (Note: The physician must sign and date the form.) It is recommended that physicals be taken during the summer, and before the start of school in August.
2. Athletic Contract: All student-athletes and their guardians must read and sign the Athletic Contract which is a participation and permission form. This indicates they have received and will abide by the athletic code and all items set forth in the Student Handbook.
3. Participation Waiver Form: The form is an acknowledgement to release and hold forever harmless, Islamic Foundation, the instructor(s), students and all other participants of these sports activities, from any and all claims, damages, or liability of any sort, which I or co-signors (if any) may have or ever have in the future because of an injury or other damage I may receive as a result of being a student, participant or spectator in the practice of this sport.
4. IHSA Concussion policy: IHSA requires all student-athletes and parents/guardians to read and sign a concussion information sheet. This indicates they are aware of the policies and procedures as they relate to concussions and return to play situations.
5. IHSA drug testing policy: If the IHSA requires all student-athletes to sign a consent form for random drug testing, all student-athletes must abide by the policy.

**All forms are attached at the end of the handbook**

## Participation Requirements

1. A student-athlete must be in school a minimum of ½ day (12:00pm) in order to be eligible to participate in an extra-curricular practice or interscholastic contest that day. An exception would be made if the student-athlete had an approved family engagement, medical appointment, or any other acceptable prior planned absence, unless unexcused.
2. If a student-athlete misses the school day due to illness, he/she will not be eligible participate in that day's extra-curricular practice or contest.
3. If the student-athlete becomes well enough to arrive at school by 12:00 pm, he/she will be eligible to participate in that day's practice or contest.
4. If a student-athlete is absent the last school day of the school week and the extra-curricular practice or interscholastic contest falls on a non-school day weekend, or special holiday, the ADC will make the decision regarding participation eligibility, keeping in mind the circumstances for the absence.
5. A student-athlete who has been injured and has had medical treatment cannot participate in any extra-curricular practices or interscholastic contests again until given medical release by the student-athlete's doctor. The Athletic Department will request copies of the doctor's permission slip, forward one copy to the Coach, and keep a copy on file until the end of the current school year.
6. If a student-athlete is going to miss an extra-curricular practice or contest, he/she must provide a written excuse or a phone call to their Coach/Athletic Director from his/her parent(s) or legal guardian(s) detailing the reason(s) for the absence. If this will be a reoccurring absence, this should be indicated in the first parent letter, and then this first letter will serve as the excused absence for the remainder of that season.

## Criteria for Excused Absences

List of excused absences from practice and games for all levels of athletics at IFS:

Student-athlete misses a practice or game for the following reasons:

- Sickness
- Hajj/Umrah
- Death in the family
- Court date
- Future College or athletic experience that impacts the athlete's future

## **Unexcused Absences**

The following list below would be considered unexcused. The Coach/Athletic Director will have the discretion to enforce a penalty if it deemed necessary. The list below includes general situations by student-athletes. Each missed practice will be looked at in a case by case situation.

Student-athlete misses practice or game for the following:

- Another practice or game in a sport not in season
- Detention
- Suspension from school
- Family vacations
- Negligence

## **Individual Conduct and Consequences**

Any student involved in any major disciplinary action against school rules will be suspended from the team based on a decision made by the ADC. The length of the suspension will depend on the severity of the action.

Classroom and School Discipline situations will be dealt with using the following procedures:

Any student–athlete who receives a disciplinary detention will be dealt with on a case by case basis based on the severity and frequency of the conduct. Consequences for the detention will be determined by the ADC.

The rules, regulations, policies, and procedures in the IFS Athletic Code shall apply to any violations on or off school premises.

## **Communication and Appeal of Consequences**

Before any suspension takes effect, the student-athlete shall be informed by the ADC, concerning the alleged violation. The student-athlete will have an opportunity to explain or justify the action for which he/she is being held responsible.

## **Athletic Awards**

The Athletic Director and Head Coach will establish the requirements for achieving athletic awards in his/her respective sport. These requirements will be submitted in writing and will receive the approval of the administration before being distributed. As far as possible, all awards will be consistent with the standard for other sports within the school program.

Participation Award: A medal to each student-athlete who is a team member for a full sport season and/or does not qualify for any other award. This medal is the only award that will be presented to the 7th – 12th grade participants.

Individual Awards: Student-athlete who has participated in all three athletic seasons. This certification will be given based on the categories that the Athletic Department has established. These awards will be selected by the Coach and/or players of each the team.

Athlete of the year award: A Senior athlete that participates in two or more high school athletic teams for a duration of four years. Criteria for selection include the following; athletic accomplishments, academic achievement, moral and social leadership, Islamic service, and dedication and loyalty to school and teams. Three males and three females will be nominated by faculty members from a complete list of Senior Student-Athletes. The Athletic director, in conjunction with the Coaching Staff and school administration, will select the one male and one female representative.

### **Concussion and Head Injury Policy:**

**Concussion Management Responsibilities:** A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion. Medical advances over the past decade, along with a national emphasis on raising awareness about concussions, have enabled sport organizations, including the IHSA, to draft or revise rules and policies aimed at player safety in all sports that reflect this growing body of information. Proper concussion management is not the responsibility of one person or group; rather, it is the shared responsibility of various stakeholders involved with athletic participation.

#### **School Responsibilities, IHSA member schools:**

Shall not allow a student to participate in interscholastic athletic activities until the student and the student's parent or guardian have turned in a form approved by the IHSA that explains concussion prevention, symptoms, treatment, oversight, and includes guidelines for safely resuming participation following a concussion.

Shall appoint a Concussion Oversight Team (COT) which will establish both Return to Play (RTP) and Return to Learn (RTL) protocols based on peer-reviewed scientific evidence for a student's return following a force or impact believed to have caused a concussion.

Shall remove a student from interscholastic athletic practice or competition immediately if it is believed that the student may have sustained a concussion

Shall not allow a student to return to practice or competition following a possible concussion until the student has completed the school's RTP protocols.

Coaches Shall successfully complete an approved program on concussion management prior to beginning their coaching responsibilities and then every two years thereafter. The IHSA shall make educational materials available at no charge to coaches through its sports medicine website.

Shall immediately remove from participation or competition any athlete who is suspected of sustaining a concussion or head injury.

Shall not allow an athlete who has been removed from participation or competition because of a suspected concussion or head injury to return to participation or competition until the athlete has met the school's RTP protocols.

Concussion Oversight Team: All members of the COT shall successfully complete an approved program on concussion management prior to becoming a member of the team. It shall consist of the following, but not limited to, school personnel:

1. Athletic Director
2. School Nurse
3. Dean of Students

#### **Athlete Responsibilities:**

Shall annually review, sign, and return to the school, a concussion and head injury information sheet prior to initiating practice or competition.

Shall notify a member of the Concussion Oversight Team (COT) if the athlete or a teammate exhibits signs or symptoms of a possible head injury.

Shall abide by the RTP and RTL protocols of the COT and his/her school.

#### **Parent/Guardian Responsibilities:**

Shall annually review, sign, and return to the school, a concussion and head injury information sheet that includes guidelines for safely resuming participation in an athletic activity prior to their student initiating practice or competition.

Shall provide their student's school with the necessary written consent in accordance with Illinois state law prior to their student's return to participation following a concussion.

Shall encourage their student to report any injury symptoms to the appropriate person(s) at their student's school.

### **EMERGENCY ACTION PLAN**

EMERGENCY COORDINATOR: Athletic Director – High School/Elementary Gym Area/1st Floor –

Contact: 312-504-6109

Assistant to Coordinator: Coach Present at time of emergency

## **CROWD CONTROL PROCEDURES FOR ATHLETIC EVENTS**

Efficient management of interscholastic athletic contests, both at home and away, is an increasingly important aspect of administering an interscholastic athletic program. The following procedures have been assembled to be adequately prepared for crowd control at athletic contests.

1. Pre-season and pre-game responsibilities are shared by Islamic School and visiting schools competing in any athletic contest.
2. Responsibilities during the game are shared by Islamic School and visiting school, with the hosting school assuming the major role. A dual responsibility exists at a neutral site.
3. Post-game responsibilities are shared by officials of both schools, local police, and the community.
4. Advance preparation of all details pertaining to athletic contests is necessary for efficient administration.

## **PROCEDURES BEFORE THE GAME**

1. Formulate plans which provide directions and instructions for all visiting personnel regarding safest routes, parking, seating and dismissal from bleachers, and loading and unloading buses and vehicles. Be alert to the impact of new construction projects.
2. All parking areas will be well lighted. Arrange for on-site parking of visitor's vehicles and buses.
3. Supervision will be continued until after all visitors have left the area, including the team bus.
4. Contact the visiting school as early as possible to arrange for a meeting or telephone conversation to discuss the game, including prior and existing school/community control problems. Time and location of pregame security meeting should be confirmed.
5. All security personnel will be readily identifiable by the public. Prevention, not apprehension after trouble begins, should be emphasized.
6. All home games will be recorded.
7. Arrange for supervision to continue until all visitors have left the area, including the team bus.
8. All School entrances and parking lots are covered with surveillance cameras to record all incidents of inappropriate behavior.
9. Emphasize to game officials the importance of keeping the game under control.
10. Competent persons will be assigned to take charge of the scoreboard and scorebook.

## **DURING THE GAME**

1. Visiting school athletic director or the head coach should contact the athletic director of hosting school immediately upon arrival to discuss final details and to indicate seat locations so that parties are available to each other.
2. Keep lines of communication open to administrators from the visiting school and the site manager.
3. Provide supervision during halftime. Whether or not there is halftime entertainment, supervision is necessary to help direct the crowd, keep spectators off the playing area and keep the gym or the field clear.

#### **After the Game**

1. Sportsmanship handshake between coaches and team members will take place at the conclusion of the game.
2. When awards are presented, all team members and coaches will remain on the court/field at the conclusion of the game until award presentations have concluded.
3. Administrators of both schools should confer before leaving to be sure that all details have been attended to.
4. Discourage spectators from leaving before the end of the contest.
5. When necessary, police will escort officials to their cars.

#### **Lockdown Procedures**

When a lockdown has been ordered, the athletic director or designee shall make the following announcement and repeat it several times in the following manner (insert the most effective communications system(s) at the site, e.g. public address system or bullhorn.): (for intercom access dial \*7001 for the entire campus and \*7777 school campus and Masjid)

***"Attention: This is the Athletic Director, (name). We must secure the campus temporarily. This is not a drill. Please remain calm. Teachers and staff, please secure all athletes, staff and visitors in the room you are in immediately and follow lockdown procedures. If you are outdoors or in a hallway, please walk calmly to the nearest gym, multipurpose room or office. Parents do not try to locate your children. They will be kept safe and will be released to you after the lockdown has been lifted. Ignore any alarms or bells. Please listen for updates and further instructions. Thank you for your orderly response to these instructions."***

A staff member designated in advance by the athletic director as a liaison shall notify the IFSC Chair immediately that a lockdown has been initiated and shall provide updates to the IFSC Chair. The staff liaison also should call the Villa Park Police Department periodically to obtain the most current information available regarding the situation. An athletic director or designee also may notify neighboring schools that his or her school is locked down, but any instruction for other schools to also lock down must come only from the athletic director's office staff or the security officer.

Should a athletic director decide on the basis of information from other schools that he or she will lock down his or her own site, he or she must notify the IFSC Chairman of that decision immediately so that all schools that are locked down will be included in subsequent communications and notified when the lockdown is lifted.

### **During the Lockdown**

- All staff and athletes are to be in secured rooms away from windows and visual contact from the outside during the lockdown.
- Athletes will be permitted to go to the restroom only if the security officer permits such activity and only if the student is accompanied by a designated school staff escort.
- Any special needs of athletes or access of parents to athletes will be addressed through the security officer.
- The athletic director/designee will provide frequent communications to the athletes and staff regarding the status of the lockdown and the need for continued cooperation.
- Rules prohibiting cell phone use during class time are to be strictly enforced.

### **Lockdown in the Elementary Gym**

- \* Coach's/staff members will lock the gym entrance from the hallway from the inside.
- \* Coach's/staff members will assist the athletes into the storage room as best as they can.
- \* If there are athletes left in the gym whom will not fit into the storage room, will be accompanied by a Coach/staff member and position themselves along the northwest corner of the gym whilst sitting on the floor.
- \* All athletes, coach's, and staff members will remain silent during entire lockdown.

### **Lockdown in the Large Gym**

- \* Coach's/staff members will lock the gym door that leads to the hallway.
- \* Coach's/staff members will situate the athletes in the northeast corner of the gym along the wall whilst sitting on the floor. They will remain there until lockdown has been lifted.

### **Lifting the Lockdown**

The security officer will authorize lifting the lockdown and communicate that decision to the IFSC Chair. The IFSC Chair will call the affected sites to tell them to lift the lockdown or to verify that they have been instructed by a security officer to lift the lockdown. Athletic director/designees should inform all staff notified of the initiation that the lockdown has been lifted.

### **After-Event Parent Communications**

Athletic directors are to send a factual notice to parents regarding the day, time, duration and reason for the lockdown. The notice should include other information as appropriate such as lunch changes,

transportation adjustments, and extra-curricular and co-curricular activity modifications. The notice also is to be posted on the school website.

#### Coach's/Staff/Other Personnel

- Take a quick glance in the hallway, grab any student nearby.
- Lock the gym door immediately.
- Keep all athletes sitting on the floor, away from the door or windows.
- Advise the athletes that there is some type of emergency, but you are not certain what it is.
- Project a calm attitude to help athletes remain calm.
- Reassure athletes that they are safe and that you are in charge.
- Take attendance and prepare a list of missing athletes and extra athletes in the room. Prepare to take this list with you when you are directed to leave the gym.
- If there is a phone in the gym, do not use it to call out. Lines must be kept open unless there is an emergency situation in the gym. Use your cell phone if needed.
- Ignore any fire alarm activation. The school will not be evacuated using this method. Announcements will be made over the intercom.
- When or if athletes are moved from the gym, assist them in moving as quietly and quickly as possible.
- Remain in the room until the athletic director, designee, or security officer announces the end of the lockdown or a police officer arrives and lifts the lockdown.

#### Medical Emergency

Call medical emergency phone number 911

Provide the following information:

- a. Nature of medical emergency
  - b. Location of the emergency (High School Gym, Elementary Gym)
  - c. Your name and phone number from which you are calling.
- Do not move victim, unless absolutely necessary.
  - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help

Coach Mike – 312-504-6109

Coach Cotton – 630-915-0457

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).

2. Clear the air passages using the Heimlich Maneuver in case of choking.

### **Fire Emergency**

When fire is discovered in the gym (HS/ES):

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means: Voice Communication – personal cell phone - Radio/Walkie Talkie

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

### **Telephone Bomb Threat**

- Get as much information as possible
- Keep caller on the phone long as possible
- Indicate to other staff members to call 911 and pull the fire alarm

#### **If an alarm is heard Athletic Director shall:**

- Search and clear gym areas.

Proceed with others to the far corner of the parking lot.

- Communicate with EMTs, police and fire departments (location of and information about bomb, persons with disabilities, areas not checked)
- When the all clear is given, silence and reset the alarm.

### **SEVERE WEATHER AND NATURAL DISASTERS**

#### **Tornado:**

- When a warning is issued by sirens or other means, seek inside shelter.

-Boys Girls will get to the student union and sit against the walls protecting their head and neck with their arms.

Coach's/staff members will assist the athletes into the student union as best as they can.

If there are athletes left in the gym whom will not fit into the student union, they will be accompanied by a Coach/staff member and position themselves along the northwest corner of the gym whilst sitting on the floor.

Boys and Girls will enter the kitchen of the elementary school cafeteria from the ES Gym.

#### **Earthquake:**

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

## **Athletic Fees 2019-2020**

\$180/team for Middle School and High School

\$160/team for Elementary

### **Athletic Fee Refund Policy**

IF the student-athlete and his/her guardian inform the Coach/Athletic Director/ADC in writing their intention to withdraw from the team within five days of joining the team, the athletic fee will be fully refunded.

If the student-athlete does not “make” the team, the athletic fee will be fully refunded.

Student-athlete may withdraw from the team at any time during the season but will not receive a refund if notifying Coach/Athletic Director after five days of participation.

If a student-athlete is disqualified from a team for academic/disciplinary reasons, the athletic fee for that season will NOT be refunded.



**ISLAMIC FOUNDATION SCHÖÖL**  
SCHOLÄRSHÄP CHARACF-RER • SERVICE

## Assumption of Risk and Injury Waiver — Sports Activities

Child's Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Birthday: (month/day/ year) \_\_\_\_\_ Male/Female Main Phone \_\_\_\_\_

Parents name: (Mother) \_\_\_\_\_ (Father) \_\_\_\_\_

Contact Number: (Mother) \_\_\_\_\_ (Father) \_\_\_\_\_

Emergency Contact after Parent: \_\_\_\_\_ Ph \_\_\_\_\_ Relationship \_\_\_\_\_

Child's Physician Name: \_\_\_\_\_ Physician Phone # \_\_\_\_\_

OTHER MEDICAL CONDITIONS we should be aware of \_\_\_\_\_

MN/ e, the staff of IFS recognize our obligation to make our students and their parents aware of the risks and hazards associated with any sport. Students may suffer injuries, possibly minor, serious, catastrophic injury, paralysis, and even death. Any sport can be dangerous and lead to injury. I, the parent, understand that the supervising coach may call an ambulance for the above listed child should the coach deem this to be necessary. Parents should make their children aware of the possibility of injury and encourage their children to follow all the safety rules and the coaches' instruction. IFS, its coaches and other staff members, will not accept responsibility for injuries sustained by any student during the course of this sport participation. With the above in mind and being fully aware of the risks and possibility of an injury involved, I consent to have my child or children participate in any sport offered by IFS. I, my executors, or other representatives, waive and release all rights and claims for damages that my child or I may have against Islamic Foundation School (IFS) and/or its representatives •whether paid or volunteer. I also affirm that I now have and will continue to provide proper hospitalization, health, and accident insurance coverage, which I consider adequate for both my child's protection and my own protection. I also understand that it is the parent's responsibility to warn the child about the dangers of any sport and injury. The parent should warn the child according to what the parents feel is appropriate.

I agree to release and hold forever harmless, Islamic Foundation. the instructor(s), students and all other participants of these sports activities, from any and all claims. damages, or liability of any sort,

which I or co-signors (if any) may have or ever have in the future because of an injury or other damage i may receive as a result of being a student, participant or spectator in the practice of this sport. I recognize that the practice of sports may be potentially hazardous and acknowledge that I have been advised by the instructor(s) of 'the risks of injury and danger incident to instruction of this sport. I and co-signors (if any) hereby voluntarily agree to assume the results and consequences of those risks.

I represent and certify that have the permission of my parents and/or guardians to participate in the stated activities, and that they have full knowledge thereof. I also represent that to the best of my knowledge am physically able to commence instruction and have the responsibility to make the instructor aware of any disability or illness that would impact my health or safety or the health and safety of other persons present,

I AND MY CO-SIGNORS (IF ANY) HAVE READ AND UNDERSTAND THE ASSUMPTION OF RISK AND INJURY WAIVER AND INTEND TO BE LEGALLY BOUND BY THIS AGREEMENT.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by athlete or parent prior to examination.

Name \_\_\_\_\_ School Year \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ City/State \_\_\_\_\_

Phone No. \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Class \_\_\_\_\_

Student ID No. \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_



# IHSA Sports Medicine Acknowledgement & Consent Form

## Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### Symptoms may include one or more of the following:

<ul style="list-style-type: none"> <li>• Headaches    <input type="checkbox"/>    Amnesia</li> <li>• “Pressure in head”    <input type="checkbox"/>    “Don’t feel right”</li> <li>• Nausea or vomiting    <input type="checkbox"/>    Fatigue or low energy</li> <li>• Neck pain    <input type="checkbox"/>    Sadness</li> <li>• Balance problems or dizziness    <input type="checkbox"/>    Nervousness or anxiety</li> <li>• Blurred, double, or fuzzy vision    <input type="checkbox"/>    Irritability</li> <li>• Sensitivity to light or noise    <input type="checkbox"/>    More emotional</li> <li>• Feeling sluggish or slowed down    <input type="checkbox"/>    Confusion</li> <li>• Feeling foggy or groggy    <input type="checkbox"/>    Concentration or memory problems</li> <li>• Drowsiness (forgetting game plays)</li> <li>• Change in sleep patterns    <input type="checkbox"/>    Repeating the same</li> </ul>	question/comment
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### Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit

- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness



## **IHSA Sports Medicine Acknowledgement & Consent Form**

### **Concussion Information Sheet (Cont.)**

#### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

#### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Youth Sports Concussion Safety Act requires athletes to complete the Return to Play (RTP) protocols for their school prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.