

Section #1 - Sportsmanship Code

The objectives of the Illinois High School Association shall be to stress the educational importance, the cultural values, the appreciation of the skills involved in all interscholastic activities, and to promote cooperation and friendship among member schools. It is the clear obligation of principals, athletic directors, coaches, faculty and all other representatives of Illinois High Schools to practice the highest standards of sportsmanship, ethics, and integrity in all interscholastic competition.

As members of the IHSA, all SWSC schools shall support and follow the "Sport A Winning Attitude!" campaign of the IHSA as well as the following SWSC sportsmanship guidelines:

1. There shall be no display of derogatory or unsportsmanlike banners or signs at the contest site. (All breakthrough signs and homecoming signs/floats must be non-derogatory).
2. The use of mechanical noise makers, such as horns, sirens, cowbells, or band instruments (other than by band members) shall not be allowed indoor. Schools will adhere to the IHSA guidelines at all events they host outdoors.
3. Students and fans are encouraged to participate only in acts that will tend to promote cooperation and friendship among the students and schools in the SouthWest Suburban Conference.
4. A Sportsmanship announcement should be read prior to the beginning of and during each contest. Examples can be found in the SAWA Campaign from the IHSA.

SWSC Pre-Game Sportsmanship Announcement

Good evening, _____ (host school) would like to welcome the athletes, coaches, and fans from _____ (visiting team) high school to tonight's (today's) contest. The objectives of the IHSA and the SouthWest Suburban Conference are to promote the educational importance of interscholastic events and good sportsmanship by student-athletes, coaches, and spectators. In order to maintain the integrity and spirit of interscholastic activities as an extension of the classroom the SWSC would ask that you respect the efforts of all the participants involved with a positive display of sportsmanship. Negative comments, cheers, chants or behaviors directed at officials, student-athletes, coaches, or teams will not be tolerated. During the contest, please be supportive and show your appreciation for the efforts of both teams as you enjoy tonight's game. _____ (host institution) thanks you for your support and cooperation.

(After line-ups are introduced--then introduce contest officials.)

The officials for tonight's game/meet are: (name of officials.)

The Illinois High School Association registers the officials. Their experience and integrity qualify them to administer the rules of this game/meet. We hope you will enjoy the game/meet and support the athletes in a positive sportsmanlike manner!

Section #2 - News Media

The news media will accept scores and information from all individual SWSC schools. It shall be the responsibility of the home SWSC school or the host school of the SWSC Conference or Division Championship Tournament/Meet to forward the results to the news media the same day of the contest of meet. All-Conference team selection results are to be forwarded to the sport resource athletic director **ONLY**. He/she shall forward the all-conference results to the news media.

Frankfort Station

*11516 W. 183rd Street
Office Condo #3, Unit SW
Orland Park, IL 60467
708-326-9170
708-326-9179 (Fax)*

Orland Park Prairie

*708-326-9170
708-326-9179 (Fax)
Heather Warthen: heather@opprairie.com*

Chicago Sun-Times

*401 North Wabash Avenue
Chicago, IL 60611
312-321-2247
312-321-0122 (Fax)*

The Reporter Newspaper

*12247 Harlem Ave.
Palos Heights, IL 60463*

Chicago Tribune

*435 North Michigan Avenue
Suite 400
Chicago, IL 60611-4041
312-222-3474
312-828-9392 (Fax)*

The Daily Journal, Kankakee

Fax 815-937-3876

The Herald, Bourbonnais

Fax 815-933-3785

Bolingbrook Sun

Fax 815-439-4362

Joliet Herald News

*300 Caterpillar Dr.
Joliet, Illinois 60436
815-729-6040
Fax 815-729-6077*

Bolingbrook Bugle

815-955-7803

Section #3 – Resource Athletic Director

It shall be the responsibility of each SWSC School's *sport level coach* or designee to *post home SWSC contest scores on the SWSC website within 24 hours of the end of the contest.*

The resource athletic director will be responsible to verify the conference championship winner for each level and sport based upon these standings. In sports that use the division or conference meet to determine the championship, the resource athletic director is responsible to forward the final results for the team champion and the individual accomplishments to the historian. The resource athletic director is also responsible to conduct the preseason and postseason meeting for their sport.

Section #4 – Historian

It is the responsibility of the historian to maintain the conference championship teams and individuals both on the web site and in a file and to monitor the SWSC website for scores and standings. The web site and/or file should include all championships won by teams in levels that compete for a championship trophy, all individuals who received awards in the championship meets, and all all-conference recipients for all sports.

Section #5 - Meetings

A monthly meeting of athletic directors from each conference school shall be held at 9:00 a.m. on the second Wednesday of each month at a site to be determined.

Section #6 – Officer Duties

1. Duties of the President
 - a. Preside at all meetings of the general body.
 - b. Attend the monthly Principals' meetings acting as a non-voting member. A quarterly report will be given and upon request to the superintendents.
 - c. Replace members to active committees where needed.
 - d. Assign members to new committees as needed.

2. Duties of the Vice-president
 - a. Assist the president where needed.
 - b. Assume the duties of the president when needed.
 - c. Acting chair of the Assignment Chairperson Committee
 - d. Act as an ex-officio member of other committees
 - e. Attend the final yearly meeting of the Principals' as an observer.
 - f. Assume the position of President at the May meeting.

3. Duties of the Secretary
 - a. Take minutes at all meetings and distribute them to the member schools
 - b. Distribute contest openings lists to all member schools from monthly meetings.
 - c. Assume the position of Vice-president at the May meeting.

Section #7 – Conduct at Contests

In general, the athletic director is responsible for the organization of game administration and actions of the coaching staff. The head coach is responsible for the actions of their staff and players. The administrator in attendance at contest is responsible for the actions of the crowd.

1. The home (host) school shall retain all gate receipts for all contests.
2. Visiting schools shall pay all traveling expenses to and from the playing site.
3. An administrative staff member shall be appointed from each visiting school to take responsibility for student conduct at contests. It is believed that this procedure will help unify and strengthen practices of good sportsmanship and ethical conduct among all students in the conference. The administrator in charge shall report to the host administrator and make their identity and whereabouts known. This practice will be required for all varsity football and boys' basketball contests.
4. Visiting teams should be afforded secure locker rooms for all indoor contests when requested. Locks and towels will not be provided.
5. Forfeits will follow IHSA and SWSC regulations.
6. A player may not participate in two levels on the same day against the same opponent unless there has been prior approval by the Principals and Athletic Directors. Levels are defined as Varsity, JV, sophomore and freshman.
7. Each school shall be responsible for the maintenance of its interscholastic athletic teams on a nondiscriminatory basis. It is the policy of the conference to accommodate the interests and abilities of both genders with the primary goal of maximizing athletic opportunities for the greatest number of participants of both genders.
8. Member schools operating or sponsoring separate gender teams shall be responsible for student athletes consistent with the applicable rules of the Illinois State Board of Education.
9. In the event that any athlete asserts that they have been the subject of discrimination due to the operation of the rules set forth, the athlete will submit the complaint to their superintendent. The superintendent may seek any exception deemed to the complaint to the president of the Superintendents. The Board of Appeals shall respond to the request within 21 days.
10. SWSC conference meets shall be held in all sports where individuals may advance in the IHSA tournaments.
11. The starting times for contests will be mutually agreed upon between the competing schools taking factors such as travel, daylight, officials' availability, and special circumstances into account.
12. Officials shall be provided and paid by the host school in accordance with the regulations of SWSC and the IHSA.
13. The host school is responsible to provide the necessary equipment and game assistance to conduct the contest.
14. The home school prepares and sends contracts. Schedules shall be sent to the assignment chairs within the SWSC timelines.
15. All athletes are eligible for the varsity and junior varsity competition. Sophomore competition shall be limited to sophomores and freshmen. Freshmen competition shall be limited to freshmen.

16. Starting times, specific locations, and other modifications should be spelled out in the agreed contract. The visiting school shall be notified immediately if any changes in this situation arise.
17. In the event of an emergency situation prior to the start of the contest, the host school shall determine if the contest will be held. Once the contest starts, the decision rests with the game officials. In the event that the contest has no officials, the host school has jurisdiction to cancel a contest.
18. If a uniform color conflict occurs, the home team will provide a method of distinguishing the two teams.
19. If two or more levels are played at the same site and some officials do not show up, the host athletic director has the authority to move officials to facilitate playing games.

Section #8 – Assignment Chairperson Duties

1. The assignment chairperson is responsible for “contracting” officials for all interscholastic contests. The officials should have up-to-date IHSA registration. The assignment of unregistered officials to any SWSC contests could result in termination of this contract.
2. Assignment chairs are prohibited from collecting and fees from or requiring officials to attend clinics or camps as a prerequisite to be assigned SWSC contests.
3. The assignment chair shall communicate in writing the “Duties and Expectations of Officials” to each official and handbook guidelines for the sport that they officiate.
4. One month prior to the start of the sport season, the chairperson shall provide each athletic director
 - a. One copy of a master schedule for each level listing the officials assigned to each contest or a web based access.
 - b. One list of officials’ names, addresses, telephone numbers and social security numbers (whenever possible). This list should be updated and kept current throughout the season or a web based access.
5. When changes in the school’s originally assigned officials occur, the assignment chairperson shall notify the host athletic director by phone, fax or email prior to the contest.
6. When the host school makes changes to their schedule, the assignment chairperson shall be responsible for assigning/reassigning officials.
7. The chairperson shall provide two lists of officials for the purpose of rating officials for the next season. This list should be distributed prior to the end of the sport season.
8. The chairperson shall provide an emergency or alternative phone number or contact person for times when they are unavailable.
9. A contract is included in the appendix.

Section #9 – Official Duties

Duties of Officials:

1. Any official working any SWSC contest must possess current IHSA registration.
2. Any contracted official working a SWSC contest must contact the assignment chairperson if they cannot fulfill their contract. In the case of an emergency cancellation, the official should contact the host school athletic director.
3. Officials should contact the host athletic director to verify their assignment either prior to or on the day of the contest.
4. Officials should plan on arriving at the game site at least 30 minutes prior to the scheduled starting time unless prior arrangements have been made.
5. Upon arrival, the official should report to the athletic director or person in charge.
6. When circumstances warrant, the athletic director may reassign officials.
7. If an official shows up for a contest but that contest cannot be played, they shall receive a fee equal to ½ of their contracted fee. If the contest starts, they shall receive a full stipend for one contest.

Officials assigned by the assignment chairs shall be compensated according to the SWSC salary schedule included in the appendix.

Section #10 – Grievance Procedures

1. When two member schools cannot find an agreeable solution or when a school feels that a conference regulation has not been followed, a request will be filed with the President.
2. The Officers will make a decision as to the outcome of the grievance and submit the findings to the athletic director(s) of the school(s) involved.
3. A subsequent report will be given to the Principals.
4. In the event that a school is not satisfied with the outcome of the decision, they may appeal the finding to the Principals.

Section #11 – Policy Exceptions

Individual member schools are allowed to request exceptions to the SWSC handbook.

1. The individual member school shall submit its request in writing with rationale to the president.
2. The request must be made at least one meeting prior to the start of the contest season for which the exception is being requested. No requests may be considered after this time.
3. The athletic director of the requesting school shall provide copies of the request with rationale to all members and the President of the Principals.
4. The conference will consider the request and vote to approve or disapprove the request. A simple majority of those schools present constitutes approval.
5. If approved, the President shall sign and date the same copy and forward it to the Principals indicating that the exception was approved.
6. In the event that an exception was not granted, the member school requesting the exception can appeal the decision to the Principals.

Section #12 – Trophies and Awards

1. Championship trophies shall be awarded to varsity and sophomore/junior varsity champions in the following sports:

Badminton	Cross-Country	Swimming
Baseball	Football	Tennis
Basketball	Golf	Track and Field
Bowling	Gymnastics (<i>girls</i>)	Volleyball
Cheerleading	Soccer	Water Polo
Competitive Dance	Softball	Wrestling
2. Trophies shall be purchased by the Principals with the following characteristics:
 - a. Individual team trophies shall be awarded to all varsity teams.
 - b. Sophomore/JV champions will receive an engraved plate to be placed on the school's plaque.
 - c. Trophies shall be ordered so they are available at the beginning of each sports season. There must be five (5) teams in order to have a conference champion in any sport. *{Exception: Girls Gymnastics}*
 - d. When a sport has at least 10 teams, there will be two divisions with each champion receiving similar awards.
3. Each varsity head coach has the opportunity to nominate a student-athlete to be named Athlete of the Year from their varsity program based on the following criteria:
 - a. Athletic accolades, success and ability
 - b. Good academic standing
 - c. Good citizenship/leadership
 - d. The process for voting is:
 - i. Coaches should send their nominations along with a brief paragraph with biography, stats, accomplishment, etc. to the resource AD before the meeting.
 - ii. At post-season meeting, each coach who nominated an AOY, will have a minute to talk about their student-athlete.
 - iii. A written ballot with nominees listed by division will be provided for coaches to vote secretly for this award in their own division.
 - iv. Resource AD's will tally and announce the award winners at the meeting.

The plaques will be awarded as followed (50 Total*):

Fall (18)

Boys' Cross Country- Red and Blue
 Girls' Cross Country- Red and Blue
 Football- **Red and Blue**
 Boys' Golf- Red and Blue
 Girls' Golf- Red and Blue
 Boys' Soccer- Red and Blue
 Girls' Swim/Dive- **Combined**
 Girls' Tennis- Red and Blue
 Girls' Volleyball- Red and Blue

Spring (17)

Badminton- Red and Blue
 Girls' Soccer- Red and Blue
 Boys' Tennis- Red and Blue

Winter (15)

Boys' Basketball- Red and Blue
 Girls' Basketball- Red and Blue
 Boys' Bowling- Combined
 Girls' Bowling- Combined
 Comp. Cheer- Red and Blue (or Co-Ed & Large)
 Competitive Dance- Red and Blue
 Girls' Gymnastics- Combined
 Boys' Swim/Dive- **Combined**
 Wrestling- Red and Blue

Baseball- Red and Blue
 Softball- Red and Blue
 Boys' Track- Red and Blue

Girls' Track- Red and Blue
Boys' Water Polo- Combined
*Not Including Lacrosse

Boys' Volleyball- Combined
Girls' Water Polo- Combined

4. The Principals shall purchase individual athletic awards. The following sports shall receive individual awards as specified for each gender and division or combined conference as specified by the individual sport guidelines and listed in the charts. Varsity athletes will receive neck draped medals and/or all-conference certificates. Sophomore/junior varsity winners will receive ribbons.
- a. Badminton - (see chart for number of awards)
 - b. Baseball - all-conference certificates (see chart for number of certificates)
 - c. Basketball - all-conference certificates (see chart for number of certificates)
 - d. Bowling - (see chart for number of awards)
 - e. Cheerleading - all-conference certificates (see chart for number of certificates)
 - f. Competitive Dance - all-conference certificates (see chart for number of certificates)
 - g. Cross-Country - (see chart for number of awards)
 - h. Football - all-conference certificates (see chart for number of certificates).
 - i. Golf - (see chart for number of awards)
 - j. Gymnastics (girls) - 4 medals per event (1st thru 4th place).
 - k. Soccer - all-conference certificates (see chart for number of certificates).
 - l. Softball - all-conference certificates (see chart for number of certificates).
 - m. Swimming - (see chart for number of awards)
 - n. Tennis - (see chart for number of awards)
 - o. Track - (see chart for number of awards)
 - p. Volleyball - all-conference certificates (see chart for number of certificates)
 - q. Wrestling - all-conference certificates (see chart for number of certificates)
 - r. Water Polo - all-conference certificates (see chart for number of certificates)

All-Conference Certificates Chart

place	<u>FB</u>	<u>SOC</u>	<u>GVB</u>	<u>BKB</u>	<u>BB/SB</u>	<u>CL</u>	<u>DANCE</u>	<u>WR</u>
1	10	5	3	2	5	6	6	6
2	8	4	2	2	4	5	5	5
3	6	3	2	1	3	4	4	4
4	4	2	1	1	2	3	3	3
5	3	2	1	1	2	2	2	2
Total	31	16	9	7	23	20	20	19

place	<u>BVB</u>	<u>WP</u>
1	3	4
2	3	3
3	2	3
4	2	2
5	2	2
6	1	1
7	1	1
8	1	1
9	1	1
Total	16	18

Conference Tournament Awards Chart

<u>Sport</u>	<u>Teams</u> <u>>></u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
Badminton	2 div	3sin/3dou				
Bowling	1 div					11
Cross country	2 div	10				
Golf	2 div	10				
Swim	1 div	6ind/3rel				
Tennis	2 div	3sin/3dou				
Track	2 div	5ind/3rel				

Sport	Tm	Medals
Girls Gymnastics	3	4

5. Ties for Individual Awards

- a. Ties for individual medals and ribbons in conference championship tournament shall be broken by a flip of the coin by the tournament, manager. (Duplicated awards shall be given to athletes who tie for the final place).
- b. No special acknowledgments or presentations are to be made at the SWSC Championship Meets other than those sanctioned by SWSC.
- c. Host - school Athletic Director is responsible for notifying the award supplier of any ties, requesting additional awards.

6. Ties for Team Awards

- a. **In the event of a tie for the conference championship in a sport that uses team standings, head to head will be used to determine the champion. If the tie involves more than 2 teams, all teams will be declared the champion.**
- b. Duplicate sophomore/junior varsity plates shall be awarded to teams tying for a SWSC Conference Championship.
- c. Host school Athletic Director is responsible for notifying the award supplier of any ties, requesting additional trophies.

7. All-Conference nomination procedures:

- a. A school representative may nominate any player they deem deserving of "all-conference" recognition.
- b. At the all-conference meeting, the coach or designee will submit names of athletes to be considered based upon the number of selections listed in the sport handbook that the team has earned.
- c. The coaches will vote to approve each school's selection. If the coaches do not approve a nomination, the school may replace them with another athlete.
- d. Coaches may not share or trade all-conference selections.

Section #13 – Admission Policy

- 1. Team members are required to pay the regular admission charge to games/contests when they attend away games unless they are active participants.
- 2. SWSC conference boys' and girls' athletic events shall have the following admission prices when tickets are sold at the door:

Football and Boys Basketball
 Students (with ID) - \$2.00
 Adults - \$5.00 (seniors >60 free)

all other sports when charged
 Students (with ID) - \$2.00
 Adults - \$4.00 (seniors >60 free)

SWSC Championship tournaments or meets
 Students - \$2.00
 Adults - \$5.00 (seniors >60 free)

SWSC, SAC and SSC gold cards will be honored at all contests for the holder and a guest.

- 3. Passes:
 - a. SWSC passes shall be issued to each member school to be honored at any contest. Fifteen passes shall be issued to each athletic department and the appropriate number to each administration. These passes will be distributed from the SWSC Principals.
 - b. Each SWSC school shall issue school passes/ID's to their faculty/staff members, identified by school colors or insignia and dated from year to year. This school issued pass/ID will permit free admission -- home or away -- to only those staff members whose respective school is participating in a SWSC conference contest.
 - c. School faculty activity passes shall be honored only when that school is participating.
 - d. Passes issued by Booster Clubs or School Activity Groups are ONLY honored at the issuing school's home contest.

Section #14 – Schedules

1. The scheduler shall develop all schedules to be approved by the conference.
2. Each school may be represented by varsity, junior-varsity, sophomore and freshman boys' athletic teams in the following sports:

Baseball (may have girls)	Golf	Tennis
Basketball	Gymnastics (girls)	Track & Field
Bowling	Soccer	Volleyball
Cross-Country	Swimming	Water Polo
Football (may have girls)		Wrestling (may have girls)

3. Each school may be represented by varsity, junior-varsity, sophomore, and freshmen girls' athletic teams in the following sports:

Badminton	Cross-Country	Tennis
Basketball	Golf	Track & Field
Bowling	Gymnastics (girls)	Volleyball
Cheerleading	Soccer	Softball
Competitive Dance	Swimming	Water Polo

*NOTE: Junior varsity and "B" level competition is encouraged when school have a large number of participants. This competition may be scheduled, by mutual agreement, between the two schools involved in a conference varsity or sophomore game/meet.

4. All schools shall maintain accurate athletic eligibility lists and all other materials pertinent to the contests according to the IHSA regulations.
5. Schedule Limitations:
 - a. IHSA limitations shall apply to all sports.
 - b. Varsity, Junior Varsity, sophomore, and freshmen are each considered an individual levels of competition.

Section #15 – Strike Policy

1. Conference Championship Athletic Contests.
 - a. If a teachers' strike cancels an athletic contest, the athletic contest will not be rescheduled, a victory is awarded to the non-striking school that is prepared to play, and a defeat is administered to the striking school.
 - b. If both schools are on strike, a defeat is administered to both striking schools.
2. Reimbursement of Officials.
3. The striking school is responsible for reimbursing the assigned official(s), unless the official can be contracted to another contest for that date.

Section #16 – All-Academic-Athletic Team

Criteria for the SWSC All-Academic/Athletic Team:

1. A grade point average of 3.5 or higher (based on a 4.0 weighted grade scale, if applicable).
2. Only senior varsity letter winners will be eligible.
3. The seventh semester cumulative G.P.A. will be used to determine the candidate's eligibility.
4. Senior athletes qualifying for this award must meet IHSA requirements for team membership.
5. Lapel pins will be awarded to the recipient.
6. Names of qualified fall and winter student/athletes must be submitted to the recording Athletic Director as soon as possible following the athletes' seventh semester. Names of qualified spring student/athletes must be submitted at the April meeting of the Athletic Directors.
7. The Athletic Director in charge of this award will release the SWSC All-Academic/Athletic Team to the local print media.
8. Information released to the news media in the following order:
 - a. Alphabetical order - students/athletes' names
 - b. School name
 - c. Sport(s)
9. Student/Athletes will qualify for SWSC All-Academic consideration in the following athletic activities: Badminton, Baseball, Basketball, Bowling, Cheerleading, Competitive Dance, Cross Country, Football, Golf, Gymnastics, Pom Poms, Soccer, Softball, Swimming, Tennis, Track & Field, Volleyball, Wrestling, and Water Polo.