



Extracurricular Handbook

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TrinityLutheranSchool.com

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The Trinity Lutheran School Extra-Curricular Handbook has been created to serve as a guideline for the participant, the parent, and the coach for all extra-curricular activities, including but not limited to sports, cheerleading, scholastic bowl, chess, etc. The term “parent” refers to a custodial parent or guardian.

Mission Statement

This mission of Trinity Lutheran School 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 extra-curricular program that furthers the mission statement of Trinity;
- To encourage participants to strive for excellence and to do their best;
- To assist participants in developing their skills and talents;
- To teach participants to participate as a team that cooperates, supports, and works together;
- To provide participants an experience in which they develop leadership skills and self-confidence;
- To encourage and promote school spirit and good sportsmanship; and
- To have fun through physical activity, fellowship, and interscholastic competition.

Formation of Athletic Teams

Trinity strives to provide an opportunity for all students in grades 4-8 to participate in athletic activities. The junior varsity level will include players from 4-6. The varsity level will include players from grades 7-8 and additional players from grades 5-6, as the varsity coach would determine. Students in the third grade may participate in intramural programs.

The junior varsity level is designed to encourage participation and skill development. Coaches will emphasize teamwork, sportsmanship, and equal playing time during games. Participants are expected to attend practices regularly.

The varsity level is designed to encourage participation and continue skill development, with a greater emphasis to be competitive during 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 participant is based on talent, effort, attitude, and attendance at practices.

General Guidelines

1. Attendance at and participation in practices is expected. The amount of playing time in games is based, in part, on attendance and participation at practice.
2. Each coach shall inform participants, parents, and the school office of specific equipment needed, practice times, schedules, etc. in writing prior to the beginning of the season.
3. Participants are responsible for providing personal equipment, such as shoes, knee pads, gloves, etc.
4. Trinity shall provide athletic uniforms for games, upon payment of the rental fee.
5. Participants are responsible for the care and cleaning of their uniforms. 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. At the end of the season, all uniforms should be submitted to the Athletic Director. Charges will be assessed for any uniforms damaged or lost (see uniform fee information, page 4).

6. Parents shall contact the coach by telephone, email, or written note any time their child will not be present at a practice or game/meet.
7. Parents shall be prompt in picking up their child(ren) after practices/games/meets. Those 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, **billed according to After Care rates.**
8. Participants should be aware of their grades on homework and tests. Teachers will encourage participants to maintain eligibility but are not required to provide on-the-spot averages.
9. Optional practices, including those during school closures, shall not count against a participant who does not attend.
10. Participants will address the coach as Mr., Mrs., or Miss with a name or initial. "Coach" will also be acceptable.

Activities per Week

There is a limit of four events (practices/games/meets) 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 extra-curricular activities scheduled on Wednesdays.

Attendance

Participants are expected to attend all practices. If a participant is absent from school for any reason, he/she cannot participate in that evening's practice/game/meet. If a participant is absent from school on a Friday, the parents, coach, and Athletic Director shall determine participation on Saturday or Sunday. A participant must be in school for at least a half-day on the day of practice/game/meet 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 – 11:55 am or 12:25 pm to 3:15pm.

Sports Physicals

All participants in the athletic 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 Tournament Games

Participants must attend Saturday night or Sunday morning worship services in order to participate in tournament games scheduled on Sundays. Teams should be seated together as a group with the coach.

Transportation

Parents are responsible for arranging transportation to and from practices, games/meets, and tournaments. Coaches will provide schedules and directions as needed. Coaches will supervise all participants during practice, pre-game warm-ups, and games/meets.

Safety and Supervision of Student-Athletes

- Participants are not allowed to wear any jewelry, hair accessories, or watches during games or practices.
- Participants not active in the course of a game or practice drill must be attentive and involved.
- Coaches will have first aid kits available at all games and practices.
- Any participant with a bleeding injury cannot return to the game or practice until the bleeding has been stopped and the wound properly covered.
- Participants will be instructed in safe playing techniques and procedures.

Concussion Policy & Protocol - See Family Handbook, page 14 and FORMS F-12

Concussion Training - See Family Handbook, page 15

Athletic Fees

An athletic fee of \$100 will be assessed to each student who participates in Trinity athletics. This fee applies to all Trinity and non-Trinity school students such as homeschool students or Trinity church students who attend public schools. Trinity sports include girls' basketball, boys' basketball, volleyball, cheerleading, and cross country, as well as intramural sports of archery and chess. The athletic fee of \$100 enables the athletic program to pay for uniforms, officials, necessary equipment, and end of season awards. The cost of replacing a lost or damaged uniform is \$50.

Game/Meet Event Attire

Participants are expected to follow the Dress Code in the Family Handbook (**see Appendix A-2**). Additionally, "good", well-fitting denim pants may be worn. Coaches are expected to set the example by wearing clothes that reflect pride in Trinity.

Eligibility

Those participating in any extra-curricular activity, including practice, must maintain academic and behavioral standards in order to begin/continue participation. Eligibility checks will be made each week on Friday. Reports will be forwarded to parents and Athletic Director the following school day.

Ineligibility

Participants are ineligible to participate under the following situations:

Academic

1. An F in any subject.
2. Failure to maintain a C average in the seven (7) major subjects. These subjects are memory, religion, math, reading (literature), science, social studies (history), and English.

Behavioral

1. Any participant placed on a step level of the discipline program is ineligible.
2. A coach may remove from participation any participant whose conduct does not exemplify Christian sportsmanship and fellowship (unsportsmanlike conduct before, during or after a game/meet or practice, constant complaining about officials, etc.). A coach will carry out the discipline given by the school.

Ineligibility Period

1. Participants who are ineligible will receive a written report stating the reason for ineligibility and the next check date.
2. The ineligible period will start on Monday afternoon (3:15 p.m.) and end one week later on Monday at the end of the school day.

The Athletic Director and the Administration 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 child is academically eligible by the standards listed above. Coaches will support all parental decisions.

Conflict Resolution

Any area of concern that may arise with participants, 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 or supervising teacher. Finally, if the matter remains unresolved, take your concern to the Administration.

Communication

Trinity will strive to keep participants, parents, and all interested parties informed of the activities throughout the year through the following methods:

- **Practices and Game Announcements:** Weekly game and practice schedules will be published on the website (trinitylutherschool.com) and on Parentsweb.
- **Schedules:** Practice and game/meet schedules will be distributed at the beginning of the season. Updates will be announced through Parentsweb. Tournament information will be distributed when available.

Volunteer Opportunities

In order to provide a successful extra-curricular program, parent/adult participation is necessary and expected. All volunteers must be on the approved volunteer list kept in the school office. A list of volunteer opportunities can be found in the school office. **See FORMS F-8 Volunteer Guidelines.**

Concessions & Gate Fees for Athletics

Trinity organizes a concession stand and charges an admission fee for each home game and tournament. These funds are used to cover the cost of officials, athletic equipment, and other financial needs of the program.

Non-Trinity 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 athletic activities offered at Trinity. In addition, students who are baptized members of Trinity Lutheran Church and Immanuel Lutheran Church are also welcome to apply and join an athletic team hosted by Trinity Lutheran School. These individuals are subject to the conditions and rules of the Family Handbook and the Extra-Curricular Handbook. These include a \$100 athletic fee, Trinity Code of Ethics (**See FORMS F-13**), IHSA approved Concussion Form (**See FORMS F-12**), sports physical, birth certificate, and proof of compliance with the State of Illinois immunization schedule (**See APPENDIX A-1**). Participation is based on the annual approval of the Athletic Director and the Administration.

Non-Trinity student athlete's families are expected to participate in volunteer activities. Guidelines for becoming a volunteer can be found in the Family Handbook (**See FORMS F-8**). The fees associated with these requirements are the responsibility of the families, except in the case of a head coach volunteer that are covered by Trinity. Head coaches will be fingerprinted and undergo the same background check as the faculty and staff of Trinity.

Coaching assistants are required to follow the same guidelines for volunteers as referenced above. The fees associated with these requirements are the responsibility of the volunteer. The fee is subject to change at any time. Please contact the school office to verify.

Expectations

Participants are expected to:

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

Parents and other spectators are expected to:

- Behave in a Christ-like manner.
- Cheer in a positive manner.
- Give Christian witness to the children as well as opposing teams.
- Show respect for all officials.
- Respect the property of Trinity as well as other schools.
- Treat all coaches and participants with respect.
- Be humble in victory and gracious in defeat.
- Use Christian language at all times.

Coaches and assistants are expected to:

- Represent Christ in all actions on and off the court, including appearance, attitude, action, and speech.
- Emphasize the development of Christian attitudes.
- Teach winning as secondary to Christian attitude and behavior.
- Address other coaches, teams, and officials in an appropriate and Christian manner.
- Demonstrate proper game behavior by their words and actions.
- Instruct participants in a kind and loving manner.
- Discipline participants who are not demonstrating Christian behavior by removing them from competition.
- Instruct participants about proper respect of property when visiting other schools.
- Arrive at least 10 minutes prior to practices and 30 minutes prior to games.
- Remain with the participants at ALL times during warm-ups, games/meets, practices, and until all participants are picked up from practice or games/meets or are taken to After School care.
- Hold a parent meeting prior to the first practice.
- Assign uniforms, enforce the proper care of the uniforms, and give instruction on return of uniforms following the last game.
- Follow proper lock-up procedures following practice and games/meets.
- Communicate with the Athletic Director, parents, teachers, school office, and Administration all changes in the schedule.
- Turn in all school keys or other school property (i.e., uniforms, balls, first aid kits, etc.) immediately following the last game.
- Follow all rules outlined in this Handbook.

- 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 participant with a bleeding injury cannot return to the game or practice until the bleeding has been stopped and the wound properly covered.
- Participants should be instructed in safe playing techniques and procedures.

Athletic Awards

Participants may achieve the following awards:

- **Warrior Spirit Award** – This award honors the participant(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 participant(s) at the varsity and junior varsity level who demonstrates 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 participant(s) at the varsity and junior varsity level who achieved the highest free throw percentage during game play of the season. The individual(s) 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 participant(s) at the varsity and junior varsity level who achieved the highest percentage of successful serves during match play of the volleyball season. (volleyball)
- **Academic Warrior** – This award honors the participant(s) who achieve a 3.0 GPA and remained academically eligible for the entire season. Candidates for this award are validated by the Administration. (basketball, volleyball, cross country, chess, cheerleading)
- **Participation Award** – This award honors the participant(s) 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 to participate in any extra-curricular activity, a signed “Code of Ethics” form must be on file. Also, the parent/guardian of each participant must have a signed form on file. In addition, each coach will have a signed copy on file. **See FORMS – F-13 “Code of Ethics – Participant and Parent” and FORMS – F-14 “Code of Ethics - Coach”.**

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

The Participant ...

- Accepts officials’ 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 obscene language 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 ...

- Attends the game/meet to encourage and support all participants.
- 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/meet.
- Shows respect for those who are hosting our school; respects the rules and expectations of the host school.

The Coach ...

- Treats each participant, opposing coach, parent, and administrator with respect and dignity.
- Uses the game/meet 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 participants, 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 participants appreciate the opponent’s good performance and encourage opponents who make mistakes.
- Expects good sportsmanship from his/her participants.
- Removes participants showing any kind of disrespect from the game.
- Does not “run up” the score or embarrass his/her opponent in any way.

Participants are required to abide by this Code in all activities.

After School Sports / Event Emergency Plan

Venue: Trinity Lutheran School Gymnasium and Cafeteria

Emergency Personnel Chain of Command

1. Athletic Director (if present)
2. Administration (if present)
3. Trinity Faculty or Staff
4. Coach or other individual in charge of event

Emergency Equipment On-Site

- First Aid Kit:
 - gym - under scorer's table
 - cafeteria - north end cabinets
- AED: main hallway above water fountain
- Ice, water, towels: cafeteria
- Player Medical Information: First aid kit under scorer's table
- Emergency weather shelter: basement of building (follow signs)

Communication

Access to 911: landline in cafeteria

Role of First on the Scene

1. Control scene/access to injured individual
 - i. Initial assessment (to determine ABCs - airway, breathing, circulation)
2. Detailed assessment (to determine extent of injury / illness)
3. Send designated personnel to summon help if needed
 - i. Call 911
4. Send designated personnel to obtain necessary supplies
5. Initiate immediate care to the sick or injured and stay with individual until medical care arrives or deemed appropriate to move

EMS Access / Directions

Location: 824 East Main Street

Entry point: East side of main church building through double glass doors

Designate individual to meet EMS

Last Updated: _____ Last Practiced: _____