



# Rockford Lutheran Jr-Sr. High School

## Student-Athlete Handbook

### General Information

Rockford Lutheran Jr-Sr. High School  
Athletic Department Information  
3411 North Alpine Rd.  
Rockford, IL 61114

Updated: 7-7-09

<b>Athletic Director</b>	<b>Devin Smith</b>
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E-mail	dsmith@rockfordlutheran.org

<b>Asst. Athletic Director</b>	<b>Pam Blume</b>
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<b>Athletic Dept. FAX</b>	815-316-2808
<b>School Website</b>	<a href="http://www.rockfordlutheran.org">www.rockfordlutheran.org</a>
<b>Nickname</b>	Crusaders
<b>Colors</b>	Purple & White

### Athletic Conference Affiliation

High School	Big Northern Conference (BNC) Northern Illinois Bowling Conference (NIBC)
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Jr. High School	Northern Conference Stephenson County Conference – Jr. High Football
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<b>Executive Director</b>	Pastor Carol Gates
<b>Principal</b>	Mr. Don Kortze
<b>Asst. Principal</b>	Mr. Scott Erdman
<b>Academic Dean</b>	Mr. Carl Boburka
<b>Director of Discipleship</b>	Mr. Darren Sombke

The Athletic Director is responsible for all matters pertaining to the athletic program including scheduling contests and officials, processing the purchase of athletic equipment, athletic facility and grounds maintenance, athletic event set-up and contest supervision, coordinating athletic facility maintenance and improvements, hiring, supervising, & evaluating coaches, promoting and generating public relations materials within the athletic department, implementing school and athletic department policy, forecasting and budgeting for all of the 34 sports programs offered at Rockford Lutheran Jr-Sr High School.

Rockford Lutheran Jr-Sr. High School is a member and adheres to the rules and regulations of the Illinois High School Association ([www.ihsa.org](http://www.ihsa.org)) and each athletic conference sponsoring Crusaders athletic programs at the Jr-Sr. High School levels. The Rockford Lutheran Athletic Department specifically adheres to the Rockford Lutheran Parent-Student Handbook.

## **Athletic Philosophy**

Rockford Lutheran coaches encourage others to use athletics in a way to influence others toward our Lord and Savior Jesus Christ. Crusader athletics play a key role in our lives that mold us into the people that we are called to be by God. Rockford Lutheran allows us to fulfill a higher purpose in our professional endeavors as Christian educators and students. Incredibly strong relationships have been built with each others through the awesome power, grace, and mercy provided by our gracious God. These bonds are based on faith, trust, loyalty, respect for differences, and commitment to lofty goals spiritually, physically, and academically.

Superior athletic teams exhibit a deep sense of obligation, responsibility, and dedication to each other. Teammates (coaches, players, parents, athletic administrators, etc.) who display these characteristics develop a strong sense of unity that is only provided within a nurturing family setting. Families are loyal to their Faith in our Lord Jesus Christ which leads us to be loyal toward others no matter what the setting or worldly view. We are really a part of something special here at Rockford Lutheran and beyond this school's ministry.

Many of the principles and skills that are learned here in the classroom are challenged and developed through participation in athletics. The field of competition provides the opportunity for character growth and the development of our student-athletes. These programs provide a venue for students to challenge themselves to do their best and strive for excellence in all aspects of their lives.

We emphasize the development of sportsmanship, leadership, and teamwork as fundamental components to the success of each of our student-athletes. Successful programs incorporate preparation and competition both during and out of season. Our facilities provide quality practice environments, as well as weight training and conditioning opportunities in a state-of-the-art fitness/weight training facility.

## **Code of Conduct**

### **Alcohol/Drug/Tobacco (ie. smokeless tobacco) and/or Other Substance Abuse** (Approval Summer 2004)

If students in the interscholastic program possess or are under the influence or in the possession of any aforementioned substances or type of paraphernalia at any time during their Jr.-Sr. High School career – the policy is above and beyond the regular school codes outlined for students who do not participate in athletics.

#### 1<sup>st</sup> Offense

Option A – Removal from interscholastic activity. No future participation in any interscholastic activity for the student unless option B is completed.

Option B, Part 1 – Suspended from interscholastic contest for a period of 14 calendar days. The suspended individual will not be allowed to participate in practice the first 7 days, however the offender will be allowed to practice during the last 7 days of the 14-day suspension. The suspended individual will have to miss all games during their suspension. If there are not any interscholastic contests held during this 14-day suspension, then the individual must sit-out the next two interscholastic activities prior to being reinstated for interscholastic competition.

Option B, Part 2 – Additional to Option B, Part 1 – The suspended individual must complete a substance abuse assessment by a school approved qualified agency and/or participation in the recommended program.

#### 2<sup>nd</sup> Offense

Repeat offenders will be suspended and/or expelled from athletics. This consequence is at the discretion of the Rockford Lutheran Jr-Sr. High School administration.

### **School Code for Discipline – See Parent-Student Handbook**

1. Rockford Lutheran student-athletes must adhere to IHSA rules & regulations. IHSA By-laws are available at the IHSA website – [www.ihsa.org](http://www.ihsa.org)
2. The rules and procedures governing student behavior at RLHS will apply to all students participating in extracurricular activities.
3. Students must be enrolled in at least 5 classes per semester. If less than five classes were passed during the prior semester, the student is ineligible until the following the semester has been successfully completed.
4. Students must be in attendance of all of their classes to participate in any athletic activity (practice or contest) that day. If a student leaves or misses school for either a doctor or dental appointment, then upon returning to school that day, the student must provide the main office with an excuse from the doctor/dentist on official letterhead. The student will not be allowed to participate if the child does not provide a doctors/dentist note. Students missing school for medical reasons that do not require a doctor's appointment will be required to provide the Athletic Director or his/her appointee with a written note provided by the student's parent/guardian upon returning to school. Non-compliance with either of these requirements will mean that the student will not be allowed to participate in activities that day.
5. Students who are not enrolled in a full class schedule must be in school for all of their assigned courses to participate in any extra-curricular activity. Absenteeism for "special reasons" on days of athletic contests must be ruled on by the Athletic Director or his/her appointee prior to missing school. A student over 15 minutes tardy for their first period of the school day is considered an absence. Absenteeism on the day before a weekend or non-school day activity will be addressed on an individual basis by the Athletic Director or his/her appointee.
6. Student-athletes who wait at school for late practices that begin after 3:30 pm must gather in the MPR until their practice starts.
7. Students must be passing all classes in order to participate in an interscholastic competition.
8. If a student has failed a class the prior semester, then the individual is ineligible until a passing grade is established during the current semester. The term for establishing a passing grade will be determined at the conclusion of the first three grading periods of the current quarter. Students will miss a minimum of the first three weeks of competition if they fail a class the previous semester, therefore if a student fails a class during first semester and does not participate on a athletic team until the Spring sports season then the student will have to sit out the first three weeks of interscholastic competition during that Spring sport.
9. Weekly eligibility reports will be used to determine the academic status each and every week school is in session. A student who is not passing all their classes will have to sit out each week until they are determined to be passing all their classes each week. Grade reports are checked on Friday and the student will have to sit out the following Monday-Sunday if they are deemed ineligible.
10. Insubordination on the part of the student-athlete can lead to discipline action or suspension by the coach or athletic department staff.
11. Rockford Lutheran students are only allowed to participate in one sport per season. For example, RLHS students may not participate on the Crusader volleyball squad and the Crusader girls' cross country team during our fall sports season.
12. Specific guidelines and consequences may be applied by the coach of a sport. These specific expectations must be outlined in written form and distributed to all participants once approved by school administration.
13. Individuals removed from extra-curricular events, either home or away, are subject to suspension from attendance at future athletic events, as well as other consequences deemed appropriate by the administration.

**Team Information:**

**High School Teams & Head Coaches**

<b>FALL SPORTS</b>	<b>Head Coach</b>	<b>Levels</b>
Football	Brian Kube	2 (V, F/S)
Volleyball	Judy Stull	3 (V, S, F)
Girls Tennis	Jay Phillip	2 (V, JV)
Boys Cross Country	Trey Fisk	2 (V, JV)
Girls Cross Country	Trey Fisk	2 (V, JV)
Boys Soccer	Dan Wiederkehr	2 (V, JV)
Boys Golf	Chuck Black	2 (V, JV)
Girls Golf	Joe Lodico	2 (V, JV)

**Junior High School Teams & Levels**

<b>FALL SPORTS</b>	<b>Levels</b>
Football	2 (7 & 8)
Volleyball	2 (7 & 8)
Boys Cross Country	2 (5-6 & 7-8)
Girls Cross Country	2 (5-6 & 7-8)
Co-ed Soccer	1 (7-8)

**High School Teams & Head Coaches**

<b>WINTER SPORTS</b>	<b>Head Coach</b>	<b>Levels</b>
Boys Basketball	Devin Smith	3 (V, S, F)
Girls Basketball	Joni Carlson	3 (V, S, F)
Wrestling	Tim Muther	2 (V, JV)
Boys Bowling	Joe Helser	2 (V, JV)
Girls Bowling	Joe Helser	2 (V, JV)

**Junior High School Teams & Levels**

<b>WINTER SPORTS</b>	<b>Levels</b>
Boys Basketball	2 (7 & 8)
Girls Basketball	2 (7 & 8)
Wrestling	2 (7 & 8)

**SPRING SPORTS**

Boys Track	Trey Fisk	2 (V, F/S)
Girls Track	TBA	2 (V, F/S)
Girls Soccer	Scott Lofgren	2 (V, JV)
Boys Tennis	Jay Phillip	2 (V, JV)
Baseball	Neal Bertram	2 (V, F/S)
Softball	Heather Hurd	2 (V, F/S)

**SPRING SPORTS**

Boys Track	2 (5-6 & 7-8)
Girls Track	2 (5-6 & 7-8)

**FALL-WINTER SPORT** (dual season sport)

Spirit Squad	Megan Gouin	2 (V, JV)
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**FALL-WINTER SPORT** (dual season sport)

Spirit Squad	2 (7 & 8)
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**Note:** If a sport has a limited number of participants then the athletic dept. will reduce the number of levels provided for that particular sport's season.

**SITES OF ROCKFORD LUTHERAN PRACTICES AND EVENTS**

<b>Sport</b>	<b>Practice Site</b>	<b>Home Game Site</b>
Football	Varsity – Park	Stadium Field
	F/S – Softball Field	Stadium Field
	Jr. High – Softball Field & Behind C Gym	Stadium Field
Volleyball	Varsity & Soph – A Gym	A Gym
	Freshman – A & C Gym	A Gym
	Jr. High – C Gym	C Gym
Cross Country	Varsity & JV – Stadium Track & Park	Searles Park
	Jr. High – Stadium Track & Park	Stadium Track & Park
Tennis	Varsity & JV – Harlem MS Courts Rockford Lutheran, & Park	All Matchers Away
Golf	Varsity & JV – Park District Courses	Rockford Park District Courses
Track	Varsity, F/S, Jr. High – Stadium Track	Stadium Track
Baseball	Varsity & F/S – Neil Bertram Field	Neil Bertram Field

**SITES OF ROCKFORD LUTHERAN PRACTICES AND EVENTS:** continued

<b>Sport</b>	<b>Practice Site</b>	<b>Home Game Site</b>
Soccer	Varsity & JV – Park Jr. High – Neil Bertram Field	Park & Stadium Field Park
Softball	Varsity & JV – Softball Field	Forest Lanes Softball Complex
Basketball	Varsity, Soph, Frosh – A & C Gyms Jr. High – C Gym	A Gym C Gym
Bowling	Varsity & JV – Community Bowling Alleys throughout Rockford & Loves Park	
Spirit Squad	Varsity & JV – B Gym & MPR Jr. High – B Gym & MPR	Stadium & A Gym Stadium & C Gym
Wrestling	Varsity & JV – B Gym Jr. High – B Gym	A Gym B Gym

**REQUIRED INFORMATION** – Documents must be given to the Athletic & Business Offices.

**Sports Physical Examination**

The IHSA and the Rockford Lutheran Jr.-Sr. High School Athletic Dept. requires all student-athletes to provide a current sports physical examination prior to practicing the first day of the season. This examination must be completed by a licensed physician after June 1 of each year. The sports physical is only valid for one calendar year. Student-athletes **will not** be allowed to start practice without a current physical examination form on file with the athletic dept. The physician and the parent must fully complete both sides of the form and sign it prior to giving it to the athletic office. All incoming freshman must obtain the required school entrance physical examination. This required physical examination can also be used as the sports physical examination for their freshman year only.

**Insurance Waiver/Permission Form**

Parents must provide our coaches with the Insurance Waiver/Permission Form as soon as the season begins. This form provides our coaches with health insurance information which will be kept with each coaching staff at all times during practices and contests. Your signature on this form provides our coaches with the responsibility of caring for your child in any medical emergency.

**Activity Fee**

All student-athletes will be assessed a \$75 activity fee for their participation in each school activity. This fee is assessed by the Business Office and needs to be paid directly to the Business Office.

**ADDITIONAL INFORMATION****Health & Injuries**

Individuals who possess any special medical attention due to injury, illness, or pre-existing medical situation must inform the coach immediately. The parents' of the individual must also inform the athletic department, school nurse, and/or athletic trainer as well. This notification is best handled via written documentation by a family physician. This procedure is essential to providing safety for your child. Injuries that occur during practices and/or interscholastic contests are to be reported to the coaching staff immediately, so our coaches can generate an accident report form for our school nurse and Business Office.

**Team Size**

Every attempt will be made to allow as many students to participate in each sport. Rockford Lutheran Athletic Dept. will determine whether or not an athletic program will administer a selection process (try-out). The decision to administer a selection process is directly related to available resources such as; coaching personnel, facility availability, playing opportunities, transportation needs, financial considerations, etc.

## **ADDITIONAL INFORMATION:** continued

### **School-Issued Uniforms & Equipment**

Each student-athlete is responsible for the proper care and immediate return of the school-issued uniform and equipment. Student-athletes' and/or parents will be held accountable for the current replacement cost for lost, stolen, or damaged equipment or uniforms. Rockford Lutheran student-athletes are to only wear their school-issued items for the practices/games in which they are intended. RLHS student-athletes are not allowed to loan their school-issued equipment/uniforms to anyone at anytime.

### **Attendance at Tryouts and Practices**

It is mandatory for all student-athletes to attend all try-out sessions and practices. Prospective student-athletes who do not attend every try-out session will not be selected for any team. Student-athletes are allowed just one unexcused absence per season and the individual will be dismissed from the team upon the next infraction. All questions regarding absences need to be discussed directly with the respective head coach. Wednesday night church confirmation classes are a must for our students' spiritual development. RLHS athletics has made it possible for our jr. high student-athletes to attend these church functions. The Athletic Dept. will not schedule any jr. high sporting events on Wednesday nights, nor will we have them scheduled for practices beyond 6:30 pm. If you need your child to be released early from jr. high practices then please communicate that with your child's respective coach.

### **Transportation**

Rockford Lutheran Schools will attempt to provide transportation to all away athletic events. Student-athletes are required to travel to and from all athletic events with the school provided transportation. Students may be allowed to travel home with parents at the conclusion of the athletic contest if arranged in writing with each respective coaching staff. Students are not allowed to ride home with other students. The parent must sign the team's travel release form to allow your child to ride home with them. If the parent wants another responsible adult to provide transportation for their child at the conclusion of the contest, then the parent must notify our coaching staff the day prior to the event and the adult must sign the child out on the travel release form upon conclusion of the athletic contest.

### **Athletic Trainer**

The Rockford Lutheran Athletic Department will provide a certified athletic trainer each Monday after school from 3-4 pm and on Thursdays from 10:20-10:35 am. Student-athletes must be recommended by their coach to see the trainer each time. The athletic trainer will screen student-athletes just outside the Female PE office. The athletic trainer provides assistance with screening athletic injuries and suggests counsel for student-athletes, coaches, and parents regarding further medical assistance related to screening and rehabilitation. The school nurse will also provide medical assistance throughout the school week when the athletic trainer is unavailable. These options are not in lieu of seeing your regular medical practitioner and/or specialist.

### **Participation in Sports outside of Rockford Lutheran**

The Rockford Lutheran Athletic Dept. discourages participation in an alternative sport while participating on a Crusader athletic team. It is our belief that this creates a conflict of interest while overextending the student physically, emotionally, and intellectually. IHSA rules prohibit the participation on an alternate team of the same sport during the defined season of that IHSA sport. (alternate teams are defined as church league, AAU, Club sport, YMCA teams, etc.)

### **NCAA Qualifying Standards**

Each student-athlete must meet with the Rockford Lutheran Academic Dean for the eligibility criteria for the NCAA Division I and II qualifications.

## **ADDITIONAL INFORMATION:** continued

### **NCAA Clearinghouse Form**

All student-athletes who intend to play a college sport at either the NCAA Division I or II level are required to complete the NCAA Initial-Eligibility Clearinghouse Student Release Form in order to determine their eligibility status. This form is completed on-line at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). The Clearinghouse form should be completed during the student-athlete's junior year of high school, preferably after the completion of the students' sixth semester.

### **Individual Sports Banquets**

Each Rockford Lutheran coach is encouraged to have a team banquet for their respective sports team at the conclusion of their season. Parents who are interested in helping with our sports programs are encouraged to speak with the head coach and offer to host a sports' banquet. Interested parents need to communicate and coordinate these events directly with their child's respective coach.

### **Athletic Awards**

1. Seventh and Eighth Grade athletes will receive a three inch "L" award for the first sport they participate in, after that they will receive only a certificate.
2. Freshmen who participate, but do not meet the criteria for a varsity letter shall receive their numerals for their commencement year.
3. Sophomores who participate, but do not meet the criteria for a varsity letter shall receive a four inch "L" award.
4. Any individual who is on the varsity who does not meet the criteria for a varsity letter shall receive a jr. varsity five inch "L" award.
5. Seniors will receive a senior varsity "L" award if they meet requirements listed below.
6. Only students who finish the season in good standing with the coaching staff and athletic department may earn a letter.
7. Head coaches may letter an injured athlete if the staff believes the student-athlete would have lettered if it were not for the sustained injury.
8. The first time a student earns a varsity letter, they receive a pin for that sport as well.
9. Student-athletes will receive a pin for each subsequent sport in which the participant earns his/her first varsity letter.
10. Athletes earning a varsity letter in a sport, who already have received the letter and pin in that sport will receive a bar.
11. All non-varsity letter-winners will receive a certificate if they have already received an award previously.

### **Letter Requirements by Sport**

1. HS Football – Athlete must participate in 75% of the total varsity quarters per season.
2. HS Volleyball – Athlete must participate in 50% of the total games (not matches) per season.
3. HS Basketball – Athlete must participate in 50% of the total varsity quarters for the season.
4. HS Soccer – Athlete must participate in 50% of the total varsity halves per season.
5. HS Wrestling – Athlete must participate in 50% of the total varsity matches.
6. HS Track – The athlete must score fifteen points or score in either the conference or section track meet, or be Rockford Lutheran's number one performer in each event.
7. HS Cross Country – The runner must score (in the team's top five) in 50% or more of the races, or runner places as top seven for varsity in 75% or more of the varsity races.
8. HS Baseball & Softball – The athlete must participate in 50% of the varsity contests and must have a minimum of 30 at-bats or make significant defensive contributions as judged by the coach. A pitcher must pitch the equivalent of three varsity games (21 innings).
9. HS Tennis – The athlete must play in at least 5 interscholastic meets at the varsity level (1-6 in singles 1-3 doubles).
10. HS Golf – Student-athlete must participate in 50% of total varsity matches per season.

**ADDITIONAL INFORMATION:** continued

**Letter Requirements by Sport:** continued

11. HS Bowling – Participant must have bowled at least 25 games, and made all practices (unless excused by doctor for 1 day and no more than 5 days). The number of points received in the season (total number), and total number of pins will be used in determining who is eligible for letters and/or other awards. The minimum total amount of pins is 2200 in 25 to 30 games. Minimum points are 5 over the 25 to 30 game-season for Jr. Varsity. The minimum for Varsity in total games of 25 to 30, for season is 2500 pins, and minimum points per season is 8 points.
12. HS Spirit – The student must participate in 75% of the games/events scheduled.
13. Managers & Statisticians – A manager/statistician must serve for two years or be a senior in order to obtain a varsity letter.

**Special Athletic Awards**

1. Senior Athlete of Year – Recipients must be two-sport athletes during their senior year and are evaluated upon criteria established by the athletic dept. and head high school coaches. One male and one female will be honored with this prestigious award.
2. Most Valuable Player (MVP) – Each varsity sport may select an MVP. This award winner will be recognized with a plaque. Most Improved Player (MIP) – Each varsity sport may select an MIP. This award winner will be recognized with a plaque.
3. Captain – Varsity captains will receive a captain pin.