



Student Athletic and Extra-Curricular Handbook

Revised July 2019

217-442-4311

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The Trinity Lutheran School (TLS) Athletic and Extra-Curricular Activity Handbook has been created to serve as a guideline for the student, the parent and the coach. Throughout this handbook the term student-athlete is used and applies to all extra-curricular activities; sports, cheerleading, scholastic bowl, chess, etc. This should be read carefully and kept for future reference.

Mission Statement

This mission of TLS is to serve families with children, ages kindergarten - grade 8.

Our Mission is...to WELCOME children and their families into our Christ-centered environment; to EQUIP them with the Gospel and foundations for academic excellence; and to INSPIRE them for lifelong service to the Lord and their neighbor.

Objectives

- To implement a successful athletic program that follows the mission statement of TLS
- To encourage student-athletes to strive for excellence and to do their best
- To assist the student-athlete in developing their skills and talents
- To teach student-athletes to participate as a team which cooperates, supports, and works together
- To provide student-athletes an experience in which they develop leadership skills and self-confidence
- To encourage and promote school spirit and good sportsmanship
- To have fun through physical activity, fellowship, and interscholastic competition

Formation of Teams

TLS strives to provide an opportunity for all students in grades 4-8 to participate in an athletic activity. The junior varsity level normally includes 4th-6th grade players. The varsity level includes 6th-8th grade players. In the event additional players are needed to participate at either level, the athletic director will seek the approval of the principal and school board to include younger players for the junior varsity (3rd grade) or varsity (5th grade) level.

The junior varsity level is designed to encourage participation and skill development. Coaches will emphasize sportsmanship and playing time during scheduled games with the condition that the player attends practices regularly and remains academically and behaviorally eligible.

The varsity level is designed to encourage participation, continued skill development, and a greater emphasis to be competitive during scheduled games. The varsity coach will promote teamwork, sportsmanship, and the offensive and defensive strategies to win games. Individual playing time is not guaranteed at this level. The amount of game time offered to each player is based on talent, effort, attitude, and the attendance of practices. Additionally, each player must remain academically and behaviorally eligible to be a full participant of the team.

General Guidelines

1. Attendance of and participation in practices is mandatory. The amount of playing time in games is based, in part, on attendance and participation at practice.
2. Each coach shall inform student-athletes, parents, and the school office of specific equipment, practice times, schedules, etc. in the form of a letter or schedule prior to the beginning of the season.
3. Student-athletes are responsible for purchasing equipment such as shoes, knee pads, gloves, etc.
4. TLS shall provide uniforms for games.
5. Student-athletes are responsible for the care and cleaning of their uniforms. At the end of the season, all uniforms should be submitted to the school office. Charges will be assessed for any uniforms damaged or lost (see uniform fee information).
6. Parents shall contact the coach by telephone, email, or written note any time their child will not be at a practice or game.
7. Parents shall be prompt in picking up their child (ren) after practices and games.

8. Student-athletes should be aware of their grades on homework and tests. Teachers are not required to provide on the spot averages.
9. Optional practices (those that do not appear on the published monthly school calendar and those scheduled during school vacations) shall not count against a player who does not attend.
10. Student-athlete will not call a coach by his/her first name. Student-athletes will always use Mr., Mrs., or Miss with a name or initial. "Coach" will also be acceptable.

Activities per Week

All teams are limited to four events (practices and/or games) per week. Practices are limited to no more than 1 ½ hours. Varsity coaches can offer an additional **optional-only** Saturday practice. Tournaments will count as one event. There will be no sports or extra-curricular activities scheduled on Wednesdays.

Attendance

Student-athletes are responsible for attending all practices. If a student-athlete is absent from school for any reason he/she cannot participate in that evening's game or practice. If a student is absent from school on a Friday, the parents and coach shall determine participation on a Saturday or Sunday's game/practice. A student-athlete must be in school for at least a half-day on the day of a practice/game in order to participate. A half-day is defined as at least 150 minutes of instructional time in a regular day. For example: 8:25am – 11:55am or 12:25pm to 3:15pm.

Sports Physicals

All participants in the TLS athletics program are required to have a sports physical prior to the FIRST practice. Forms are available in the school office or online at ihsa.org under the resources tab.

Sunday Games

A student-athlete must attend Sunday or Saturday night worship services in order to participate in tournament games scheduled on Sundays. Teams must attend as a group (seated together with the coach) for home tournaments, including the TLAC Tournament.

Transportation

Parents are responsible for arranging transportation to and from practices, games, and tournaments. Coaches will provide schedules and directions as needed. Coaches will supervise all players during practice, pre-game warm-ups, and games. Since our coaches are volunteers, parents should pick up their child from games and practices on time. Student-athletes who are not picked up within ten (10) minutes of the scheduled practice ending time will be taken to After Care **at the parent's expense**.

Safety and Supervision of Student-Athletes

The safety of our student-athletes is a great concern. To provide for their safety and supervision the following guidelines are followed:

- Student-athletes are not allowed to wear any jewelry, hair accessories, or watches during games or practices.
- Student-athletes on the bench during games or off to the side during practices are expected to pay attention at all times.
- Coaches will have first aid kits available at all games and practices. As supplies are used, inform the athletic director so they may be kept fully stocked.
- Any student-athlete with a bleeding injury cannot return to the game or practice until the bleeding has been stopped and the wound properly covered.
- Student-athletes should be instructed in safe playing techniques and procedures.

Fees

Uniforms are the property of TLS. Therefore, each student-athlete will be assessed a uniform rental fee for each sport played. The following fees apply:

Rental Fee

Basketball (boys and girls):	\$25.00
Volleyball:	\$25.00
Cheerleading:	\$25.00
Cross Country:	\$25.00

Uniforms

Lost or damaged uniform \$50.00 each piece

Uniforms are to be carried to and from each game in a gym bag. No uniforms are to be worn outside of the playing area. Uniforms are to be turned in to the athletic director at the conclusion of the last game.

Game Event

Pride in one's school can be shown in many ways. One of those ways is by the clothes we wear. Student-athletes are expected to dress in a respectable manner. Boys may wear "good" blue jeans (not faded or ripped) or Dockers and a button shirt. Girls may wear dresses or "good" blue jeans (not faded or ripped) or Dockers and a button blouse. Coaches are expected to set the example by wearing clothes that reflect pride in TLS.

Ineligibility

Students participating in athletics, scholastic bowl, or any extra-curricular activity must maintain academic and behavioral standards in order to continue participation. Eligibility checks will be made every week. The eligibility checks will be made on Fridays with reports forwarded to parents by way of the students at the end of the first scheduled day of the school week. The athletic director will also be notified of any student ineligibility on Monday. Students will be ineligible between check dates under the following situations:

Academic

1. An F in any class.
2. Students not maintaining an overall GPA of 2.0 in the core subjects.

Behavioral

1. Teachers may suggest that a student not be allowed to participate because of disciplinary action. This is subject to approval by the principal.
2. A coach may bench any student-athlete whose conduct does not exemplify Christian sportsmanship and fellowship (unsportsmanlike conduct before, during or after a game or practice, constant complaining about referees, etc.). A student participating in a team sport will not be punished by the coach for facing disciplinary violations during school.
3. Any student placed on a step level of the discipline program is ineligible.

Ineligibility

1. Students who are ineligible will receive a written form stating the reason for ineligibility and the next check date. The form must be signed and returned the next day.
2. Student-athletes who are ineligible may not be present at any practice or game.
3. The ineligible period will start at the close of school on Monday and end one week later at the close of school on the following Monday or first day of the school week.
4. Grades will be evaluated according to the check schedule to see if sufficient progress has been made to allow a return to full participation. If a student-athlete is still ineligible, he/she has an additional check period to improve his/her grades to a level of eligibility. Grades will be checked at the end of that check

period. If a student is still ineligible at the end of that check period, he/she is penalized one (1) additional week.

5. A student-athlete must be academically eligible to begin practice.

The principal will handle any exceptions to the above. Parents will have the final say as to whether their child is eligible for participation on a team even when the student is academically eligible by the standards listed above. Coaches will support all parental decisions.

Conflict Resolution

Any area of concern that may arise with athletes, parents, coaches, or teams should be resolved by using the method taught in Matthew 18. First take your concern to the individual to try to resolve the matter. If the matter cannot be resolved, take your concern to the athletic director. Finally, if the matter remains unresolved, take your concern to the principal and the school board.

Communication

TLS will strive to keep student-athletes, parents, and all interested parties informed of the athletic events throughout the year through the following methods:

Practices and Game Announcements: Weekly game and practice schedules will be published on the school calendar, found on the website, TrinityLutheranSchool.com, and on Parentsweb.

Schedules: Practice and game schedules will be distributed to the student-athletes at the beginning of the season. Updates will be announced through Parentsweb. Tournament information will be distributed to all student-athletes when it is available.

Non-Student Athletes - Students from a home school setting or from a Christian based school (one that does not offer an equivalent athletic program) may apply to become a participant in the extra-curricular activities of TLS. These individuals are subject to the conditions and rules of the Family Handbook and the TLS Student Athletic and Extra-Curricular Handbook. These conditions include a \$25 administration fee (first year - each year after the fee drops to \$10), rental fees as outlined above, TLS Code of Ethics, IHSA approved Concussion Form, sports physical, and must provide proof of compliance with the State of Illinois immunization schedule. Participation is based on the annual approval of the athletic director, the principal, and the TLS Board of Education.

Volunteer Opportunities

In order to provide a successful athletic program, parent/adult participation is necessary and expected. All volunteers must be on the approved volunteer list kept in the school office. The following areas are just some of the needs:

- ❖ Concessions
- ❖ Scorebook Record Keeper
- ❖ Scoreboard Keeper
- ❖ Announcer
- ❖ Gatekeepers
- ❖ Court Preparation and/or clean-up
- ❖ Coaching
- ❖ Assistant Coaching

Concessions

TLS organizes a concession stand for each home game and tournament. Parents of student-athletes are expected to volunteer to work in the concession stand. Funds from the concessions are used to cover the cost of officials, athletic equipment, and other financial needs of the teams.

Non-student athlete's families may participate in volunteer activities provided the requirements for becoming a volunteer are followed. The fees associated with these requirements are the responsibility of the families except in the case of a head coach volunteer. Head coaches will be fingerprinted and undergo the same background check as the teaching staff of TLS. The fee for one head coach in JV and one head coach in the Varsity level in each activity will be paid by TLS.

Assistant coaches and any other person who will be in contact with the children are required to follow the guidelines outlined in the Volunteer Handbook. The fees associated with these requirements, generally \$12, are the responsibility of the volunteer. This fee is subject to change at any time. Please contact the school office to verify.

Expectations

Student-Athlete

Players are expected to:

1. Behave in a Christ-like manner both on and off the court.
2. Show respect for property of TLS as well as other schools.
3. Try their best in all competitions.
4. Win with humility and lose with grace.
5. Gracefully accept the decisions of all officials.
6. Play within the rules and with a sense of fair play.
7. Be polite to opposing coaches and opponents.
8. Be supportive of one another.
9. Respect coaches as their parent's representatives.
10. Student-athletes on the bench during games or off to the side during practices are expected to pay attention at all times.

The Parents (Fan)

Parents and other spectators are expected to:

1. Behave in a Christ-like manner.
2. Cheer in a positive manner.
3. Give Christian witness to the children as well as opposing teams.
4. Show respect for all officials.
5. Respect the property of TLS as well as other schools.
6. Treat all coaches and players with respect.
7. Be humble in victory and gracious in defeat.
8. Use Christian language at all times.

Coaches

All coaches and assistants are expected to:

1. Represent the school, the teachers, the parents, and Christ.
2. Emphasize the development of Christian attitudes.
3. Teach winning as secondary to Christian attitude and behavior.
4. Represent their Lord in appearance, attitude, action, and speech.
5. Address other coaches, teams, and officials in an appropriate and Christian manner.
6. Demonstrate proper game behavior by their words and actions.
7. Instruct their players in a kind and loving manner.
8. Discipline athletes who are not demonstrating Christian behavior by removing them from competition.
9. Instruct student-athletes about proper respect of property when visiting other schools.
10. Arrive at least 10 minutes prior to practices and 30 minutes prior to games.
11. Remain with the student-athletes at ALL times during warm-ups, games, practices, and until all student-athletes are picked up from practice or games, or are taken to After School care.
12. Hold a parent meeting prior to the first practice.

13. Assign uniforms, enforce the proper care of the uniforms, and collect all uniforms immediately following the last game.
14. Follow proper lock-up procedures following practice and games.
15. Communicate with the parents, teachers, school office, and principal any and all changes in the schedule.
16. Turn in all school keys or other school property (i.e. uniforms, balls, first aid kits, etc.) immediately following the last game.
17. Follow all rules outlined in this handbook.
18. Communicate with parents, teachers, and principal regarding eligibility.
19. Coaches will have first aid kits available at all games and practices. As supplies are used, inform the athletic director so they may be kept fully stocked.
20. Any student-athlete with a bleeding injury cannot return to the game or practice until the bleeding has been stopped and the wound properly covered.
21. Student-athletes should be instructed in safe playing techniques and procedures.

Awards

TLS student athletes may achieve the following awards:

- **Warrior Spirit Award** – This award honors the student athlete(s) at the varsity and junior varsity level who demonstrates above average dedication and commitment to the team, “over the top” effort in games and practices, Christian sportsmanship and attitude, perfect or near perfect attendance in games and practices, and a willingness to improve in all aspects of the sport. This award is typically awarded to one individual per team but may include more than one if the coach and athletic director jointly agree. (basketball, volleyball, cross country, chess, cheerleading)
- **Most Improved Award** – This award honors the student athlete(s) at the varsity and junior varsity level who demonstrate a high degree of improvement from the initial start of the season to its completion. It is selected by the coaches. (basketball, volleyball, cross country)
- **Top Free Throw Shooter** – This award honors the student athlete(s) at the varsity and junior varsity level who achieved the highest free throw percentage during game play of the season. The player must have accumulated a minimum of 15 free throw attempts during the course of the season to be eligible for this award. (basketball)
- **Top Server Award** – This award honors the student athlete at the varsity and junior varsity level who achieves the highest percentage of successful serves during match play of the volleyball season. (volleyball)
- **Academic Warrior** – This award honors the student athletes who achieve a 3.0 GPA and remained academically eligible for the entire season. Candidates for this award are validated by the principal. (basketball, volleyball, cross country, chess, cheerleading)
- **Participation Award** – This award honors the student athletes who completed the season from start to finish and participated in seventy-five percent of the scheduled practices and games. (basketball, volleyball, cross country, chess, cheerleading)

CODE OF ETHICS

In order for a student-athlete to participate in any extra-curricular activity, a signed “Code of Ethics” form must be on file. Also, the parent/guardian of each student-athlete must have a signed form on file. In addition, each coach will have a signed copy on file.

As a Lutheran school, we desire to teach and encourage Christian conduct and sportsmanship among our student-athletes, coaches, and fans. To help us achieve that goal, TLS has developed the following guidelines to help emphasize what we feel to be proper conduct for our student-athletes, coaches, and fans:

The Student-Athlete ...

- Accepts referees’ decisions in a proper manner; does not argue or make non-verbal gestures that indicate disagreement with officials, opponents, or fans.

- Treats an opponent as a guest and a friend – as he/she wishes to be treated; appreciates his/her opponent’s good play, encourages his/her opponent when he/she makes a mistake.
- Does not use profanity or vulgarity at any time.
- Realizes that he/she is representing the Lord – as well as his/her school and team – reflects this awareness in his/her conduct.
- Win or lose thanks the Lord for allowing him/her to take part in the contest and keeping him/her safe.

The Parent (Fan) ...

- Attends the game to encourage and support all participating student-athletes.
- Shows respect for the judgment of the officials; does not question their calls.
- Recognizes and appreciates outstanding play by either team.
- Does not use profanity or obscene language.
- Does not verbally assault others or in any other way is generally obnoxious.
- Is a positive example in setting the tone for those around him/her so that everyone may enjoy the game.
- Shows respect for those who are hosting our school; respects the rules and expectations of the host school.

The Coach ...

- Treats each player, opposing coach, parent, and administrator with respect and dignity.
- Uses the game as an avenue to minister to children, parents, and fans.
- Knows he/she is an ambassador for Christ, and as such, conducts himself/herself in a proper manner when dealing with student-athletes, parents, and fans.
- Sets a good example for parents and fans.
- Maintains self-control at all times. The desire to win must not overcome rational behavior.
- Helps players appreciate the opponent’s good performance and encourage opponent who make mistakes.
- Expects good sportsmanship from his/her players.
- Removes players using profanity or showing any kind of disrespect from the game.
- Does not “run up” the score or embarrass his/her opponent in any way.

This code covers all activities and participants are required to abide by this code in all activities.