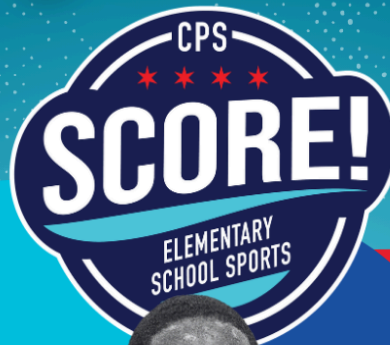


# Elementary Liaison Manual



Last Updated: Fall 2025

## Introduction

The following information is a reference guide to assist Chicago Public School Sports Liaison (grades 5-8) as they navigate the school year. This reference guide is intended to help those who manage, coach, and participate in the SCORE! Elementary athletics program.

**Sports Can Open Roads to Excellence!** Is an elementary interscholastic athletics program designed to be inclusive of all Chicago Public Schools students grades 5-8. The program participation in school sports helps maintain mental and physical health, while also developing qualities such as **good sportsmanship, integrity, respect, and teamwork.**

A Sports Liaison is one of the most important jobs in the Chicago Public Schools (CPS) system. Working as an administrator in one of the district's elementary schools, the sports liaison has several responsibilities, requirements, and tasks that must be completed for their school to compete in all eligible sports, providing the student-athletes with great opportunities, and a lifetime of great memories and experiences in the competitive SCORE! program.

## OSA Mission

The Office of Sports Administration oversees the equitable implementation of sports programs across all elementary schools and high schools within the Chicago Public School District (CPS). Through effective sports policy creation and program management, OSA helps create an environment for schools to provide essential athletic and academic development for each student-athlete. It is the goal of OSA to promote sportsmanship, teamwork, integrity and a sense of community as we prepare students for the next level in athletics and in life. Our students will be able to learn the importance of Academics, Athletics, and Social Awareness as they advance through our program and become leaders in their communities.

## Key Resources

- A. [The Office of Sports Administration Contacts](#)
- B. [CPS Athletics Constitution and Bylaws \(MUST READ\)](#)
- C. [SCORE! Statement of Governance](#)
- D. [SCORE! Home School Eligibility](#)
- E. [Guidelines for Sports Participation](#)
- F. [NEW SCORE! - issued Equipment Statement Release](#)

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## Contact Information

A CPS Elementary Athletic Program Administrator (APA) is assigned to assist each of the 13 networks across the District. Please send any general questions regarding this document or the CPS SCORE! Program to [sportsad@cps.edu](mailto:sportsad@cps.edu) or contact the Office of Sports Administration at 773-534-0700.

Elementary Manager	Jenni Dant	<a href="mailto:jldant@cps.edu">jldant@cps.edu</a>
Athletic Program Administrator Network 1	Bradley Hokin	<a href="mailto:bjhokin@cps.edu">bjhokin@cps.edu</a>
Athletic Program Administrator Network 3, 5, 6, 7	Alex Ramirez	<a href="mailto:aramirez551@cps.edu">aramirez551@cps.edu</a>
Athletic Program Administrator Network 2, 8, 9, 10	Arthur Jefferson	<a href="mailto:jefferson1@cps.edu">jefferson1@cps.edu</a>
Athletic Program Administrator Network 4, 11, 12, 13	Dwight McFarland	<a href="mailto:dmcfarland1@cps.edu">dmcfarland1@cps.edu</a>
Network Support	Wayne Blackshear	<a href="mailto:wfbblackshear1@cps.edu">wfbblackshear1@cps.edu</a>

## SCORE! Network Commissioners

Network 1	Cindy Smith	<a href="mailto:csmith137@cps.edu">csmith137@cps.edu</a>
Network 2	Cynthia Anderson	<a href="mailto:ccanderson@cps.edu">ccanderson@cps.edu</a>
Network 3	Eddie Jones	<a href="mailto:eljones3@cps.edu">eljones3@cps.edu</a>
Network 4	Josue Chew	<a href="mailto:jrchew1@cps.edu">jrchew1@cps.edu</a>
Network 5	Sergio Gutierrez	<a href="mailto:sgutierrez88@cps.edu">sgutierrez88@cps.edu</a>
Network 6	Adrian McDaniel	<a href="mailto:admcdaniel@cps.edu">admcdaniel@cps.edu</a>
Network 7	Keshon Adkins	<a href="mailto:kradkins1@cps.edu">kradkins1@cps.edu</a>
Network 8	Brandon Parker	<a href="mailto:bpparker1@cps.edu">bpparker1@cps.edu</a>
Network 9	Greg Johnson	<a href="mailto:gjohnson8@cps.edu">gjohnson8@cps.edu</a>
Network 10	Joe Holesovsky	<a href="mailto:jbholesovsky@cps.edu">jbholesovsky@cps.edu</a>
Network 11	Peter Stephanos	<a href="mailto:pstephanos@cps.edu">pstephanos@cps.edu</a>
Network 12	Pat Knox	<a href="mailto:paknox@cps.edu">paknox@cps.edu</a>
Network 13	Kimmeion Miller	<a href="mailto:kmiller23@cps.edu">kmiller23@cps.edu</a>





## Sportsmanship

- A. The Chicago Public League and CPS SCORE! asks all of its students, officials, coaches, spectators, and school staff to promote sportsmanship before, during, and after every game. Offensive language including profanity and/or derogatory or intimidating remarks of any kind directed at officials, event staff, student-athletes, coaches, or team representatives will not be tolerated. For sportsmanship to prevail, all coaches, students, staff, and spectators must display respect and civility to enthusiastically support our student-athletes to create a safe and inclusive environment.
- B. SCORE! asks all of its students, officials, coaches, spectators, and school staff to promote sportsmanship before, during, and after every game. Offensive language including profanity and/or derogatory or intimidating remarks of any kind directed at officials, event staff, student-athletes, coaches, or team representatives will not be tolerated. For sportsmanship to prevail, all coaches, students, staff, and spectators must display respect and civility to enthusiastically support our student-athletes to create a safe and inclusive environment.
- C. In the unfortunate event there is an altercation during a SCORE! event, the sports liaison must submit an incident report to Aspen and notify their network commissioner and designated network APA immediately. The Network APA will contact principals and liaisons by scheduling a meeting to investigate the incident. Any investigation that results in a NO CONTEST game ruling, will NOT be made up. The pending ruling could result in the removal of playoff contention or further consequences.
- D.
  1. [Sportsmanship Terms and Conditions](#)
  2. [Un-Sportsmanlike and Misconduct for Student-Athletes and Coaches](#)
  3. [Positive Coaching Alliance](#)
  4. [CPL Rules - Coach Expectations](#)
  5. [IHSA Do What's Right Campaign](#)

## 2025-2026 Points of Emphasis

Prior to the start of each season, the Office of Sports Administration will prepare a form to collect anticipated/interest sports for each school.

This interest form will generate a spreadsheet based on teams interested in participating that season. Any team that does NOT complete an interest form/submit a principal/asst principal signed Aspen Roster by the communicated deadlines, are subject to non-approval and may not be included in the league schedule.

Non-compliance with any of the following may result in a coach/liaison delay or forfeiture of their athletic stipend. Any of the following may also require the school to have a supervisory conference with OSA.

- A. Students, Officials, Coaches, Spectators and School Staff are expected to promote sportsmanship. Any unsportsmanlike behavior may result in immediate removal from the property, and further investigation may result in the potential suspension of SCORE! program at your school.
- B. Teams that opt-in are expected to participate in the program in its entirety. Teams that drop out will be subject to further consequences. More details can be found in the Forfeits and Penalties section. See Page 7 for details.
- C. All participating teams that have met roster minimums are required to upload rosters to Aspen, complete the Coaches Directory, complete column "D" of the Attestation Form, and upload this information into the correct



school folder located in the Google Classroom, by the communicated deadlines. Updated, signed rosters by the principal must be turned in to the designated CPS admin weekly.

- D. A certified coach may receive up to four stipends each athletic season (fall, winter, spring) maximum of twelve for the entire SY26. \*Certain sports may not apply
- E. 5/6th Grade Back to the Basics Requirements: Please see requirements for stipends in each sport coaches manual.
- F. **Mandatory Certification**
  - 1. Sports Liaisons must keep certificates in a file pending OSA audit and can be found under the Extra Training Tab in SafeSchools.
    - a. PCA Workshop Completion - Separate Training Outside Of Safe Schools
    - b. Concussion Training \*required every 2 years - Athletics Sub Tab In Safe Schools
    - c. CPR/AED Training - Health Sub Tab in [Safe Schools](#)
- G. [Roster/ Attestation Upload Folder](#)
- H. [Athletic.net](#)
- I. [Aspen Guide](#)

## Sports Liaison Roles and Responsibilities

- A. The role of a **Sports Liaison** in elementary schools wears many hats. To act as liaison between all parties; coaches, parents, students, and the school they serve. Their responsibilities include, but are not limited to: registering students in Aspen, ensuring coaches' compliance, travel arrangements, and completing all paperwork for staff payment. All items must be completed within the deadlines for their school to compete in SCORE! sports. This role is vital to providing student-athletes with great opportunities, and a lifetime of great memories and experiences in the competitive SCORE! program.
- B. Sports Liaisons are also responsible for collecting, reviewing, disseminating, and sharing all SCORE!! information and updates to the school principal, coaches, parents, and student- athletes. OSA does not assume responsibility for ensuring Google Classroom information is received by schools. It is solely the responsibility of the liaison to meet deadlines and respond appropriately according to due dates. If there are any questions regarding these requirements, please contact your Network Commissioner for assistance.
  - 1. [Liaison Roles and Responsibilities](#)
  - 2. [Liaison Reminder Checklist](#)
  - 3. [SCORE! Coach and Staff Directory](#)
  - 4. [New Elementary PAID Coach Information Link](#)
  - 5. [New Coach Application](#)
  - 6. [Level I \(Volunteer Coach\) Link](#)

## Key Registration Dates By Season

- A. Fall Sports Offerings:
  - 1. Co-Ed Cross Country
    - a. Minimum 7 players | Maximum N/A players
  - 2. Boys and Girls Volleyball
    - a. Minimum 9 players | Maximum 20 players
  - 3. Boys Soccer
    - a. Minimum 9 players | Maximum 20 players
  - 4. \*\*15 student-athletes may dress for Saturday competition for Basketball and Volleyball.



# B. Fall Key Dates:

1. \*\*Dates subject to change

## 2025 Fall Sports Key Dates:

Dates	Key Event
August 4, 2025	Fall Interest Form Open
August 18, 2025- Nov 8	Aspen/Team Registration Open-Close
August 25, 2025	Fall Interest Form Closed
August 25	First Official Practice Grade 5-8
Aug 20, 2025	Virtual ASPEN Training 5pm to 6pm (Virtual)
Aug 27, 2025	Sports liaison meeting N1-7 (in person) 5:30-7p
Aug 28, 2025	Sports Liaison Meeting N8-13 (in person) 5:30-7p
Aug 29, 2025	Aspen roster/coaches directory deadline
Sept 2-Sept 4, 2025	PCA Training daily 5:00-6:30p (virtual)
Sep 5, 2025	7/8th Fall Schedule release
September 6, 2025	Soccer Coaches Clinic (AYSO)
September 9, 2025	Boys Soccer Rules Meeting (virtual) 5-6p
September 10, 2025	Boys/Girls Volleyball Rules Meeting (virtual) 5-6p
September 11, 2025	Cross Country Meeting Rules Meeting (virtual) 5-6p
September 13, 2025	Fall Sports Begin
October 4, 2025	First 5/6th Skill Games
Nov 13, 2025	Soccer/Volleyball City Championships

# C. Winter Sports Offerings

1. Co-Ed Cheer
  - a. Minimum 9 Players | Maximum 20 Players
2. Boys and Girls Basketball
  - a. Minimum 9 Players | Maximum 20 Players
3. Co-Ed Wrestling
  - a. No minimums or maximums.
4. \*\*15 student-athletes may dress for Saturday competition for Basketball and Volleyball.



#### D. Winter Sports Key Dates:

2025-2026 Winter Sports Key Dates:	
Dates	Key Event
October 20, 2025	Winter Interest Form Open
Oct 27- Feb 27	Aspen/Team Registration Open-Closed
Oct 31, 2025	Winter Interest Form Closed
Oct 27, 2025	First Official Practice grades 5-8
Nov 5, 2025	Sports Liaison meeting 5:30-7p N1-7
Nov 6, 2025	Sports Liaison meeting 5:30-7p N8-13
Nov 7, 2025	Aspen Roster/Coaches directory deadline
Nov 12, 2025	Cheer Pre-season meeting 5-6p (Virtual)
Nov 19, 2025	7/8th Schedule released
Dec 2, 2025	7/8th Basketball Pre-season Rules Meeting 5-6p (virtual)
Dec 3-Dec 4, 2025	PCA Trainings daily 5-6:30p Virtual Zoom Webinar
Dec 6, 2025	7/8th Basketball Begins
Dec 13, 2025	Cheer Clinic
Jan 10, 2025	First Cheer Competition
January 28, 2025	5/6th Basketball schedule release
February 7, 2026	5/6th Basketball Begins
Feb 9, 2026	Wrestling Registration Begins
Feb 26th, 2025	Basketball City Championship
Mar 7, 2025	Cheer City Championship
March 21, 2026	Wrestling City Championship

#### E. Spring Sports Offerings

1. Girls Soccer
  - a. Minimum 9 Players | Maximum 20 Players
2. Flag Football
  - a. Minimum 9 Players | Maximum 20 Players
3. Track and Field
  - a. Minimum 9 Players | Maximum 20 Players





## F. Spring Sports Key Dates

### 2026 Spring Sports Key Dates:

Dates	Key Event
February 6, 2026	Spring Interest Form Open
February 6, 2026	Spring First Official practice grades 5-8
February 6-May 8, 2026	Aspen/Team Registration Open-Closed
Feb 13, 2026	Spring Interest Form Closed
Feb 18, 2026	Sports Liaison meeting 5:30-7p N1-7
Feb 19, 2026	Sports Liaison meeting 5:30-7p N8-13
March 3, 2026	Girls Soccer Coaches Meeting 5:00 P.M. to 6:00 P.M. (virtual)
March 4, 2026	Boys/Girls Coaches Flag Meeting 5:00 P.M. to 6:00 P.M. (virtual)
March 5, 2026	Boys/Girls Track Coaches Meeting 5:00 to 6:00 P.M. (Virtual)
March 6, 2026	Coaches rosters and directory deadline
March 19, 2026	7/8th Spring Sports release dates
Apr 1-Apr 2, 2026	PCA Training daily 5p-6:30 virtual
Apr 13, 2026	5/6th Spring schedule released
May 21, 2026	7/8th Spring Flag and Soccer City Championship Dates
May 30, 2026	5-8th Track City Championship

1.

### Compliance

- A. Sports liaisons must ensure that all coaches are compliant to coach with SCORE! Please review the below items to ensure all are compliant before the start of games. Once you have completed these items, you are set for the entire academic year. \*\*Failure to do so may result in delay of payment. \*Only 2 certified coaches are allowed on the bench at all times
  1. Final DocuSign Attestation
  2. PCA Certification Workshop (Positive Coaching Alliance)
  3. Concussion Training \* Every two years
  4. CPR / AED Certification (SafeSchools)
- B. Sports Liaison Meetings:
  1. August 27: Networks 1-7 | 5:30 p.m. - 7:00 p.m at Prosser High School
  2. August 28: Networks 8-13 | 5:30 p.m.-7:00 p.m at CPS Colman Administrative Building
- C. Fall Virtual Coaches Meetings:
  1. September 9 : Boys Soccer | 5:00 p.m.-6:00 p.m.
  2. September 10: Girls/ Boys Volleyball | 5:00 p.m.-6:00 p.m.



3. September 11: Cross Country | 5:00 p.m. - 5:00 p.m.

D. Winter Virtual Coaches Meetings:

1. November 12: Pre-season Cheer Meeting | 5:00 p.m.- 6:00 p.m.
2. December 2: 7th/8th Grade Girls /Boys Basketball | 5:00 p.m. - 6:00 p.m.
3. Feb (TBD): 5th/6th Grade Girls/ Boys Basketball | 5:00 p.m. - 6:00 p.m.
4. \*\*Wrestling Registration begins February 9, 2026 (Beat the Streets)

E. Spring Virtual Coaches Meetings:

1. March 3: Girls Soccer | 5:00 p.m. - 6:00 p.m.
2. March 4: Boys / Girls Track and Field | 5:00 p.m. - 6:00 p.m.
3. March 5: Boys/Girls Flag Football | 5:00 p.m. - 6:00 p.m.

F. Positive Coaching Alliance Virtual Training Dates

1.

1	8/19/2025	Tuesday	Supporting Positive Behavior	OSA Coaches	5:30p-7p
2	8/20/2025	Wednesday	Supporting Positive Behavior	OSA Coaches	5:30p-7p
3	8/21/2025	Thursday	Supporting Positive Behavior	OSA Coaches	5:30p-7p
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G. Supporting Links

1. [KIPP Training](#)
2. [DocuSign Support](#) Video
3. [ASPEN Help Guidelines](#)
4. [Rosters and Attestation Network Folder](#)
5. [Positive Coaching Alliance](#)
6. [Sports Liaisons Slides SY25](#)



## H. Program Integrity

1. The Office of Sports Administration is responsible for creating the league schedules for all sports. A list of all teams participating must be collected and maintained well in advance of the season. Sports Liaisons must cooperate with OSA staff to properly identify participating teams toward the “recognition” of each program so that teams can be properly scheduled for SCORE! Play.
2. Other program information including coach contact information and pre-attestation forms must be maintained and updated accordingly. The Sports Liaison is the school’s primary liaison to the OSA and is responsible for the timely submission of information/documents on behalf of the school principal.
3. *Ethics, Title IX, Equity, and Inclusion*
4. CPS sports programs provide all students—regardless of race, gender, or ethnicity—opportunities to develop physically, mentally, and emotionally in controlled, safe activities outside of the traditional classroom.
5. The provisions of Title IX govern the overall equity and treatment of athlete’s participation in interscholastic and collegiate sports. Athletic Directors should ensure the legal compliance of participation and resource allocation concerning the law outlined in Title IX.
  - a. [Sports Equity Compliance Under Title IX](#)
  - b. [SCORE! LGBTQ+ Support Guidelines](#)
  - c. [Ethics Guidelines for Sports Administration](#)

## I. Emergency Management

1. All schools should have emergency plans documented and effectively executed for all practices and competitions. Included in this effort is the oversight of AEDs used for athletic events and all aquatics events hosted on-site. All coaches should be equipped with a Go! Kit for first aid and emergency response preparation.
  - a. [OSA- Athletics Emergency Action Plan](#)
  - b. [Incident Reports - Injuries, incidents etc](#)
  - c. [Accident Reports and Student Transportation](#)

## Internal Communications

### A. Google Classroom

1. The primary method of communication of updates and information will be through the **Google Classroom** stream for every individual network. Classrooms' will contain a coach/liaison directory, schedules, formal requests to confirm games, google folders, rules, and regulations, as well as other helpful documents/forms. The athletic liaison is the school's primary contact with the OSA and is responsible for the timely submission of all information/documents on behalf of the school. The secondary mode of communication will be the cpsathletics.edu website, under the elementary athletics tab. Through this website, Administrators, coaches, students, and parents will be able to access articles, schedules, and general information regarding SCORE! and liaisons will be able to access additional tools/forms to assist in the administration of sports at their home school. **\*\*Liaisons must be added to their network classroom and turn on notifications to receive all updates and gain access to important documents.**

### B. [SCORE! Program Overview](#)

### C. [Google Classroom Support](#)

### E. [SCORE! Schedules LIVE](#)

### F. OSA Contacts:

1. All interscholastic sports have an assigned individual who serves as the liaison contact from the OSA. This position is called the Athletic Program Administrator (APA) and is responsible for the overall management of their designated networks, and particular sports. Among the duties of an APA are compiling the list of participating schools and the directory of coaches, overseeing the registration of schools and student-athletes, creating the league schedule and dates of interest, assigning officials for conference games, and organizing and conducting playoff tournament(s), ultimately determining the S.C.O.R.E champion. **As a sports liaison, please first reach out directly to your Network Commissioner for any discrepancies or questions regarding your sports program.**
  - a. [SCORE! Coach and Staff Directory](#)
  - b. [Shared OSA Directory](#)

## External Communications

### A. CPS SCORE! is proud to be able to highlight the incredible achievements of our student-athletes and programs on our website and on social media!

1. [CPL Athletics on Social Media](#)
2. [CPS Athletics Website](#)

### B. Digital Event Programs

1. Every championship is special, and OSA is excited to be able to provide Digital Programs as keep-sakes for our Elementary Sports Programs. Current and historical event programs can be found [here](#).



## C. Media Requests

1. Should any schools receive any requests from media to cover a story at their school, OSA asks that you reach out to Communications Manager Joey Gelman - [jdgelman@cps.edu](mailto:jdgelman@cps.edu) - in advance to prepare for on-campus media interviews. **\*\*Staff must ensure all student media consent forms are signed via the standard CPS enrollment packet.**

## D. Media Relations Protocols

1. It is encouraged that you participate in media interviews and follow the guidelines below
  - a. Sports Liaisons should contact OSA when a media member requests an interview of a coach, player, or school administrator before and/or after completing the interview.
    - i. This courtesy allows OSA to streamline all media requests and track placements when interviews do occur for our CPS records.
    - ii. OSA, in turn, can promote more publicity from said interviews on our website or social media channels, and make the OSA Executive Director or a senior OSA staff member aware and available for follow-up comments to the press.
  - b. Principals, Coaches, Sports Liaisons, and Players should be accessible to the media. Students should only speak to the press if the above school officials authorize access.
    - i. Proper attire for administrators and coaches: logoed school wear and/or neat business casual attire. For players: school sports uniform, CPL / SCORE! logoed sportswear, neat school attire.
    - ii. Interview Protocols:
      - Responses should be concise and positive.
      - At no time should anyone interviewed by the media make comments that are deemed "off the record."
      - Everything said is "on the record," and should be conducted professionally and cordially.
      - Do not lie or embellish comments.
      - Do not be defensive or lose your temper.
      - Do not make negative or inflammatory comments about your opponent, school administration, organization (CPS), or league (CPL / SCORE!).
      - Do not air complaints through the press.

## Hiring and Payment of Coaches

### A. Hiring Criteria

1. **Hiring Criteria:** To be a certified coach for a member school of the SCORE! program, one must have the following credentials and training experience. **\*Coaches/Sports liaisons on a leave of absence at any time during a SCORE! season will NOT receive payment:**
  - a. The minimum age to coach on the sidelines of Chicago Public School sports teams is 21 years of age
  - b. Coaches must complete concussion training \*every two years
  - c. Coaches must complete the PCA (Positive Coaches Alliance) training workshop

### B. Payment Criteria





1. **A certified coach may receive no more than four stipends during each athletic season (fall, winter, spring) , a maximum of twelve for the entire SY25. Each athletic season will consist of 2 parts separated by grade level.**
  - a. Teams **must** meet the minimum number of student-athletes to participate in SCORE!
  - b. Any team sport with over 40 athletes **must** add a second certified coach
  - c. Cross Country does NOT have a SCORE! And SCORE!+ team, there are NO MAXIMUM numbers for this sport
  - d. Teams must fulfill the game requirements in order to receive full payment [Game Stipend Criteria](#)

## C. Miscellaneous Coaches/ Volunteers

1. Individuals who are not currently formal employees of the Chicago Public Schools must go through the hiring process with our Talent Office (FACE). One must be hired as a Miscellaneous Employee, with an ID number, before acting in a coaching capacity with the team. Miscellaneous employees are temporary employees and must continually update their status as employees with the Talent Office, perhaps even going through the hiring process at least once each year.
2. Volunteers must fulfill all requirements the Illinois School Board of Education (ISBE) certified teachers/staff are considered certified to coach, but this certification does not include any instruction on Sports First-Aid or CPR/AED. ADs are required to ask teachers to supplement their coaching certification with a course in Sports First Aid and to become CPR/AED trained.
3. For coaches to receive the stipend payment, liaisons must work with their designated APA to ensure the accurate and timely payment of coaches.
4. Individuals must be fully certified to be submitted into the respective programs on the attestation form. Coaching stipends are predetermined as indicated in the CTU agreement, which is based on the sport and the level. Stipends are not determined based on the number of hours a coach commits to the program. If a coach does not complete the entire sports season or drops from the program, they are subject to a loss of wages.
  - a. [SCORE! SY26 Coach Compensation](#)
  - b. [Hiring Process for Miscellaneous Coaches and Volunteers](#)
  - c. [SafeSchools Portal](#)
  - d. [ODA Volunteer](#) Process
  - e. [Stipend Criteria by Sport](#)

## GoFan Digital Ticketing

- A. Chicago Public Schools is excited to continue its partnership with [GoFan](#), a digital ticketing platform for all athletic events. This will be used for school-based athletic events and in all stadiums. More information on GoFan Ticketing can be found later on in the reference guide.
- B. Managing the Digital Ticket Box Office alongside school partners for GoFanDigital Ticketing platform for on-campus and in-stadium athletic events.
- C. Each school has its own box office on its school-specific VNN athletics website, and payment collection will be coordinated with school clerks and PayFactory.
- D. \*Currently used for CPL

## Cross Country Track Support

- A. Liaisons are required to set up and maintain an athletic.net account to participate in Cross Country and Track and Field. Participating schools **MUST** not only register their team for a meet but also must register their students for specific events within that meet. **If you do not register your students for their events by the required deadline, they will not receive bib numbers or lane assignments for their event(s) and they will not be allowed to participate.**
1. [Request / Submit Meet Invitation](#)
  2. [Submit Team Entries For Track Meet](#)
  3. [Submit Team Entries for XCcountry](#)

## Glossary of Terms You Should Know

Please read the following for a brief overview of each term related to CPS Sports. Should you need more information, links are shared throughout this document and in the broader Athletic Director's Manual on the Intranet.

- A. **APA:** The acronym for Athletic Program Administrator representing Employees working in the CPS Office of Sports Administration (OSA) who are responsible for the management of sports sponsored by the office.
- B. **ASPEN:** ASPEN is the student information database for the Chicago Public Schools. This management portal consolidates information from multiple data sources into a single system, and among other features is used for sports eligibility requirements..
- C. **Chicago Public Schools (CPS):** School District #299, consisting of Illinois School Board of Education recognized public schools in the city of Chicago.
- D. **Forfeit:** When a team is unable (or refuses) to meet the basic standards for attempting a contest, a forfeit will be issued, and result in a loss.
- E. **Investigation:** Intentional effort to collect facts of the situation including testimony from coaches, players, officials, and other administrative witnesses. Written statements will be preferred.
- F. **National Federation of High Schools (NFHS):** The governing body for all interscholastic sports programs in the United States. All rules for sports are approved and disseminated through the National Federation.
- G. **No Contest:** A competition not completed due to extenuating circumstances, not to include postponements or cancellations initiated by the Office of Sports Administration. A no-contest result is a game that is neither won nor lost.
- H. **Office of Sports Administration (OSA):** The office in which all CPS/CPL sports are coordinated. All athletic directors must communicate frequently with OSA to ensure everything is running smoothly and being done correctly.
- I. **ES Attestation Form:** Compliance Form completed by liaison containing sport, coaches names, and ID numbers



- J. **SCORE!+ and SCORE!:** The Elementary divisions of competitive(SCORE!+) and noncompetitive(SCORE!), school sports programs offered to CPS 5th - 8th graders.

## Appendix

- A. [ASPEN Training Video](#) Contact: [lnnewman1@cps.edu](mailto:lnnewman1@cps.edu)
- B. [Athletic.net Video](#)
- C. [CPS Board Policies](#) - Related to Athletics
- D. [CPR/AED Training \(FREE ONLINE\)](#)
- E. [Docusign Help Tutorial](#)
- F. [Donors Choose](#)
- G. [Elementary Concussion Form](#)
- H. [Elementary Sports Consent Hard Copy Form](#)
- I. [Elementary Sports Registration Hard Copy Form](#)
- J. [ES SCORE! Attestations](#)
- K. [Home School Eligibility Form](#)
- L. [How to Use Google Classroom Video](#)
- M. [JJ Watt Foundation Support](#)
- N. [KIPP Training](#)
- O. [Office of Sports Administration Contact List](#)
- P. [OSA New Vendors](#)
- Q. [Rosters Network Folder](#) - (Click on YOUR Network folder to find the correct school folder)
- R. [SafeSchools Safety and Compliance Training Directions](#)
- S. [SCORE! Coach & Staff Directory](#)
- T. [SCORE! Live Schedules](#)
- U. [Sports Administration Branding Request](#)
- V. [Sports Liaison Slides SY26](#)
- W. [Terms and Conditions Folder](#)
- X. [Transportation Vendor List](#)
- Y. [Vendor Process for non-CPS Schools \(Tournaments\) form](#)- Procurement
- Z. [NEW!! Facilitron: Rent Fields, Gyms, Spaces Online](#)