

Athletic Handbook



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Concordia Lutheran School Athletic Handbook

<u>Table of Contents</u>	<u>Page Number</u>
I. Mission Statement	3
II. Foreword	3
III. Athletic Department Philosophy	3
IV. Core Commitments	3
V. Objectives	3
VI. Organization	3
VII. Next Play Mentality	4
VIII. Athletic Code of Ethics	4
IX. Athletics	4
X. Athlete Responsibilities	5
a. Co-Curricular Eligibility	5
b. Attendance	6
c. Conduct Eligibility	6
XI. Parent Responsibilities	7
a. Pre-Season Meetings	7
b. Volunteering	7
c. Game Travel	7
d. Fees	7
e. Sports Physicals and Forms	8
XII. Coach Responsibilities	8
a. Try-outs for team selection	8
b. Use of Swing Players	8
XIII. Youth Sports Concussion Safety Act	9
XIV. Recognition	9

(Board Approved July, 2016)

I. MISSION STATEMENT

Concordia Lutheran School provides a Christ-centered, academically challenging education to equip students for lifelong discipleship.

II. FOREWORD

The Apostle Paul says, "You know that at sports all the runners run the race, though only one wins the prize. Like them, run to win." (1st Corinthians 9:24). Naturally, we want the desire to win to be found in all those participating in athletics at Concordia but this sense of winning is different than found in other organizations.

Students will be winners when they strive to be the best they can be by doing the best they can do to the glory of God. We have positive expectations that those who participate in Concordia's athletic programs will find enjoyment and success.

It is upon this Foundation that our Athletic Handbook is written. It is a tool to help the student athlete remain faithful while growing in Jesus Christ, and be a fitting participant in a worthwhile athletic program.

III. ATHLETIC DEPARTMENT PHILOSOPHY

The athletic program is to support the mission and core commitments of Concordia Lutheran School (CLS) by providing positive athletic experiences for as many children as possible, in an environment where each child will have an opportunity to participate and excel. Each coach and, assistant coach, will support the school's philosophy and adhere to all policies as stated by the athletic director, administration, and school board. Coaches and assistant coaches will make a commitment to place primary emphasis on each child's development and growth.

IV. CORE COMMITMENTS

1. To provide a strong Christian environment, based upon Biblical and Lutheran theology.
2. To offer a high-quality, academic experience that prepares students for future success.
3. To provide a holistic and exceptional co-curricular experience.
4. To promote a sense of community among students, parents, faculty and staff.
5. To reinforce families as the primary focus where Christian faith and values are shaped.

V. OBJECTIVES

1. Athletics provide the athletes/coaches an opportunity to grow into a closer relationship with their Lord and Savior, Jesus Christ.
2. Athletics provide athletes/coaches an opportunity to witness for Christ by their actions.
3. Athletics provide athletes/coaches an opportunity to accept decisions and responsibilities in a Christ-like manner
4. Athletics help athletes/coaches develop a positive attitude as well as team/school spirit among the participants.
5. Athletics help students develop physically, giving them satisfaction in accomplishment.
6. Athletics help the student develop emotionally - thus learning more about their strengths and weaknesses.

VI. ORGANIZATION

The coaching staff is directly responsible to the Athletic Director for conducting the athletic program. The Athletic Director is responsible to the Principal for the total conduct of the athletic program. The administration is in turn responsible to the Board of Directors.

VII. Next Play Mentality

“Remember Not the Former things, nor the things of old.” - Isaiah 43:18. “Next Play Mentality” (NPM) is a concept, which teaches athletes to look forward, rather than looking on the actions of the past. During a game or activity, athletes make mistakes. The NPM teaches to look forward to the next play, rather than dwelling on the play that just happened. NPM teaches all involved in sports to care for opponents, officials, and other fans. The NPM concepts can be applied to both sports and to life.

Concordia Lutheran School Athletic Department emphasizes the importance of The Next Play Mentality to athletes, coaches, and parents. At pre-season meetings, the athletic director will teach about the Next Play Mentality to parents. The coaches will teach this to their teams and do their best to make it part of the team culture.

VIII. Athletic Code of Ethics

It is the duty of all concerned with athletic activities:

1. To encourage and promote friendly relationships and good sportsmanship by requiring courtesy and good behavior at all times.
2. To encourage and promote positive race relations, cross-cultural understanding and human rights with respect to race, culture, ethnicity, gender, ability, lifestyle, diversity and religion.
3. To insist upon implicit compliance with all rules and regulations. Athletes in 5th-8th grade will receive a pin (appropriate pin for their sport) upon completion of the season.
4. To recognize good sportsmanship is as important as victory, by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by any team or athlete.
5. To take special care to treat visiting teams and officials as guests, extending every courtesy.
6. To be modest in victory and gracious in defeat.
7. To respect the judgment and integrity of referees, judges and other officials, realizing that their decisions are based upon game conditions as they observe them.
8. To educate athletes concerning the dangers and ethical violations of the use of performance enhancing drugs. Athletes found to be involved with using performance enhancing drugs shall be liable for disciplinary action and mandated counseling, per the school handbook.

IX. ATHLETICS

Our athletic program is separate from the physical education program at our school and was established to encourage Christian fair play, sportsmanship, physical fitness, and self-confidence. Sports for boys and girls are offered throughout the year and they are as follows:

GIRLS:

Soccer	Grades 1 - 8
Volleyball	Grades 5 - 8
Basketball	Grades 5 - 8
Cheerleading	Grades 7 - 8
Track and Field	Grades 5 - 8

Boys:

Soccer	Grades 1-8
Basketball	Grades 5-8
Track and Field	Grades 5-8

Final say on participation is based on roster needs. Grade level may be amended to ensure adequate rosters. Administration makes final decision on grade level participation.

X. ATHLETE RESPONSIBILITIES

a. Co-Curricular Eligibility

Participation in Co-Curricular activities at CLS is a “privilege” each student enjoys, rather than a “right”. In order for students to realize their full potential they must commit to a lifestyle that promotes a Christian attitude toward others, along with physical and mental fitness. Therefore, the following Eligibility policy has been established to guide students who represent CLS in co-curricular activities, clubs, and organizations.

Students in grades five, six, seven, and eight are subject to this policy. Fourth grade students may be subject to the policy, or an alternative program/policy, at the discretion of the Principal.

Students participating in extracurricular activities must be passing all core subjects (No “F” average in any core subject) to be eligible. Core subjects are defined as those subjects which are “single-” or “double-weighted”. Students participating in extracurricular activities must also maintain a minimum, overall, cumulative GPA of 2.00 at all times. The GPA will be computed by using a numeric system where an “A” equals 4 points; a “B” equals 3 points; and so on. A student’s eligibility will be reviewed every two weeks.

If a student does not meet the eligibility requirements at the end of every two weeks, he/she will be placed on probation for the following two weeks. At the end of that time, the grades of each student on probation will be reviewed. If the student fails to meet eligibility requirements during those two weeks the student is then placed on academic ineligibility for two weeks. At the end of this time, the academically ineligible student will either become eligible or the student may be dropped from participation in that extra-curricular activity and/or may not receive the participation award for that activity (i.e., letter, pin, trophy, flag, etc.).

The eligibility check will be on Fridays and will determine the student’s eligibility for the following Monday (of the first week) through Sunday (of the second week). During shortened weeks, eligibility will be checked on the last day of student attendance of that week. When a student is ineligible, the student may not participate in a contest or performance, but may attend. Students who are ineligible may participate in practice with the approval of both the parent and coach.

On Fridays by 9:15 A.M. grade reports will be run for extra-curricular students. A list of students in extra-curricular activities who are on probation and/or are ineligible (F in a Core Subject or an overall GPA of less than 2.00) is provided to all faculty members to review the grades and confirm. A parent letter will be sent home to inform the parents of any student who is on probation or is ineligible.

At times a student may face challenges in the classroom, which are simply beyond his or her academic ability or face a difficult personal situation. The faculty and staff understand these individual situations. At Concordia, every effort is made to assist all students who are in these situations. The appropriate faculty members will consider those students who find themselves in this position. The Administration will have the final say in all eligibility determinations.

- 🐾 PROBATION = Student may fully participate in extracurricular activities. Probation is meant to be a warning that the student is struggling academically.
- 🐾 INELIGIBILITY = Student is to be given the opportunity to focus on academics. When a student is ineligible, the student may not participate in a contest or performance, but may be expected to attend. Students who are ineligible may participate in practice with the approval of both the parent and coach.
- 🐾 Parents are strongly encouraged to frequently monitor student academic progress through the use of Gradelink.
- 🐾 Parents are encouraged to contact your student’s teacher at the BEGINNING of each eligibility period.
- 🐾 Parents play a critical role in student success and are encouraged to be active participants in the eligibility process.

b. **Attendance**

Being part of a team is a commitment to your school, coaches, and teammates. Taking on the role of student athlete carries with it responsibilities. Attendance at all meetings, practices, and games must be a priority for all athletes. In addition student athletes must maintain academic and behavioral standards to prevent negatively impacting participation.

The attendance policy for each team is developed by the athletic director and coach. The coach outlines the attendance policy at the pre-season meetings. The coach will also have the attendance policy in the pre-season syllabus provided to each family participating.

If a student athlete will be absent from a scheduled team activity (e.g. meeting, practice, or game) the parent/guardian must provide the coach with a written explanation prior to the absence, as to why the absence will occur (a phone call, or text would be expected in the case of short notice but must be followed up by written documentation). The Head Coach along with the Athletic Director will review all absences to determine if they will be classified as excused or unexcused.

1. Failure to notify the Coach of an absence will result in the absence automatically being classified as unexcused.
2. Absences due to conflicting school sponsored activities will automatically be classified as excused, written documentation is not required from the athlete's parent/guardian (Please be sure that the coach is aware of schedule conflicts between the school activities).
3. A parent/guardian may appeal the classification of an absence to the Athletic Director. The Athletic Director will notify the Principal of the appeal and schedule a meeting with the parent/guardian, Coach, Athletic Director, and Principal.

Student athletes receiving two unexcused absences as they pertain to participation on a particular team will be placed on "Participation Probation". The Athletic Director will notify the athlete, and their parent/guardian in writing regarding this status.

Student athletes receiving three unexcused absences will be subject to removal from the team. The Coach, Athletic Director, and Principal will review the situation and make a determination regarding the removal of the athlete from participation for the remainder of the current season. The Athletic Director will notify the athlete and their parent/guardian in writing regarding this decision.

c. **Conduct Eligibility**

Each student has the responsibility of being a leader in the school. If the conduct of any student is unacceptable according to the behavior guidelines stated in the handbook, or such that it impairs the efficient working of the school, then ineligibility may follow as a consequence. Conduct should reflect Christ in all that is done.

1. Consideration for conduct ineligibility may be brought to the Principal by any member of the staff (teachers, coaches, cooks, janitors, pastors, or secretary). If the Principal determines that action may be needed, the issue will be brought forward for a decision.
2. A unanimous decision must be reached by the Principal, and homeroom teacher in order for conduct ineligibility to be declared.
3. Conduct ineligibility for practices, games, or events will remain in effect for a period of one week or more if deemed necessary by the Principal.

4. An ineligible student will be given a REQUEST FOR CHANGE OF ELIGIBILITY STATUS form within 3 days of the end of the ineligibility period. This form must be completed in order to become eligible.
5. A parent/guardian may appeal a conduct ineligibility decision through the Principal.

XI. PARENT RESPONSIBILITIES

a. Pre-Season Meetings

Prior to the beginning of each athletic season a meeting will be held by the Athletic Director. The meeting consists of the administration outlining procedures and rules of the athletic department. The meeting will be concluded with team meetings with individual coaches in which coaches will outline their philosophies and expectations for the upcoming season.

1. Attendance is mandatory.
2. If a parent/guardian is not able to meet with the coach and athletic director, an alternate time will be set by both coach and parent/guardian.
3. The athlete is not allowed to begin participation of the sport or activity until the parent has met with the athletic director and coach.

b. Athletic Expectations and Permission Slip

The parent and the athlete must read and sign the Athletic Expectations and Permission Slip in order for the athlete to participate.

c. Volunteering

Throughout the sports season, parents are needed to volunteer their time to assist with the scoreboard, scorebook, concessions, and admission for regular season games and tournaments. Parents/Guardians are expected to assist with these activities throughout the season.

1. The Athletic Director will provide means for volunteers to sign up for our volunteer positions. Parents/guardians will be asked to sign-up for different positions throughout the season. The Athletic Director will request a certain number of "sign-ups" depending on the number of athletes participating on each team.
2. If a parent/guardian of an athlete does NOT sign up, the Athletic Director will assign family slots where needed.
3. Individuals under the age of 18 are not allowed to help in the volunteer areas unless under director supervision of their parents.

d. Game Travel

It is the parent/guardian's responsibility to transport athletes to and from games, including tournaments. The school is not responsible to transport or find housing for an athlete while attending a tournament requiring an overnight stay. Parents/ guardians will fill out permission slip forms prior to tournaments which involves staying overnight.

e. Fees

One time fees will be applied to each sport throughout the year. These fees will be put on the athlete's school bill.

f. Sports Physicals and Forms

Sports Physicals are REQUIRED prior to participation. Forms that are required prior to participation are the Athletic Participation Form and the Emergency Authorization Form. These will be given during Pre-Season Meeting. The Athletic Participation Form is provided at the end of the athletic handbook.

XII. COACH'S RESPONSIBILITIES

Coaches for Concordia Lutheran School serve as both athletic leaders and spiritual leaders for their teams and participants. The coaches play an integral part of the development of a participant athletically through training and practicing but also support the spiritual growth of all participants through serving and being examples of Christ.

When a team lacks the number of participants needed to conduct efficient and effective practices or to compete at a competitive level, the following procedures will be used:

a. Try-outs for team selection:

1. The Coach shall immediately notify the Athletic Director of insufficient participants.
2. The Athletic Director will attempt to recruit additional participants from the appropriate grade levels to join the team.
3. If a team still lacks numbers the Athletic Director will consult the Principal. The Athletic Director and the Principal have the responsibility to decide either to cancel such team's participation due to insufficient numbers or determine that students from the next grade level below may be invited to try-out for the team.
4. The Coach and Athletic Director will determine the number of players needed to fill the team roster.
5. The Athletic Director will distribute information to all students (gender specific) from the next grade level below.
6. All interested participants from the next grade level below will be invited to an evaluation session to determine skill level.
7. The Coach and Athletic Director have the responsibility of selecting the needed participants based on the skills required.
8. The Athletic Director will notify the Principal regarding the selection process and the athletes selected.
9. The Athletic Director and/or Coach will notify each student that was not selected for the team on an individual basis. The Athletic Director and/or Coach will provide encouragement and recommendations as to what the athlete can do to improve their skills prior to the next season. After all players not selected for the team have been notified, a team roster for the current season may be posted.
10. Once students have been selected for participation on a team, they are to be considered equal to all other members of the respective team. At the varsity level playing time will be determined based upon skill level. At the junior varsity level all players will be given an opportunity to play.

b. Use of Swing Players

1. If a Coach determines that additional players are needed for a specific event (e.g. game or tournament), the Coach may want to use players from the next grade level below on a limited basis.
2. The Coach shall immediately notify the Athletic Director.
3. The Athletic Director will distribute information to all members in the next grade below that are currently on the Junior Varsity team for that sport.

4. All interested participants from the next grade below that are currently on the Junior Varsity team for that sport will be invited to participate (no try-outs) as a member of the varsity team for the specific event identified.
5. Players participating as a swing player maintain their participation at the Junior Varsity level. Players will be restricted to six quarters (basketball) or four games (volleyball) per event for a single opponent, tournament play will not be restricted.
6. Swing Players and their parents/guardian should understand that they are not granted all privileges afforded to a regular team member, as such playing time preference may be given to regular team members ahead of swing players.

XIII. Youth Sports Concussion Safety Act

Concordia Lutheran School is in compliance with Illinois State Public Act 099-0245 cited as the "Youth Sports Concussion Safety Act". Concordia Lutheran School understands the significance of an athlete experiencing a concussion during any activity. The following items are protocols in place:

1. Concussion Protocol
2. Return to Play Protocol
3. Return to Learn Protocol
4. Emergency Action Plan

These items can be found in the Concordia Lutheran School Concussion Protocol Handbook. Concordia Lutheran School Athletes, Parents, Teachers, and Coaches must follow the Concussion Protocol Handbook. The Concussion protocol was put in place at the beginning of the 2016-2017 School year and has been prepared by the Concordia Concussion Protocol Oversight Team.

XIV. RECOGNITION

All students will receive a certificate and ribbon upon the completion of their season. Athletes in 5th-8th grade will receive a pin (appropriate pin for their respective sport) upon completion of the season.

Each student will receive a block letter "C" for their first season of participation in Concordia athletics (This excludes soccer players in grades 1-4) Only one block "C" will be awarded to an individual by the athletic department.

Special awards may be given to teams/individuals based upon particular accomplishment

An awards banquet will be held at the conclusion of the season:

- 1st-4th grade Soccer (Fall)
- 5th- 8th Volleyball and Soccer (Fall)
- 5th-8th Basketball and Cheerleading (Winter)
- 5th-8th Track (Spring)

Special Awards

1. *Thomas Ruppert and Donald Stroup Awards are given to one boy and one girl participating in basketball. This award is given at the Winter Sports Banquet. This award is a basketball camp scholarship along with their name on the plaque.*
2. *Robert Warren Scholar/Athlete is given to one girl and one boy based on academics and athletics. This award is presented on Awards Day and at Graduation. The athletes name will be added to the award plaque.*

Athletic Participant Expectations and Permission Slip – EXAMPLE

1. You will be allowed to play and practice only when a permission slip signed by a parent or guardian is on file with the Athletic Director.
2. Two unexcused absences – an individual is placed on participation probation. A notification will be issued to the family
Three unexcused absences – an individual is subject to removal from the team.
3. If you are going to be gone from a practice or a game you are to inform the coach with a signed note parent or guardian before the fact. Any absence without this notification will be considered unexcused.
4. If you are absent from school (at least one half-day) the day of a game you will not be allowed to play. If you miss practice before a game because of an unexcused absence you will not start.
5. The coach will consult with the Athletic Director as to what is an unexcused absence and an excused absence.

+++++

(cut here and retain top portion)

I request that _____, Grade____, Birthdate_____, be allowed to participate in _____ at Concordia Lutheran School. The above mentioned student also has my permission to attend all practices and games, home and away.

This agreement absolves Concordia Lutheran School (including faculty, volunteers, and hired service personnel) and any and all members of its governing boards of any responsibility for the safety, welfare, health, and well-being of the child named above, beyond such matters as may be called reasonable care for children in the custody of a staff member and subject to the staff members clear instructions. I assume personally and exclusively all responsibility for accident, injury, etc., which may occur to the above named child during school sponsored athletics.

I have read (know) the regulations stated here and in the athletic handbook and will support them.

Parent or Guardian: _____

Date: _____

I have filed a current physical examination in the school office. Yes No

I understand that to participate in this sport I must comply with the regulations stated here and in the athletic handbook.

Student Athlete: _____

Letter for Overnight Stay - Example

To: Parents of 7-8th Grade Boys Basketball Players
From: Athletic Director

Current Basketball, Coach

Re: Good Shepherd Collinsville Basketball Tournament

Date: October 27th, 2012

We have accepted to compete in the Good Shepherd Collinsville Lutheran School Basketball Tournament in Collinsville, IL. The tournament dates are November 16-18, 2012.

We are assuming at this time our first game will be on Friday, reservations have been made for a block of twelve rooms both Friday and Saturday nights at the Drury Inn Collinsville, (618-345-7700) 602 N. Bluff at a cost of \$XX.XX per night. The block of rooms is listed under Concordia Lutheran School (Andrew Monkemeyer), Peoria. You are responsible for all charges to your room. Because we are assuming our first game is Friday evening, there may be a need for some parents to provide transportation and shared housing. The boys will need to be excused early at a time to be determined.

We believe there will be an opportunity to attend church either Saturday or Sunday morning. Appropriate clothing should be taken along for this purpose.

THE ROOMS MUST BE BOOKED BY THURSDAY NOVEMBER 1st to Get THE SCHOOL RATE FOR ROOMS!

REMINDER: PARENTS, IT IS YOUR RESPONSIBILITY TO BOOK YOUR ROOM

PLEASE FILL OUT THIS PORTION AND RETURN TO Current Basketball Coach Thursday Nov 1st at PRACTICE

PLAYERS NAME _____

ANY SPECIAL NEEDS OR MEDICAL CONDITION? _____

PARENT'S NAME _____

PARENT'S ADDRESS _____

PHONE NUMBERS HOME _____ CELL _____

NUMBER OF PEOPLE IN ROOM ADULTS _____ CHILDREN _____

WILL YOU HOUSE ANY PLAYER NOT GOING WITH THEIR PARENTS? YES _____ NO _____

WILL YOU TRANSPORT ANY PLAYER NOT GOING WITH THEIR PARENTS? YES _____ NO _____