

Sample Letters

The following letters can be used to send or hand out to all individuals at your pre-season meetings along with the Codes of Conduct for them to sign. The IESA and the IHSA both hope these letters help start an open communication with your constituents when promoting with sportsmanship.

Letter to Coaches

Dear Coach _____,

The privilege of coaching young people carries with it many responsibilities. As an interscholastic coach, your responsibilities go well beyond the wins and losses. Interscholastic activities are a great way to teach and promote values such as sportsmanship, honesty, dedication, teamwork, self-discipline, and cooperation. Taking a leading role in our school's effort to promote sportsmanship will send a clear and powerful message to your players.

Please take a few moments to review the expectations of behavior we expect our coaches to display as leaders of the student-athletes we serve in our school. Good sportsmanship requires as much work as any play or skill you will teach an athlete this season. It is more important in the respect that the values instilled by good sportsmanship will serve our community for years to come. We hope the upcoming season will be rewarding for you!

Letter to Parents/Guardians

Dear Parent/Guardian of _____,

We are asking for your support in providing positive role-modeling for our student-athletes. The involvement of our students in athletics and activities contributes to the development of their values system. Trustworthiness, citizenship, caring, fairness and respect are lifetime values that are taught through interscholastic activities and are principles of good sportsmanship and character. With these principles, the spirit of competition thrives, fueled by honest rivalry, courteous relations and grateful acceptance of the results.

The following are the expectations of parents/guardians of our student-athletes:

- Understand the purpose of educational athletics.
- School sports are about students learning and having fun.
- School sports are not about attempting to earn a college athletic scholarship.
- Don't live your life through your child's activities. This is their time.
- Accept all decisions of officials.
- Applaud during the introduction of players, coaches, and officials.
- Make your cheers supportive and not instructions as to how to play.
- Be a positive role model through your own actions. Remain calm and composed during games.
- There is enough pressure on kids to perform as it is. Your added pressure from reacting to mistakes they make, being critical and negative, and heightened emotions create unneeded stress and take away from the fun of the game.

We have made a commitment to promote good sportsmanship by student-athletes, coaches and spectators at all athletic events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated and are grounds for removal from the event site. Thank you for your cooperation in the promotion of good sportsmanship!

Sample Letters

The following sample letters can be used when dealing with ejections. These letters are only samples and you can use them, tweak them or change them to work best for your school.

Letter to Coach after Ejection

This letter is being written in response to the ejection that you received in the game this week. This type of representation of our school is not acceptable and will not be tolerated.

As per the IESA By-Laws, any coach ejected from a game will be ineligible for the next interscholastic contest at that level and all other levels in the interim. We regret that your actions have deemed this necessary.

As a representative of our school, you have the responsibility to lead by example and promote the ideals of good sportsmanship to our students. Please also review the Code of Conduct that you signed prior to the start of the season:

1. The coach will promote academics and the educational process.
2. The coach will teach, enforce, advocate, model and promote the development of good sportsmanship and character to include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
4. The coach will respect participants, officials, opponents, parents and all others involved.
5. The coach will promote fair play and uphold the spirit of the rules in the activity.
6. The coach will model appropriate behavior at all times.

I appreciate your cooperation in this matter and hope that we can continue to support our students in a positive manner in the future.

Letter to Parent after Ejection

It has come to my attention that you were recently ejected from a game. Please take a moment to review the school handbook and the Code of Conduct attached to this letter.

These pages outline the expectations and policies for our parent and fans. Be advised that we expect our fans, coaches and players to follow the guidelines that have been set forth. If you are ejected from another game in any sport this school year, a recommendation will be submitted to the Board of Education that you be excluded from all athletic events for the remainder of the year.

I appreciate your cooperation in this matter and hope that we can continue to support our students in a positive manner in the future.