



**Academically Excellent, Christ-Centered**

## **Athletic Handbook**

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Proverbs 22:6

Train up a child in the way he should go, and even when he is old he will not depart from it.

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# SCHOOL PHILOSOPHY

## Our Tag Line

Academically Excellent, Christ-Centered

## Our Mission

To partner with families, and the local church, in providing an academically-excellent, Bible-based education, preparing students for a Christ-honoring life of service.

## Our Vision

To provide life-transforming experiences through authentic relationships in a Christ-centered, family-friendly, and vibrant learning environment.

## Our Core Values

1. Academic Excellence - We are committed to providing an excellent educational experience for each individual learner through a relational model that is rooted in God's Word.
2. Spiritual Formation - We are committed to creating a learning environment where a passionate relationship with Jesus Christ is evidenced in each student through discipleship, fellowship, and service.
3. Growing Relationships - We are committed to fostering and growing authentic relationships with, and between, all members of the Judah Christian School family.
4. Leadership Development - We are committed to developing the next generation of Christian leaders to have an eternal impact on their families, society, and God's kingdom.

## Statement of Faith

1. We believe the Bible is the only written Word of God; it is inspired by Him and is wholly trustworthy and authoritative. (2 Tim. 3:15-16)
2. We believe in one God, eternally manifested and existent as Father, Son, and Holy Spirit. (Matt. 28:19, John 10:30, John 16:13-15)
3. We believe in the deity of our Lord Jesus Christ (John 1: 1,14), in His virgin birth (Isaiah 7:14, Luke 1:34-35), in His miracles (John 2:11, Acts 10:38), in His vicarious and atoning death (I Cor. 15:3, Heb. 2:9, Heb. 10:10, 14), in His bodily resurrection (I Cor. 15:4, John 2:21-22, Luke 24:6), in His ascension to the right hand of the Father (Acts 1:9, Eph. 1:20, Col. 3:1), and in His personal future return to the earth in power and glory. (Mk 13:26, Matt. 16:27)
4. We believe in the necessity of regeneration by the Holy Spirit because of man's sinful nature inherited from Adam; we believe that man is justified only through God's grace by personal repentance and faith in Jesus Christ and His shed blood. (John 3:16-19, Rom. 3:23-24, Rom. 5:8-9, Eph. 2:8-10, Titus 3:5)
5. We believe in the resurrection of all persons; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9, I Cor. 12:12-13, Gal. 3:28-28)
7. We believe in the present, active ministry of the Holy Spirit by whose indwelling the believer receives sanctification and the power to live a Godly life. (Rom. 8:13-14, I Cor. 3:16, I Cor. 6:19-20, Eph. 5:18, Eph. 4:30)
8. We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
9. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25).
10. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10)

## **Non-Discriminatory and Lifestyle Policy**

Judah Christian School admits students of any race, color, nationality, and ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to JCS students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admission procedure, scholarship awards, athletic and other school administered programs. We do, however, reserve the right to deny admission or continued attendance to any individual who cannot benefit from enrollment based on academic achievement, disqualifying handicap, or whose personal or family life-style is not in harmony with the stated philosophy and purpose of Judah Christian School.

## **Code of Conduct**

Since the school bears the name of Jesus Christ, a high standard of conduct is expected of staff and students alike. Our public conduct should be consistent with our basic concept of life, and since we profess to love God above all and our neighbor as ourselves, we should reflect that love in all of our actions as well as in our attitudes toward each other and our work. Christian students in a Christian school should follow the Biblical principles we all accept as guidelines. "If we live by the Spirit, let us also walk by the Spirit." – Galatians 5:2

1. I will obey those that have authority over me for this is right in the sight of God. – I Thess. 5:12
2. I will learn to accept all school policies with a positive attitude and do my best to speak and act in a positive manner regarding all things at all times. – Rom. 13:1-2
3. I will refrain from the use of drugs, tobacco, and alcohol at all times since these are contrary to God's plan for my life. – I Cor. 6:19-20
4. I will be unselfish, honest, responsible, courteous, respectful, and edifying in my attitudes toward fellow students and teachers. – Phil. 2:5-7
5. I will, at all times, use language consistent with my commitment to Christ. I will, by my words, be supportive and encouraging to those around me. – James 3:10
6. I will keep myself well-groomed and all materials and areas assigned to me in order at all times. – I Cor. 14:33, 40
7. If I have a dispute with a schoolmate, I will follow this procedure:
  - a. I will talk with him or her and try to solve the problem.
  - b. If talking with him or her fails, I will bring a friend as a witness.
  - c. If the dispute remains, I will go to the teacher in charge.
  - d. At no time will I resort to force to solve a dispute.  
– Matt. 18:15-17, Gal. 6:1

Students are expected to:

1. Give their best effort (Col. 3:23).
2. Diligently complete homework and classroom assignments.
3. Abide by all school and classroom policies.
4. Develop wholesome relationships with classmates.
5. Be respectful to anyone in authority.
6. Abide by the following playground rules:
  - Students are expected to remain in the playground boundaries. A student must have permission from the supervising teacher before leaving the playground.
  - Students should refrain from potentially harmful activities such as climbing trees, improper use of equipment, and wrestling.
  - Students will be expected to treat fellow classmates with appropriate respect.
  - Students should always follow the supervising teacher's instructions.

## **INTRODUCTION**

### **The Athletic Department**

The Athletic Director works alongside the rest of the Administration to ensure that the athletic program is able to function at a high level. Staff and parental support is critical in running our program. Parents work with the coaches and Athletic Director to coordinate concessions, ticket taking, and other practice and game-day responsibilities that allow our sports to run smoothly. An Administrator is present at every home game to assure sportsmanship of all fans. The Athletic Director has primary responsibility for facilities, personnel, officials, game supervision, scheduling, transportation, budget, equipment, eligibility, team photos, awards, and communications (including news and media).

## **Goals**

The goals of the Judah Christian School athletic program are to:

1. Hire high quality coaches who positively influence our students for Christ and prepare them for life through the platform of sports
2. Develop and maintain high quality facilities and equipment for all athletes and sports so that our athletes and programs may grow and compete at the highest level possible
3. Create and maintain funding for salaries, equipment, uniforms, travel, etc. so that the athletic program may grow and develop in a way that is competitive with our opponents
4. Increase the amount of parent and volunteer involvement with the school
5. Develop a positive image and awareness within the school, throughout the school family, within the local community, and throughout the state
6. Develop highly competitive athletes and teams with a progressive system within each sport to help prepare students for the next level of competition
7. Maintain a positive representation of the school on and off the playing field by the athletic teams
8. Become an integrated part of the educational excellence emphasis at Judah Christian School
9. Grow the number of sports and opportunities for participation for our study body
10. Increase the number of students who enroll at Judah Christian School
11. Create a fun and exciting atmosphere for the student-athletes, parents, fans, and visiting teams
12. Use the forum of athletics for Christian evangelism
13. Develop and nurture high quality athletes who develop as individuals and begin to influence others for Christ both on and off the field of play
14. Develop and maintain athletic programs that always strive for excellence and which develop to their full potential
15. Instill the values of integrity, service, teamwork, and excellence, which are promoted through athletics.

## **JCS ATHLETICS – IMPORTANT INFORMATION**

### **Athletic Governance**

Judah Christian School is a proud member of the Illinois Elementary School Association and the Illinois High School Association. These two associations are the governing bodies of interscholastic athletics in the state of Illinois. As a member, Judah Christian School is under obligation to follow the guidelines and by-laws of each and to be in full compliance in all aspects of athletic department function.

In addition, Judah Christian School is also a member of the Illini Conference (Junior High) and the East Central Illinois Conference (High School). All members of these conferences agree to follow the guidelines stated within the policies of each conference and to participate with each other in as many sports as the other schools offer.

### **Athletic Trainer**

The Athletic Trainer will attend most home athletic events to be the medical representative on site. Any injured athlete should report their injury to the coach. It is the coach's responsibility to contact the trainer for consultation and/or treatment options. It is each student's responsibility to report all injuries that they suffer to their head coach so that these injuries may be treated properly. The coach must be notified of any injuries so that the athletic trainer and the coach can work out the best way to treat the injury.

### **Awards and Recognition**

#### **REGULAR SEASON AWARDS**

At the end of each sport season, an awards night is presented by the Judah Christian School Athletic Department. Certificates, letters, numerals, and pins are presented to athletes at this event.

A high school athlete (9-12 grades) will receive a six-inch letter 'J', numerals for their graduating year, and a pin identifying the sport in which they participate at the conclusion of the first season in which the athlete plays in 80% of the scheduled varsity interscholastic contests and tournaments. For each subsequent season that an athlete qualifies for a letter, they will receive a pin for that sport. Athletes will only receive one (1) letter and one (1) set of numerals throughout their high school career. They may receive up to four (4) pins per sport.

Athletes who were on the varsity roster for a minimum of two years but did not meet the requirements necessary to letter will receive a letter at the end of their senior year. Special consideration may be made for

athletes who “would have earned a letter” were it not for injury or other special circumstances. Ineligibility is not considered a special circumstance. Special “Manager” and “Captain” pins will be awarded at the discretion of the head coach.

All athletes who participated in a sport will receive a participation certificate (grades 5-12). However, letters and pins are awarded to grades 9-12 only.

All current students who have earned a Judah letter and present the letter permanently affixed to a letterman jacket will not have to pay admission to any home (non-tournament) Judah athletic event.

### **CHRISTIAN ATHLETE OF THE YEAR**

Every high school level team will select a person to receive the Christian Athlete of the Year Award for their particular sport each year. This recipient may be a varsity or a junior varsity player and can be in any grade level from 9-12. The process for selecting the individual sports recipient is at the coach’s discretion, but the athlete must meet the following criteria:

- a. Christ-like attitude both on and off the field
- b. Christian Witness
- c. Leadership ability
- d. Relationship with other players
- e. Evidence of the fruit of the spirit

Recipients of the individual sports Christian Athlete of the Year Award will be placed on a ballot prior to the Judah Awards ceremony in May. The ballots will be distributed to the high school teachers. Each teacher will vote for one male and one female athlete based on their “off the field” criteria listed above. In the event of a tie, the high school principal will cast the deciding vote. The award recipients will have their names engraved on an award that is kept at the school.

## **Eligibility**

### **ADMISSIONS**

Admissions to Judah Christian School is based upon submission of an application, entrance test, references, interview with the administration, and a signed statement from the student that he/she will abide by the standards of the school. This entire process has nothing to do with athletics and athletic ability and participation shall have no bearing on the admission of any student. Recruiting of student-athletes (as outlined in the IHSA by-laws, section 3.070) is expressly prohibited. Any person involved with Judah Christian School that is caught breaking these by-laws will be brought to the attention of the School Board.

### **ACADEMICS**

High academic standards are expected of all students engaged in interscholastic sports at Judah Christian School. Athletes are required to be students first and foremost. Any student with more than two (2) “D’s” on their weekly report of quarter grades is deemed ineligible for athletic participation. Similarly, any student with one (1) “F” on their weekly report of quarter grades is deemed ineligible for athletic participation. (\*Note: The first week of academic ineligibility will result in the student not being able to participate in games. The following weeks of ineligibility result in the student not being able to participate in both games and practices until grades are raised and they meet eligibility requirements.)

Academic ineligibility will be calculated on Friday throughout the school year. Ineligibility takes effect on Monday and runs through the following Sunday. If the student raises his/her grade during the week of ineligibility, they will be deemed eligible to participate on the following Monday. Parents and Coaches will be notified by the Athletic Director of any ineligibility announcements. The Parents and Coaches of the student will then notify the student of the announcements.

### **ENROLLMENT**

In order to participate in any of the sports offered at Judah Christian School, each participant must turn in the following information.

1. **Physical Exam:** Each participant must have a yearly physical prior to his/her participation in sports. This portion of the IHSA/IESA Pre-Participation Exam must be signed by his/her physician indicating that the student is physically able to participate. No student will be allowed to participate during the season until this form is completed and submitted to the Athletic Office.

2. **Athletic Enrollment Form:** The athletic enrollment form contains information that is relevant to interscholastic athletics. It has sections for parents to offer consent for medical treatment and has a place for students and parents to sign the concussion information required IESA. The enrollment form is also where the student will indicate the sports they intend to participate in – essentially, signing up for sports for the current academic year. Students will not be able to participate in a sport unless this form has been completely filled out and turned in.
3. **IHSA Sports Medicine Acknowledgment and Consent Form:** This form is required by IHSA for all 9-12<sup>th</sup> graders participating in sports. It includes sections concerning concussions and testing policies for performance-enhancing substances and steroids. High school students and parents must sign the form. If the student needs and can self-administer asthma medication, the bottom section must be completed by a physician and a parent.
4. **Athletic Fee:** Each participant must pay the current athletic fee for each sport that they participate in. For the current school year, the athletic fees are \$125 for high school students and \$100 for elementary and Jr. High school students. This fee can be paid in advance or it will be automatically billed to your account.

## HOMESCHOOL STUDENTS

Judah Christian School welcomes home school students to participate in our athletic program. However, due to state association affiliations that certain sports at Judah are aligned with, participation may be limited or not allowed. Judah Christian School's policies also differ based on the grade level and sport which the home school student desires to participate in. Specific home school policies are outlined below:

- a. Grades 9-12: Home school students will be allowed to participate according to IHSA policy (by-law 3.011). All homeschool students that want to participate in sports must be enrolled at Judah Christian School and must pay tuition for at least 5 courses (these courses can be taken at Judah or taken at home and supervised by Judah). Homeschool students must also have their grades checked on a weekly basis for eligibility purposes. Parents must also report on 12.5 PIP hours (\*Note: PIP hours are outlined in the Judah Christian School's Secondary Handbook).
- b. Grades 7-8: Home school students cannot participate with a private school in IESA sports. Home school students will be allowed to participate in all other sports if the optimum number of roster spots has not been filled. If tryouts are necessary to meet the optimum number of participants, a home school student cannot be placed ahead of a full-time Judah student. If space is available, the student must pay the current school registration fee (and accompanying paperwork) along with the current athletic fee. 7<sup>th</sup> Grade Students must also attend 9 chapel sessions (held on Thursday mornings at Judah). 8<sup>th</sup> Grade Students must take the Terra Nova Tests. Parents must also report on 12.5 PIP hours (\*Note: PIP hours are outlined in the Judah Christian School's Secondary Handbook).
- c. Grades 5-6: Home school students are welcome to participate in athletic programs offered by Judah as long as they are not affiliated with the IESA. They must pay the current athletic fee in order to participate.

## Participation Philosophy by Grade Level

- a. Grades 9-12: This is a competitive level of athletics. Playing time in any game is not guaranteed and the coaches of the individual teams have complete discretion on playing time. Judah Christian School strives for excellence in interscholastic competition and the coaches and players at this level are expected to strive towards the highest level of athletic competitive excellence possible while keeping in mind the welfare and character development of the athletes.
- b. Grades 7-8: While this is an instructional level, we strive for excellence in interscholastic competition. The amount of playing time will be determined by the coaches. Equal playing time is not guaranteed. However, every effort should be made to allow participation by all roster players in all games. Coaches have the right to eliminate playing time in the event of disciplinary problems, dress code violations, poor practice attendance, and lack of cooperation or interest on the part of the participant. Coaches and players at this level are expected to strive toward athletic competitive excellence, keeping first in mind the welfare and character development of the athletes.
- c. Grades 5-6: This is a basic instructional level of play. Every effort is to be made to provide each participant with equal playing time. Coaches have the right to limit playing time in the event of disciplinary problems, dress code violations, poor practice attendance, and lack of cooperation or interest on the part of the participant. The goal of this level is to develop basic fundamentals incorporated with regular participation and character development which will culminate in increased fundamental skills and a desire to continue participating in athletics.



## Practices

All members of any Judah Athletic team are expected to attend every practice session. In the event of a family conflict, proper notification of the head coach must be arranged prior to a student missing a practice. Also, there are certain guidelines that Judah abides by in regards to athletic practice sessions. These are outlined below:

- a. Grades 9-12: Judah Christian High School sports comply with IHSA regulations in terms of practice dates and quantities. In addition to IHSA policies, all Judah Christian High School sports will end practice by 6:00 PM on Wednesday and will be prohibited from practicing on Sundays. All Wednesday games are prohibited unless required for IHSA or conference tournament play. The maximum number of games per year is determined by the IHSA per sport.
- b. Grades 7-8: Judah Christian School's Jr. High sports (except for soccer) comply with IESA regulations in terms of practice and game dates and quantities. In addition to IESA policies, all Judah Christian School Jr. High sports will limit their practice time to 90 minutes per session. Also, the combination of practices and games is limited to five per week. This limitation may be extended if a tournament is interposed during a week. Teams will not practice on Wednesdays unless in extreme circumstances (this must be passed by the Athletic Director). In the event of a Wednesday practice, the practice session will not last beyond 6:00 PM. Sunday practices are prohibited and Wednesday games are prohibited unless required for IESA or conference tournament play.
- c. Grades 5-6: All practices at this level will be no longer than 90 minutes. The combination of practices and games is limited to four per week. Teams will not practice on Wednesdays unless in extreme circumstances (to be determined by the Athletic Director). In the event of a Wednesday practice, the practice will be completed by 6:00 PM. Sunday practices are prohibited and Wednesday games are prohibited unless required for IESA or conference tournament play.

## Rosters

- a. Grades 9-12: Each high school team may have both a varsity and a junior varsity team provided that there are enough players. Varsity and JV are two separate teams (although they may practice together). Teams will be reduced to optimum numbers if there is more than the optimum on the first day of practice. Tryouts (if necessary) will be conducted during the first week of practice. Tryouts will only be necessary should a team exceed the number of permissible athletes as stated below. Coaches with incomplete rosters shall not be required to fill them with players who do not pass the assessment of minimum required skills. At the conclusion of the tryout period, the coach shall select the players who they believe will comprise a team that will best honor the goals and principles of Judah Christian School. Non-roster players are not at the high school level.

The optimum sizes of team rosters for the high school are as follows -

- i. Girls Volleyball: 15 for JV; 15 for Varsity
  - ii. Boys and Girls Golf: 6 for JV; 6 for Varsity
  - iii. Boys and Girls Soccer: 25 for JV; 25 for Varsity
  - iv. Boys and Girls Basketball: 15 for JV; 15 for Varsity
  - v. Baseball: 16 for JV; 16 for Varsity
- b. Grades 7-8: Jr. High teams will be separated by class. Seventh and eighth grade will comprise two separate teams unless the number of students participating requires the teams to be reduced to one team. If this is the case, the participants will participate as one collective team of both 7<sup>th</sup> and 8<sup>th</sup> grade students for the entire season, including post-season play. Tryouts will only be necessary should a team exceed the number of permissible athletes as stated below. No home school student would be eligible to participate on a particular team in which tryouts are necessary. Seventh grade students may play on an eighth grade team in order to fill the eighth grade roster. Eighth grade students may not play on the seventh grade team. If a seventh grade student is designated as a roster player on the eighth grade team, they may not play as a seventh grader for the remainder of the season, including the IESA playoffs (if applicable). However, this rule does not apply to seventh graders who are "filling in" for eighth graders who may be sick, injured, or ineligible for a short period of time.

The optimum sizes of team rosters for the Jr. High are as follows -

- i. Girls Volleyball: 15
- ii. Boys Golf: 10
- iii. Girls Golf: 10
- iv. Boys and Girls Basketball: 15
- v. Baseball: 18
- vi. Soccer: 20

- c. Grades 5-6: Teams will be separated by class. There will be no tryouts and no limit on team sizes. Fifth and sixth grade will comprise two separate teams, unless the number of students participating requires the teams to be reduced to one team, in which case they will participate the entire season as one team, including post-season play. Fifth grade students may play on the sixth grade team. If a fifth grade student is designated as a roster player on the sixth grade team, they may not play on a fifth grade team for the remainder of the season. However, this rule does not apply to fifth graders “filling in” for sixth graders who may be sick, injured, or ineligible.

### **Tryouts, Skills Assessment and Requirements**

Coaches for teams where the roster is limited in number (grades 7-12) and exceeded by the number of participants shall establish an evaluation (or “tryout”) period. Prior to the first practice or try-out in sports for 7-12<sup>th</sup> grades the coach and Athletic Director shall determine a minimum participant skill level. This shall be established to ensure the safety of the participants and to meet general standards of play. The coaching staff shall critique the players based upon their performance during various skill and conditioning drills, evaluating not only their athletic skills and techniques, but also their attitude, cooperation, desire, and team spirit. At the conclusion of the tryout period, the coach shall select the players who he/she believes will comprise the most competitive and manageable team, and which will honor the goals and principles of Judah Christian School. Athletes who do not qualify shall be encouraged to develop their skills and return the next season for another assessment.

### **Sportsmanship**

Judah Christian School expects all students, athletes, coaches, and fans to take a defeat without complaint, a victory without gloating, and to treat opponents with fairness, courtesy, and respect. Good sportsmanship is expected at all games from everyone involved with Judah Athletics. This includes respect for other teams, their fans, and the officials. All representatives of Judah Christian School are expected to behave in a manner that demonstrates Christ-like sportsmanship by using appropriate language and to otherwise act in ways that are not detrimental to the reputation of the team or Judah Christian School.

### **Sports Offered**

The sports listed below are offered during the course of the school year at Judah Christian School. A sport listing on this sheet does not mean that a sport will definitely occur every season. The number of participants dictates how many sports we offer and how many teams we offer per sport.

#### **Elementary Sports (5<sup>th</sup> and 6<sup>th</sup> Grade Students)**

##### FALL SEASON

- Co-Ed Cross Country (6<sup>th</sup> Graders)
- Co-Ed Golf (5<sup>th</sup> and 6<sup>th</sup> Graders)
- Girls Basketball (5<sup>th</sup> and 6<sup>th</sup> Graders)
- Co-Ed Soccer (6<sup>th</sup> Graders)
- Baseball (5<sup>th</sup> and 6<sup>th</sup> Graders)

##### WINTER SEASON

- Boys Basketball (5<sup>th</sup> and 6<sup>th</sup> Graders)
- Girls Volleyball (5<sup>th</sup> and 6<sup>th</sup> Graders)

##### SPRING SEASON

- Co-Ed Track (5<sup>th</sup> and 6<sup>th</sup> Graders)

#### **Junior High Sports (7<sup>th</sup> and 8<sup>th</sup> Grade Students)**

##### FALL SEASON

- Co-Ed Cross Country
- Co-Ed Soccer
- Co-Ed Golf
- Baseball
- Girls Basketball

##### WINTER SEASON

- Boys Basketball
- Girls Volleyball

##### SPRING SEASON

- Co-Ed Track

### **High School Sports (9<sup>th</sup>-12<sup>th</sup> Grade Students)**

#### **FALL SEASON**

- Co-Ed Golf
- Boys Soccer
- Co-Ed Cross Country
- Girls Volleyball

#### **WINTER SEASON**

- Boys Basketball
- Girls Basketball
- Cheerleading

#### **SPRING SEASON**

- Co-Ed Track
- Girls Soccer
- Boys Baseball

### **Uniforms**

Judah Christian School provides uniforms for each team. The uniforms are checked out to each athlete and must be washed and returned at the end of each season. Uniforms should not be worn during the school day and athletes should change out of them immediately after their game. The athlete will be billed for any uniforms that are not returned to the school in condition satisfactory to the Athletic Director. They will not be allowed to participate in the next sport season until the bill is paid or the uniform is returned.

## **REGULATIONS, PROCEDURES, AND GUIDELINES**

### **Announcements**

All game results should be reported to the Athletic Director by 8:00 AM on the date following the game for record keeping and for morning announcements. It is also the responsibility of high school coaches to report their scores (and stats, if applicable) to the local newspapers as soon as possible following each contest.

### **Anti-fraternization Policy**

Coaches are expected to adhere to the following Anti-fraternization Policy:

Judah Christian School is committed to fostering a positive learning and working environment for all students and staff in order to promote educational excellence. Judah's Anti-fraternization Policy shall serve as a statement on appropriate conduct and relationships between students and staff of the school. The spirit and intent of this policy is meant to help both staff and students understand and appreciate the delicate balance that exists between them and to better define the boundaries that their respective roles dictate.

For purposes of this policy, "staff" refers to all Judah Christian School employees, contracted service personnel, and any volunteers working on school property. For purposes of this policy, "student" refers to all Judah Christian School individuals in grades from kindergarten through twelfth.

All staff must be aware that students of all ages and intellect are susceptible to influence by both staff and fellow peers. While this influence most often yields positive educational results, it can also be used in a manner that is entirely inappropriate. Accordingly, staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and student. This imbalance of power can remain long after the student has graduated from Judah Christian School. Due to this imbalance of power, students are vulnerable and cannot always make proper decisions with regard to interactions with staff. Thus, it is the school's expectation that staff will recognize and respect this vulnerability when interacting with students.

Accordingly, it is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. In particular, staff members are prohibited from engaging in any romantic, sexual, or physical relationship with students. Staff members are responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communication/speech, written communications, Internet and e-mail communications, physical gestures, motions or any other form of interaction. Personal relationships with students that are not related to legitimate educational purposes may also violate this policy depending upon the circumstances. However, it is understood that

many personal relationships between staff and students are entirely appropriate and develop through mutual interest, family or neighborhood interactions. So long as these relationships maintain the essential and appropriate professional boundaries they shall not be deemed in violation of this policy.

Regardless of the student's advances, gestures or comments, it is the staff's responsibility to terminate any relationship that would otherwise violate this policy. As such, it is the staff's responsibility to ensure that such relationships continue along and within the appropriate boundaries. Failure to adhere to the requirements of this policy may result in severe consequences, up to and including termination.

This policy does not preclude legitimate, non-sexual, physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct otherwise necessary to respond to, or otherwise address, legitimate educational situations or objectives. Staff shall not conduct activities, which are not directly related to school functions, on a group or one-on-one basis outside of school with students. Similarly, staff shall not single out students from the general student population for special treatment (e.g. gifts, dinners, and rides) without prior consent of the student's parent and/or advance notice to the school. Judah Christian School must approve all staff activities with students occurring outside of the classroom or without an education purpose or objective. Any question by staff as to the appropriateness of an activity, relationship, or interaction with a student should be directed to the principal or designee. All inquiries into the appropriateness of an activity or relationship will be confidential to the fullest extent appropriate. All staff that suspect an inappropriate relationship exists between a staff member and student are required to immediately notify, orally or in writing, the principal or designee. Submission of a good faith report of a suspected violation of this policy will not adversely affect the reporting individual's employment.

The staff of the Judah Christian School must understand that this Anti-fraternization Policy is a condition of employment. As a condition of employment, Judah Christian School reserves the right to at any time, without advance notice to staff, to monitor, access, investigate and/or review the appropriateness of any activity or relationship between staff and students in order to protect the health, welfare and safety of the school, its staff and students.

## **Banners**

Athletic banners will be awarded and displayed in the gymnasium to athletic teams who achieve a Regional, Sectional, or State Championship in their sport. All additions to the athletic banners will be made in chronological order and will be displayed before the recognized sport's following season.

## **Conflict Resolution**

The goal of the athletic program is to resolve issues at the level at which the problem occurs. Coaches should notify the Head Coach and the Athletic Director of any issues where the coach is not able to resolve the issue at their level or if the coach would like help in resolving an issue.

### **Coach to Student Athlete**

Coaches are expected to communicate their expectations to student athletes and their parents clearly and consistently. It is recommended that coaches document their expectations and place a copy on file with the Athletic Director's Office. Coaches should encourage student athletes to approach them if they have any issue about their experience on an interscholastic team. The athletic experience at Judah Christian School provides for the opportunity for young people to develop communication skills with adults and those in positions of authority. The student athlete and coach must develop a mutual respect and understanding that allows them to discuss issues openly and honestly while striving to gain a better understanding of each other's roles, responsibilities and perspectives.

### **Coach to Parent**

Coaches are expected to communicate with parents. Coaches should encourage parents to schedule meetings or phone calls to discuss important matters to enable each person to be prepared for the discussion.

- **Topics that are appropriate to discuss with parents:**
  - The treatment of their child, mentally and physically
  - Ways to help their child improve individually and as a team member
  - Concerns about their child's behavior or academic status
- **Topics that are not appropriate to discuss with parents:**
  - Playing time
  - Team strategy
  - Play calling
  - Other student athletes

- Coach's skill and knowledge of the game

### **Student Athlete or Parent to Coach**

If a problem arises with a coach or another student during the athletic season, the following protocol should be followed:

- Make an appointment with the coach at a time outside of practice or a game. Please allow at least 24 hours after an incident occurs to approach the coach about a meeting. Most problems can be resolved at this level.
- If there is no resolution, the student/parent should then contact the Athletic Director to discuss and/or mediate the situation. Additional appointments may be needed to resolve misunderstanding or difficulties.
- A parent/student has the right to contact the Head of School or eventually the school board; however, this contact should be made only after the previous steps have been completed.

Unresolved issues should be appealed based on the established Chain of Command.

<b>Communication Order</b>	<b>High School</b>	<b>Jr. High/Elementary</b>
1	Sub-Varsity Coaches	Assistant Coaches
2	Head Coach	Head Coach
3	Athletic Director	Athletic Director
4	Superintendent	Superintendent
5	School Board	School Board

## **Discipline**

All student athletes at Judah Christian School will abide by school policies and regulations regardless of age, when on school district property or when participating in any school approved activity. Judah Christian School has adopted a discipline policy that is described in both the elementary and secondary handbooks. All student athletes are subject to this policy at all times while on school property, at a school sponsored event, or representing the school.

### **Athletic Discipline Rules**

For all athletic teams:

- 1.) Benching of a student athlete by a coach for disciplinary reasons.
  - Benching of a student athlete is interpreted as allowing a player to dress in a uniform for a game but not being allowed to participate in the game for disciplinary reasons.
  - Prior to the game it is the responsibility of the coach to inform the student athlete of the benching and the reason.
  - It is the coach's prerogative to bench a student athlete for one game.
  - If a student athlete is to be benched for more than one game, then the coach must notify the Athletic Director of the reason and the duration of the benching.
- 2.) Suspension of a student athlete. (Student not dressed for one or more than one game.)
  - A one game suspension is the prerogative of the coach. All suspensions must be reported to the Athletic Director and to the parents or guardians of the student athlete by the coach, stating the reason(s) and duration of the suspension.
  - The Athletic Director must approve suspensions of longer than one game.
- 3.) Suspension of a student athlete for the remainder of the season.
  - The coach recommends in writing to the Athletic Director the suspension of a student athlete for an indefinite period of time and states the facts and reason(s) concerning the recommendation.
  - Written notice of the indefinite suspension will be sent to the parents or guardians by the Athletic Director.

## **Fundraising**

Any and all fund raising activities must have the approval of the Athletic Director and the Director of Business Operations. Judah Christian School tries to avoid "over-fundraising" and attempts to keep multiple fundraising activities from occurring at the same time. Please consult with the Athletic Director well in advance of any fundraising that may take place.

## **Hazing Policy**

It is the policy of Judah Christian School that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the School Board shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the School Board. "Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as:

- whipping;
- beating;
- branding;
- forced calisthenics;
- exposure to the elements;
- forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance;
- any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as:

- prolonged sleep deprivation,
- forced prolonged exclusion from social contact which could result in extreme embarrassment,
- any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the School Board is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Examples of behavior that could be considered hazing include being forced to:

- Destroy or steal property.
- Be tied up, taped or confined in a small space.
- Be paddled, whipped, beaten, kicked or beat up others.
- Do embarrassing, painful or dangerous acts.
- Be kidnapped or transported and abandoned.
- Consume spicy or disgusting concoctions.
- Be deprived of sleep, food or hygiene.
- Engage in or simulate sexual acts.
- Participate in drinking contests.
- Be tattooed or pierced.

This policy is not intended to deprive School authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

## **Injured Players**

The following immediate steps must be taken in caring for an injured student athlete:

- Notify the trainer
- Check to see that the injured student athlete is breathing properly
- Take the appropriate steps to control any excessive bleeding
- Keep the movement of the injured student athlete to a minimum
- Keep the injured student athlete as warm and as comfortable as possible
- Notify the parent or guardian
- Apply a cold pack or ice pack immediately to the common athletic injuries (sprains, strains, bruises, and possible fractures)
- Take no chances. Call for a doctor or ambulance if necessary
- Report all injuries that require medical attention to the Athletic Director and process the proper forms

## **Officials**

Officials will be hired from the IHSA and IESA list of approved officials for all sports. All high school coaches should rate their officials after each contest on the IHSA website. The Athletic Director will provide password information and instructions on how to log-in to the IHSA website.

## **Out of Season Programs/Gym Usage**

Judah Christian School must follow IHSA and IESA guidelines regarding out of season competition. Please refer to the proper handbook for out of season by-laws for each level of competition.

Also, Judah Christian School follows the following hierarchy in terms of gym usage:

1. Judah Christian School functions
2. Athletic Contests
3. In season High School athletic practice
4. In season Jr. High athletic practice
5. In season elementary school athletic practice
6. All out of season athletic usage

## **Overnight Trips**

Any trip that includes student-athletes staying overnight requires specific planning and must have the approval of the Athletic Director prior to booking the trip. Provisions must be made to provide for adequate supervision throughout the duration of the trip. All usage of Judah Christian School monies to pay for overnight trips for athletic events must first be approved by the Athletic Director and the Business Manager. Approval of money to be used for overnight trips will occur only in extreme circumstances that involve excessive travel.

## **Postponements/Cancellations**

If a game or practice must be postponed or cancelled due to weather conditions or any other factor not conducive to good game or practice conditions, the following procedure should be followed:

- The Athletic Director and the coach will decide on whether to play/practice or not
- If school is in session, an announcement will be made to all students in the building of any postponement or cancellation
- The Head Coach will inform the parents either via email or phone of the cancellation
- The Athletic Director will post a cancellation message on Schedule Star
- When/If a make-up date is scheduled, the Athletic Director will inform the Head Coach and the Head Coach will inform the team

## **Press Releases**

All press releases, except the reporting of game scores, should be made through the office of the Athletic Director.

## **Public Relations**

All coaches must make themselves available to the media for information concerning your sport and the student athletes who play for you. The following guidelines are suggested in dealing with the media:

- Always try to promote athletics and the programs at Judah Christian School
- Always be positive in your approach. Being negative helps no one
- Promote your particular sport. Coaches, more than anyone else, know what we are trying to do, how we hope to accomplish this, and who will make it possible
- Never say anything detrimental about a student athlete, another school, team, or an official. If you can't say anything good, remain silent
- Encourage your student athletes to support other Judah Christian School teams and activities
- All coaches should give their student athletes the benefit of available publicity

## **Release from Class**

It is the policy of the Athletic Department at Judah Christian School to keep to a very minimum the number of times that a student is given permission to leave class for participation in extra-curricular activities. Any dismissals of student athletes for athletic events will be determined by the Athletic Director after conferring with and the approval of the principal. It is the coach's responsibility to address any early dismissal times that may cause a problem for the performance at an athletic event with the Athletic Director well in advance of the date in question. The principal and

the teachers need to know of dismissal times on Friday before the following week in order to properly prepare for class.

## **Scheduling**

The Athletic Director will schedule all interscholastic athletic contests. Any schedule changes requested by a coach will be given consideration. No coach is to reschedule an athletic contest or practice without prior approval of the Athletic Director.

## **Season Start and End Dates**

The dates for the start of practice, first game, and end of the season for each sport are found on the IHSA, IESA and Judah websites. Some of these dates change each year and should be reviewed annually.

## **Transportation**

Judah does not provide nor arrange transportation to and from games and practices. Each parent is responsible for the transportation of their student. If parents choose to have students transport other students, please be aware of the Illinois laws in that regard. They can be found on pages 15 and 16 of the following document from the Illinois DMV: [http://www.cyberdriveillinois.com/publications/pdf\\_publications/dsd\\_a112.pdf](http://www.cyberdriveillinois.com/publications/pdf_publications/dsd_a112.pdf).

Conduct to and from the game, at the game, and in any stops along the way should exemplify Christ and portray a good image for Judah Christian School.

Every coach has the right to create team policies in regards to away game travel (upon approval by the Athletic Director).

## **Weight Room**

Coaches who would like to use the weight room for the use of their team during in-season or out-of-season should make the request to the Athletic Director. Coaches must be present in the weight room in order for a team member to use the facility. The Athletic Trainer does not qualify as a coach and is not to be the one left in charge of supervision for an athletic team. The Athletic Trainer is only responsible for the student athletes being treated for injuries or rehabilitation.

The weight room is off limits to all student athletes during school hours. First priority for the use of the weight room will be given to in-season coaches.

# **COACHING ROLES AND RESPONSIBILITIES**

## **Certification**

All coaches who coach IESA or IHSA sports must meet those Association's qualifications for coaches. If a candidate does not meet the criteria, arrangements must be made with the Athletic Director prior to the first organized practice of each sport.

## **Contract**

Each coach must be appointed by the Athletic Director and sign a coach's contract prior to assuming coaching responsibilities and activities. The contract is in effect for the duration of the applicable sport's season. Each coach must also be in compliance with the following:

- Approved Coaching Certification Completed (for IESA and IHSA sports)
- Annual Judah Coaches Meeting

## **Evaluation Process**

All coaches are evaluated based on the Judah Christian School Coaches Evaluation Process. All new coaches are evaluated annually, at the end of each season, for the first three years and then every three years thereafter. The evaluations are based primarily on the Athletic Director's observations in conjunction with the coach's self-assessment, but may also include feedback from parents. The Athletic Director may develop an improvement plan for a coach if there are indications that improvements are needed. The Athletic Director would evaluate the coach based on this plan until competence is demonstrated. The School's decision to not renew a coach's contract may be independent of the coach's satisfactory completion of this plan.

Each coach is responsible for completing their self-assessment and scheduling a review meeting with the Athletic Director no later than four weeks after the season has ended. The types of evaluation include:



- **Coach's Self-Assessment** – each coach is expected to complete a self-assessment and submit it to the Athletic Director at the end of each season
- **Head Coach Feedback** – each head coach is expected to provide feedback regarding their assistant and sub-varsity coaches at the end of each season and submit them to the Athletic Director
- **Athletic Director Evaluation** – the Athletic Director evaluates each coach based on his observations, the self-assessment completed by the coach, and feedback from parents as determined by the Athletic Director

## Hiring Process

All coaching appointments will be considered to be for one season only and are posted for applications annually before April 1<sup>st</sup> of each year. Any coach desiring to apply or re-apply must submit a letter of intent to the Athletic Director who will work in conjunction with the other Administrators in making recommendations for appointments or re-appointments.

In filling the positions of assistant and sub-varsity coaches, the Athletic Director will solicit input from the head coaches, but all final decisions for approval will be made by the Athletic Director. Coaches shall be hired in accordance with the following criteria in order of priority:

- **EXPERIENCE**
  - IHSA/IESA Coaching Certification or Illinois State Teacher Licensure
  - Coaching Experience
  - Playing Experience
  - Courses, clinics, and workshops attended
  - References
- **COACHING PHILOSOPHY**
  - Development of the Christian Athlete
  - Tolerance of diversity
  - Organizational ability
- **AVAILABILITY:** If all other qualifications are equal, coaches shall be designated according to availability to team members and Athletic Director
  - Faculty members of Judah Christian School
  - Qualified individuals from Judah community
  - Qualified individuals from outside of Judah community

## Meeting

The Athletic Director conducts a mandatory Coaches' Meeting during the summer. Each coach must attend if available. The purpose of the meeting is to inform new coaches and update returning coaches regarding the athletic program. Topics include but are not limited to:

### Athletic Program Review

- Philosophy of the Athletic Department
- Chain of Command
- School Policies regarding Athletics
- Budget Development
- Medical Supervision
- Other Updates

### Reinforce Proper Planning

- Setting Goals
- Season Planning
- Practice Plans

### Communication

- Team
- Individual
- Parents
- Athletic Administration

### Season Evaluation

- Coach

- Team
- Individual

## **Renewal Nominations and Non-Renewal/Dismissal**

Coaches are under contract for one season. At the end of the contract season, the Athletic Director has the discretion to not rehire or recommend a coach for the next season. During the contract season, coaches may be dismissed for breach of contract or for any behavior that may jeopardize the well-being of a student athlete or the school. The Athletic Director is responsible for overseeing the supervision of all coaches with the support of the head coaches, the Head of School, and the School Board.

## **Responsibilities**

**Reports to:** All assistant coaches report to their head coach. All head coaches report directly to the Athletic Director.

**Job Description:** To help participating student athletes achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

**Responsibilities (not all may apply to each coach):**

- Professionally
  - Will display ability to instruct athletes in the fundamental skills and strategies involved with each specific sport
  - Own a deep knowledge and understanding of the rules and regulations of the specific sport that they will coach
  - Conduct at least one pre-season parent meeting to discuss team policies, goals, responsibilities and disciplinary expectations and consequences
  - Attend all athletic contests and represent the school in the absence of the principal and Athletic Director
  - Oversee the safety conditions of the facility or areas in which the assigned sport is conducted at all times those student athletes are present
  - Notify the Athletic Director of all serious injuries and major discipline problems
  - Maintain individual and team statistics applicable to the sport and provide a copy of the statistics to the Athletic Director at the end of the season
- Personally
  - Be a believer in Jesus Christ and regularly attend a local church
  - Display positive Christian behavior consistent with the values associated with participation in Judah Christian School athletics both on and off the court
  - Build and develop Christ-like character in athletes through sports
- Relationally
  - Report to and work with Athletic Director to advance the athletic program
  - Oversee and work with coaching staff to advance their specific sport's program
  - Responsible for good public relations with media, parents, and officials
  - Promote the sport among players, parents, fans, and community
- Financially
  - Follow a yearly budget (that will be given by the Athletic Director)
  - Hand out and collect uniforms and equipment

## **ATHLETIC ASSOCIATIONS**

### **East Central Illinois Conference (ECIC)**

Judah Christian School's high school sports are proud members of the East Central Illinois Conference. All ECIC members agree to schedule one another and to compete in conference tournaments at the end of each season. Affiliation with this conference allows us to name all-conference athletes and to compete at a high level against other schools of similar size and ability. As members, Judah agrees to the ECIC code of conduct and any by-laws or regulations that the conference may have.

### **Illini Conference**

Judah Christian School's junior high school sports are proud members of the Illini Conference. All Illini Conference members agree to schedule one another and to compete in conference tournaments at the end of each season. Affiliation with this conference allows us to compete at a high level against other schools of similar size and ability.

As members, Judah agrees to the Illini Conference code of conduct and any by-laws or regulations that the conference may have.

### **Illinois Elementary School Association (IESA)**

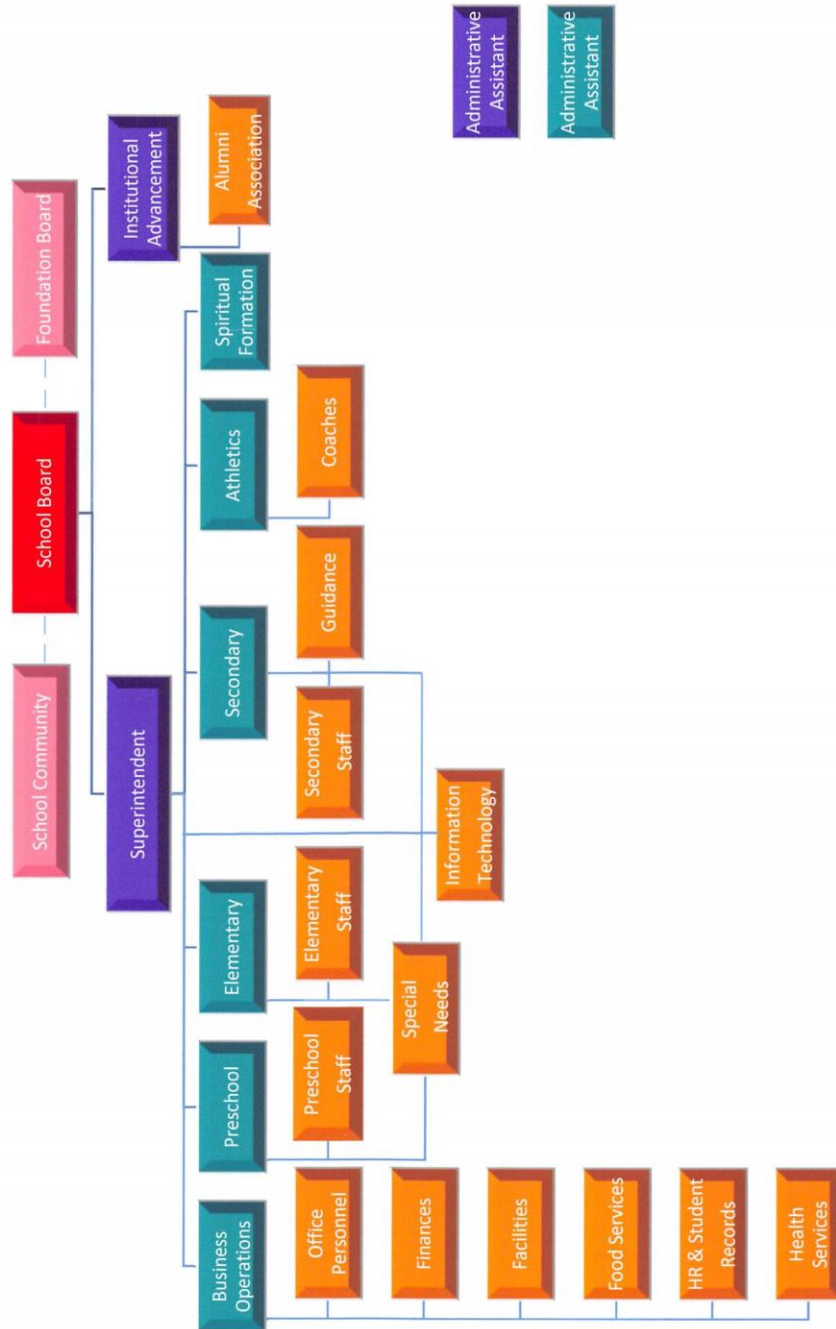
Judah Christian School's Junior High Sports teams are members of the IESA. The Illinois Elementary School Association's purpose is to regulate all of the interscholastic activities in which its member schools may engage. As members of this Association, Judah Christian School agrees to abide by the Association's regulations and by-laws. More information on the IESA can be found at [www.iesa.org](http://www.iesa.org).

### **Illinois High School Association (IHSA)**

Judah Christian School's high school sports teams are members of the IHSA. The Illinois High School Association's purpose is to provide leadership for the development, supervision and promotion of interscholastic competition and other activities in which its member schools engage. Participation in such interscholastic activities offers eligible students experiences in an educational setting which may provide enrichment to the educational experience. As members of this Association, Judah Christian School agrees to abide by the Association's regulations and by-laws. More information on the IHSA can be found at [www.ihsa.org](http://www.ihsa.org).

Updated 8/10/17

# Appendix IV: Judah Christian School Organizational Chart



## **Appendix VI: Off Campus Volunteer Responsibilities & Guidelines**

**Parents volunteering to supervise off-campus activities for Judah Christian School are charged with the following responsibilities:**

- Supervise all students assigned to his or her care until the end of the scheduled activity when the class is reunited and the teacher assumes responsibility for all students.
  - Adhere to a student/volunteer ratio so that no less than two children accompany one adult at any given time (parent/child pairing is the exception to this guideline).
  - Volunteers must monitor student behavior/conversations and report inappropriate conduct to the faculty supervisor.
  - No Smoking; G-rated Videos Only (PG movies must have administrative approval); Christian Music only
  - Obey all traffic laws and speed limits
  - Provide the school with all required volunteer information (see below)
- 

### **Required Information**

**Please provide the following information to the main office prior to assuming any responsibilities.**

- Copy of valid driver's license
- Proof of valid automobile insurance
- Cell phone number
- License plate number of vehicle used for volunteer activity

**We appreciate your willingness to volunteer at Judah Christian School and help us maintain the most secure educational environment for all of our students.**