

ZION LUTHERAN SCHOOL

*Zion Lutheran School is a ministry of Zion Lutheran Church
created to assist families in nurturing children
through the power of the Gospel of Jesus Christ.*



ATHLETIC POLICIES

2008-2009

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I. Rationale For Athletic Program

1. To glorify Jesus Christ in all that is done on and off the playing field/court.
2. To provide the opportunity for all involved to establish a firmer and more personal relationship with Christ.
3. To improve the athletes' overall physical condition and encourage a lifelong enjoyment of sports.
4. To promote involvement and school spirit.
5. To develop Christian attitudes of good sportsmanship, fairness, respect for others, and team work.
6. To encourage fun in competition.
7. To learn fundamental skills and knowledge of sports.

II. Sports Offered At Zion Lutheran School

The Zion sports program is open to all eligible students in grades 5-8. In the case of a lack of available players, students in grade 4 may be given the opportunity to participate.

1. Girls' Sports: Fall-Basketball; Winter-Volleyball; Spring-Track and Field.
2. Boys' Sports: Fall-Baseball, Flag Football (Intramural); Winter-Basketball; Spring-Track and Field.
3. Girls in grades 6-8 have the opportunity to be cheerleaders during the boys' basketball season.
4. Any change in sports offered at Zion must be approved by the Parochial School Board.
5. Boys will not play on girls' teams and girls will not participate on boys' teams.
6. Each eligible player who goes out for a team will be a part of the team, with no cuts.

III. Time Allotted To Athletics

A. Limitation of Team Practices

1. No student may participate in more than 2 hours of coached practice sessions per day.
2. No team shall have more than five practices per week during pre-season. During the season, the total number of game and practice days during one week shall not exceed a total of five.
3. No practices will be held on days when there is a scheduled church service or evening school activity (such as PTL, Musicals, Programs, etc.)
4. It is recommended that the 5th-6th grade basketball players occasionally have an opportunity to practice separately from the 7th-8th graders in order to better prepare for their 5th-6th grade games.
5. A team member must attend at least 3 team practices before competing in his/her first contest.

B. Limitation of Seasons

1. The number of regular season games played will not exceed 16 for any team.
2. Each team (8A, 7A, and 5th-6th) may participate in no more than 3 tournaments. Participation in the Lutheran State Association events will be determined annually. LSA events and Logan County Tournaments are not included in the maximum of three tournaments.
3. Games will not be scheduled on more than 2 consecutive days, for any team, except for tournaments.
4. An attempt will be made to schedule no more than 2 regular season games during one week.
5. Written schedules of games and practices will be provided for parents and published in the Tuesday Notes.

6. Criteria for application for participation in Lutheran School Association (State) Tournaments:
 - a. The team must have an overall winning record and
 - b. The team must meet at least two of the following requirements
 1. They must have a top three finish in a tournament that has at least eight teams participating.
 2. They must have won at least 65% of all Lutheran School games played.
 3. The team, in the opinion of the coach(es) and Athletic Director, is cooperative in word and action and would represent ZLS in a very positive way.
7. No practices or games will be held on Wednesdays without approval of the Athletic Director and/or Principal.

IV. Athletic Director Responsibilities

1. Be responsible for administration of all aspects of the interscholastic and intramural program in accordance with the standards set forth by the Parochial School Board.
2. Coordinate the scheduling of the entire athletic program including games, practices, and officials.
3. Represent Zion at conference athletic meetings unless a representative is designated.
4. Recommend coaches for each sport to the Parochial School Board for their approval.
5. Provide resources and training for coaches if needed.
6. Inventory all athletic equipment and uniforms, making sure that Zion has all necessary proper equipment.
7. Attend all home athletic contests and/or arrange for proper supervision of home athletic contests by administrative personnel.
8. Act as tournament director for tournaments held at Zion.
9. Responsible, along with the Principal, after consulting the head coach, for the cancellation or postponement of contests because of non-playing weather conditions. A “phone tree” may be developed to communicate with parents.

10. Supervise the public address system at all home games.
11. Maintain a permanent file of players, medical examinations, injury reports, parent consent forms, etc.
12. Determine scholastic and behavioral eligibility along with the teachers and principal for all athletes within board established guidelines.
13. Work with the Principal, cheerleading advisor, and coaches involved in scheduling athletic pep rallies.
14. Plan, organize, and supervise all athletic awards with input from the coaches.
15. Constantly evaluate the program, always seeking ways of improving the Zion athletic program.
16. Submit requests for purchases of equipment, uniforms, supplies, etc. to the Principal and/or Parochial School Board.
17. Appoint volunteers to Booster Club leadership positions.
18. Issue and collect team uniforms and equipment.
19. Coordinate with the School Yearbook Sponsor the taking of team and individual photos for the school yearbook.
20. Ask new coaches to fill out a Volunteer Coach's Information Sheet.
21. Ask all coaches to complete a self-evaluation form at the end of their seasons.
22. Coordinate a "Meet The Eagles" night for basketball players and cheerleaders.
23. Arrange for Eighth Grade Recognition Nights for basketball, cheerleading, and volleyball.
24. Annually recommend prices for admission, family passes, and officials' fees to the Parochial School Board.

V. Coaches

A. Qualifications For Coaches

1. It is recommended that a staff person be the head coach whenever possible. A non-staff person may coach when teaching staff members are not available.

All coaching appointments must be submitted to the Parochial School Board by the Athletic Director and approved by the Board.

2. Coaches must be Christians that support the purposes and goals of Zion Lutheran Church and School.
3. Head coaches must be at least 18 years of age.
4. Each coaching candidate must complete an information sheet (See Appendix A.) indicating coaching philosophy, past experience, and reasons for wanting to coach. Coaches will also be asked by the Athletic Director to complete a self-evaluation form (See Appendix B.) at the end of their seasons.
5. Coaches must have knowledge of their sport and the ability to relate well with their players.
6. Coaches must have the ability to organize and supervise practices and games.
7. It is highly recommended that our coaches obtain training in first aid, C.P. R., and treatment of minor injuries.
8. Coaches must be familiar with the Parochial School Board Coaching Expectations Policy. (See Appendix C.)

B. Responsibilities of Coaches

1. Teach Christian values, sportsmanship, etc. Begin each practice and game with prayer. Encourage players to lead prayers.
2. Project a positive image of Zion Lutheran School.
3. Teach basic skills proficiently to all team members.
4. Communicate with teachers, parents, Principal, Janitor, School Secretary, and Athletic Director.
5. Plan practice in advance. Begin and end practices on time.
6. Arrange for any necessary team transportation.
7. Know and teach the rules of the game/sport.
8. Provide input for athletic awards.

9. Monitor the conduct of players, parents, and spectators. Report misconduct to the Athletic Director. Notify parents of player misconduct.
10. Properly care for all injuries. Keep a record of all injuries and care provided. Notify parents of injuries. Always have the parental consent forms accessible in case of an emergency.
11. Do not leave campus until all players have safely received a ride home.
12. Be familiar with all policies of Zion Lutheran Church and School which pertain to athletics.
13. Understand that athletics is a part of the total ministry of Zion. See himself or herself as a leader who has the opportunity to witness to his/her team, families, opponents, officials, etc.
14. Be a good steward of facilities and equipment. Make sure that all equipment is properly stored after each practice and game. Ensure that all lights are turned off and all doors locked before leaving the campus.
15. Submit budgetary requests and/or expenses to the Athletic Director
16. Submit to the Athletic Director, for approval and publication, the practice schedule for the upcoming month before the 20th day of the current month.
17. Conduct a Parent and Player Meeting prior to the playing of games.

C. Cheerleading Coach's Responsibilities

1. Responsible for the directing, supervising, and training of the cheerleaders.
2. Responsible for the cheerleaders at practice sessions and at all games. Designate appropriate adult supervision when not able to attend.
3. Submit requests for uniforms and supplies to the Athletic Director.
4. Determine, with the Athletic Director and Principal, the method of choosing members for the cheerleading squad(s).
5. Determine, with the Athletic Director, which cheerleaders will cheer, when they will cheer, and where they will cheer prior to the start of the boys' basketball season.

VI. Responsibilities Of Participants

1. Students must be eligible according to standards established by the Parochial School Board.
2. Athletes must have a current completed physical examination form on file in the school office.
3. A parental consent form must be completed before participation.
4. Students are expected to attend all practices and games. A written excuse should be given to the coach, prior to the absence when possible.

Valid excuses for missing practices or games include:

- a. Illness or injury.
- b. Family emergency
- c. Excuses approved by the coach

Missed practices and/or games may result in reduced playing time and possible suspension from the team.

5. Unsportsmanlike conduct may result in a one game suspension. Further offenses may result in being dropped from the team.
6. Two school detentions during one grade release period results in a one game suspension. Players must serve suspensions in uniform on the bench. Grade release periods are at the mid-quarter and end of each quarter.
7. A grade point average of 4.0 (C-) without an "F" must be maintained for continued participation. Students who are diagnosed as being learning disabled may participate without grade stipulation as long as they are doing their best, determined by the teachers and Principal, and maintain a good attitude and are working hard to do their best academically.

Academic eligibility will be determined weekly. If a student is ineligible, he or she will begin the period of ineligibility the first school day of the following week. The period of ineligibility will continue until the first school day of the next week.

Ineligible athletes may continue to practice with the team. The ineligible athlete is encouraged to be in attendance at all home competitions to provide support and assistance to the team. The ineligible athlete will not be allowed to wear the team uniform during this time. Athletes who are ineligible for 3 consecutive weeks during the season will be removed from the team.

Participants must attend school the entire day on the day of a competition to be eligible that day/evening. If a doctor or dental appointment must be scheduled during the day of the competition, a written doctor's excuse will be required. Unexcused absences on Friday will result in ineligibility on the weekend.

8. Show Christian sportsmanship. Make a commitment to work hard and do their best.
9. All participants must show proof of insurance through the school or a family policy.
10. All participants are expected to attend worship services during weekend events.

VII. Responsibilities Of Parents And Spectators

1. Show support for teams by attending as many games as possible.
2. Schedule appointments around team schedules. Inform coaches of any necessary absences prior to the absence.
3. Respect officials, coaches, and players. Be supportive of all participants and positive in the stands by word and action.
4. Discuss problems or questions directly with the coach and/or Athletic Director.
5. Be responsible for the proper care and return of uniforms and equipment.
6. Be punctual when dropping off or picking up students.
7. Be willing to work during home games at various jobs including: scorekeeper, admissions, concessions, etc.

VIII. Cheerleading

1. A staff member coach or other adult will be present to supervise at all practices or games.
2. A printed schedule of practices and games will be sent to the parents of cheerleaders.
3. Cheerleaders who participate in a team sport will, on days when both their sport and cheerleading occur, only participate in the team sport.
4. Girls in grades 7-8 are eligible to be cheerleaders.
5. Cheerleaders must meet all of the same requirements as those students involved in team sports.
6. Cheerleaders will cheer at all boys/ 8A and 7A basketball games played at Zion.

7. Cheerleading uniforms are the property of Zion Lutheran School. Cheerleaders will be responsible for the purchase of their own shoes, socks, poms, brief, etc.

IX. Awards

1. First year participants in grades 5-8 who have successfully completed the season will receive a school letter. Only one letter will be awarded for each participant.
2. A letter pin will be awarded for each sport that the student participates in.
3. An annual awards night will be conducted near the end of each school year.
4. School letter jackets and sweaters are available for purchase at local sporting goods stores. Students are encouraged to purchase letter jackets or sweaters to display their school letters, and to wear it proudly.

X. Athletic Booster Club

A. Role Of The Club

The Zion Athletic Booster Club exists as an organization of parents and others dedicated to:

1. Supporting, encouraging, and advancing the athletic program related activities at Zion, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high Christian ideals of character.
2. The club shall promote projects to improve facilities and equipment necessary to provide an excellent athletic program.
3. The club shall not seek to influence or direct technical activities or policies of the administration or of the school officials who are charged with the responsibility of conducting the athletic program.

B. Financial

The Booster Club has the potential to raise hundreds of dollars annually to support the athletic department. Primarily, the monies of the Booster Club can be expended for 1) sports equipment 2) uniforms 3) major purchases of a sport 4) awards 5) improvements of athletic facilities 6) supplies.

Booster Club fund raising can be done in a variety of ways. Some examples of fund raising projects are:

1. Concession stand at home games.
2. Selling specialty items such as buttons, pennants, T-shirts, etc. related to athletics.
3. Special events

C. Membership Responsibilities

Every family that has a child participating in sports at Zion is automatically a member of the Booster Club and is expected to be involved in Booster Club activities.

Parents and other interested adults are needed to 1) keep score 2) time events 3) work in the concession stand 4) take admission money 5) supervise 6) coordinate special events 7) plan and carry out fund raising 8) provide transportation to away games 9) and various other supportive activities.

All workers at home games shall pay an admission fee. (PSB 6/1/98)

D. Booster Club Leadership

The Athletic Director shall administer the Booster Club.

The following chairperson positions are to be filled by volunteer parents of Zion athletes:

1. Concession Stand Chairperson
2. Baseball Volunteer Coordinator Chairperson
3. Girls' Basketball Volunteer Coordinator Chairperson
4. Boys' Basketball Volunteer Coordinator Chairperson
5. Volleyball Volunteer Coordinator Chairperson
6. Track and Field Volunteer Coordinator Chairperson.
7. Secretary/Treasurer
8. Chairperson

E. Booster Club Leader Job Descriptions

1. Concession Stand Chairperson

- a) Take inventory of food items, supplies, and equipment needed.
- b) Purchase needed food items and supplies. Submit all bills and receipts.
- c) Set prices for food and drink items.
- d. Coordinate clean up of kitchen and cafeteria after home games.

2. Chairperson

- a) Recruit volunteers for the following positions: Concession Stand Chairperson; Baseball Volunteer Coordinator Chairperson; Girls' Basketball Volunteer Coordinator Chairperson; Boys' Basketball Volunteer Coordinator Chairperson; Volleyball Volunteer Coordinator Chairperson; Track and Field Volunteer Coordinator Chairperson, and Secretary/Treasurer
- b. Coordinate special fund raising activities and promote special events.
- c. Call and conduct Booster Club meetings.

3. Secretary/Treasurer

- a) Keep records of all expenditures and income related to the Zion Booster Club and report current records at Booster Club meetings.
- b. Prepare and distribute Booster Club meeting agendas and minutes.

4. Individual Sport Volunteer Coordinator Chairperson

- a) Recruit and assign volunteers for the following jobs at each home game (if applicable): a. admissions b. scorekeepers c. timer d. clean-up e. concessions.
- b) Arrange for a team party to take place within 3 weeks of the conclusion of the season.

XI. Finances

- A. Financial support for the athletic program will primarily come from:
1. Zion Lutheran budget
 2. Parent Teacher League
 3. Booster Club
 4. Special donations
- B. The Athletic Director should submit an annual budget and list of needs to the Principal.

XII. Admission Fees

Admissions fees, family pass fees, and official's fees will be determined annually by the Parochial School Board.

An annual family pass for all Zion home sporting events will be available for purchase by all families. Family Pass Guidelines: 1) immediate family only on one ticket 2) no refund for games already played 3) ticket issued, but list of families is to be kept in gate receipts box and checked off each time it is used 4) family passes are not valid for Logan County tournaments hosted by ZLS.

XIII. Concession Stand

Concession food, drink and candy prices will be determined by the Booster Club Concession Stand Chairperson.

Tournaments hosted by Zion will include sandwiches and fruit as menu items.

An adult supervisor must be present at the concession stand at all times while it is open. Students may help in the concession stand with adult supervision only.