

E GENERAL POLICIES AND PROCEDURES

1 Practices

All coaches should provide monthly game and practice schedules to all team members, parents, and the athletic director before the season begins. These schedules should be posted in a prominent spot in school and kept on file in the school/ church office.

- a. Starting Dates
 - i The athletic director should determine the starting date of the first practice with input from the coaches.
 - ii It is recommended that a minimum two-week practice period take place prior to the first game.
- b. Length of Practices
 - i Recommended times: Two-hour maximum for grades 7-8
One and a half hours for grades 4-6
 - ii Absences
 - a) **Missed practices:** Any athlete who misses practices during the week without a legitimate excuse should expect to receive considerably less playing time during the games that week. An athlete may be removed from the team for excessive unexcused absences.
 - b) **Attendance in school:** An athlete who is not in attendance at school for at least the second half of the school day due to sickness is not allowed to participate in any games played that day. _____ is considered to be the half-way point for the school day.
 - c) **Communication to coach:** Any reason for missing a practice should be communicated to the coach prior the date of that practice. Written documentation is the preferred method of communication.
- c. Limitations
 - i If a doctor restricts an athlete's participation then a doctor must submit permission when participation can resume.
 - ii Ineligible athletes may not attend practices until they have regained eligibility.
 - iii All practice sessions shall be scheduled on schools days if at all possible.
 - iv Weekend and holiday practices are discouraged and should be permitted only upon permission of the athletic director.

2 Awards Ceremonies

The staff, coaches, athletes, and families will be specifically invited to attend the program at the end of each season or as scheduled.

- a. Dates
 - i The dates of all awards presentations should be established by the athletic director at the beginning of each school year and placed on the school calendar.
- b. Awards
 - i Individual awards may be ordered through the athletic director as recognition of special accomplishments by participating athletes.
 - ii Award qualification occurs when an athlete finishes the season in good standing and has missed no more than half of the season for any reason, has not been removed from the team

by parents on a permanent basis, and has not quit the team for any reason.

- iii Special awards may be considered based on participation in numerous sports, athletic accomplishments, leadership, Christian conduct, and teacher/ principal evaluations.
- c. Recommendations for banquet format
 - i Potluck dinner (dessert) in school
 - ii Other more elaborate events should be at the expense of parents.
 - iii Time should be limited to a 2-hour time period.
 - d. Suggestions for coaches' presentations
 - i Thank everyone who helped with your season
 - ii Keep comments brief and positive.
 - iii Make sure every player is introduced by name
 - iv Call entire team forward together, then introduce each player
 - v Keep season review short and positive
 - vi EVERY SEASON IS A SUCCESS!
 - vii Unexcused absent players-no comments, please.

3 Booster Club

The Athletic Booster Club exists as an organization of parents and community people dedicated to supporting, encouraging, and advancing the athletic program and related activities of the school.

- a. Role
 - i Cultivate clean, wholesome school spirit and promoting good sportsmanship
 - ii Promotes projects to improve facilities and equipment necessary to provide an adequate athletic program for the school.
 - iii The club will not seek to influence or direct the policies of the school administration responsible for conducting the athletic program of the school.
 - iv The club will do nothing that would violate school policy, conference membership, or Christian values.
- b. Membership
 - i All parents are considered members of the boosters by virtue of their child's membership in school. Attendance at regular meetings and support at athletic functions is encouraged.
 - ii Coaches and members of the athletic department are encouraged to take part in the regular meetings.
 - iii The athletic director will act as official liaison between the school and the booster club.
- c. Duties

The duties of booster club members vary from school to school. General duties include but are not limited to the following:

 - i Open building doors at least one-half hour before game time.
 - ii Prepare refreshments and work the concession area as provided by the club and school
 - iii Score book/time keeper as needed
 - iv Take gate receipts
 - v Monitor hallways and bathrooms as necessary
 - vi Clean facilities back to the condition in which they were before the event
 - vii Sell, order, and inventory spirit-related items such as hats, T-shirts, magnets, etc.
 - viii Facility preparations
 - ix Scheduling volunteers

See **Appendix E-1** for Booster Club Constitution Sample.

4 Camps/Clinics

- a. Athletic directors should post and make available registration forms for any camps/clinics that are deemed beneficial for the student athletes and consistent with the schools athletic philosophy.
- b. An athletic director may wish to facilitate in-house camps/clinics as time and talents allow.

5 Referees

- a. It is the duty of the athletic director to work in conjunction with the local officials association in providing feedback on the performance of officials. (See **Appendix E-2 and E-3**)
 - i The officials should meet with the athletic director and coaches during pre-game warm ups
 - a) Give pre-game agenda (prayers, starting line-ups, National Anthem, etc.)
 - b) Provide any special league rules and guidelines

6 Transportation

- a. The responsibility of transportation to and from practices and games is up to the parents of all athletes. All athletes should be on time for all practices/games and should be picked up and/or taken home within a reasonable amount of time after the practice/game. (See **Appendix E-4**)

7 Try-Outs/Team Formation

- a. It is the responsibility of the athletic director to determine how many teams will need to be formed and whether or not try-outs will be necessary for any given sport.
- b. The criteria for determining how many teams will be formed and whether or not try-outs will be necessary may be as follows:
 - i Conduct a participation survey at the beginning of the school year. (See **Appendix E-5**).
 - ii Post a sign-up sheet prior to each season to determine a more exact number of participants to expect.
 - iii Determine availability of coaches and facilities for multiple teams
- c. Try-outs are held at the beginning of each season. Dates and times are announced to the students at school and/or through the school newsletter. Any student trying out for an athletic team must complete and turn in all necessary forms prior to the try-out date.
- d. Team Selection will be determined using the following criteria:
 - i Emotional and mental readiness for competition
 - ii Physical competence and skills
 - iii Experience
 - iv Attitude
 - v Coachability
 - vi Cooperation
 - vii Conditioning
 - viii Attendance
 - ix Commitment
- e. Team Selection Announcements: Team selections may be posted. However, it is recommended to give each individual student athlete a personal envelope containing a note of thanks for trying out as well as the results of the tryout.
- f. Students not chosen for teams are encouraged to assume team-related roles such as , managers, scorekeepers, and statisticians.

8 Playing Time

- a. Playing time will vary from school to school and at each skill level within the schools themselves. A school's conference affiliation must also be taken into consideration when determining a philosophy of playing time. Listed below are sample philosophies that may be used by your school.
 - i. Our school is a member of a competitive interscholastic conference. Our teams are not recreational teams guaranteeing equal playing time. Playing time, which involves both games and valuable practices, is left to the discretion of the coaches and is determined by a variety of factors including attitude, work ethic, skill level, and contest situation. It is our goal to involve all team members while remaining competitive.
 - ii. Our school seeks to provide significant game experience for all the members of each team. It is our goal to keep participation as a priority.

9 Dress Code

- a. As a way of building school spirit, team unity, and personal pride an athletic program may choose to require athletes to dress up on days of games, assemblies, or tournaments. As representatives of our school, it is important that they reflect this separate and special role in their outward appearance.

10 Miscellaneous

- a. Uniforms
 - i. Our school does provide uniforms for each of its athletic teams. They are to be kept neat and clean throughout the season. Uniforms should be washed in warm or cold water and should be air-dried. If any damage is done to the uniform, payment will be required on the part of the athlete. All uniforms must be turned in at the designated "turn-in-time" in the same condition they were received pre-season.
 - ii. The athletic director is responsible for seeing that all uniforms are numbered when received by the athletic department and prior to being issued to the athletes. The athletic director should fill out a uniform inventory sheet (See **Appendix E-6**) for all sports. The coaches shall fill out a uniform use sheet (See **Appendix E-7**) and turn it in to the athletic director. The head coach is ultimately responsible for the security and use of the uniforms.
 - iii. Players are to be instructed in the proper use, care (washing) and maintenance of their uniforms at the time of issue. A uniform record signed by the parents is an optional form that may be used for this purpose. (See **Appendix E-8**)
 - iv. Athletes are not to wear uniforms for any occasions other than games and special school events when the coach has given special permission. Uniforms are not to be worn outside of any school events.
- b. Equipment
 - i. The athletic director is responsible for all athletic equipment that has been received by the athletic department. The athletic director should make sure that all equipment is numbered, inspected, and inventoried on a yearly basis.
- c. Injuries
 - i. Injuries to athletes will occur in athletic competition regardless of what precautions are taken. The coaches and athletic director if present will have the responsibility of administering to all injured athletes and making the proper recommendations. He/she must be prepared to recognize and properly administer first aid or refer injured players to the appropriate medical personnel. No member of the coaching staff should exceed his/her capability of responsibility

- and attempt to diagnose or treat an injury. It is the responsibility of the coach in charge of a team to have a complete and sanitary first aid kit at every practice and contest.
- ii The coach will complete the "Athletic Injury Report" (See **Appendix E-9**) immediately following all athletic injuries or accidents that involve any student under his supervision during practice or game. The form shall be turned into the athletic director the following day. A copy should also be given to the principal.
 - iii If a doctor restricts an athletes participation then a doctor must submit permission when participation can resume.
- d. Postponements
- i Whenever possible, if no school is scheduled, there shall be no game.
 - ii The home school should notify the visiting school within one hour of the close of school in case of a postponement. Every effort will be made to determine weather-related cancellations by noon.
 - iii Postponements are at the discretion of the home school in consultation with the visiting school until game time. Once the game begins, the decision to postpone a game rests with the referees.
 - iv Factors considered when making a decision on postponement should include:
 - a) playing conditions of the field
 - b) safe travel for both teams, officials, students, and fans
 - c) damage to equipment
 - d) safety to spectators in or on school grounds, gym or fieldAfter considering factors, it will then be up to the athletic director and/or principal to play the game or postpone it. Athletic directors are responsible for rescheduling games.
- e. Criteria for Adding an Interscholastic Sport
- i There should be an indication of strong student interest.
 - ii There must be organized interscholastic competition at the league level.
 - iii Adequate facilities must exist. It must be possible to coordinate use of the facilities so as not to conflict with existing programs.
 - iv It must be possible to secure competent coaching
 - v Priority will be given to sports that best reflect the interests of male and female athletes. Consideration for the balance of male and female sports available should also be included.
 - vi The final decision to add an interscholastic sport will be the decision of the both the athletic director and principal of the school with approval from the board of education.
- f. Criteria for Eliminating an Interscholastic Sport
- i Student interest declines to an unsatisfactory level.
 - ii It becomes impossible to secure competent coaches.
 - iii The competitive level of the sport is unsatisfactory.
 - iv Adequate facilities are no longer available or the use of existing facilities conflicts with other athletic or academic programs.
 - v Adequate funding is no longer feasible, particularly in view of participation numbers.
 - vi Scheduling of contests at the local level becomes increasingly difficult.
 - vii The final decision to eliminate an interscholastic sport will be the decision of the both the athletic director and principal of the school with approval from the board of education.

APPENDIX E-1

ATHLETIC BOOSTER CLUB CONSTITUTION (SAMPLE)

Article I: Name

The name of this association will be _____ Athletic Booster Club.

Article II: Purpose

- 1) The association will support, encourage, and advance the athletic program and related activities of the school and thereby cultivate wholesome Christian school spirit, promote good sportsmanship, and develop character and high ideals.
- 2) This association will promote projects to improve facilities and equipment necessary to provide an adequate athletic program for the school.
- 3) The association will not seek to influence or direct the policies of the school administration who has the responsibility of conducting the athletic program of the school.
- 4) This association will do nothing that violates school policies and mission statement, conference membership, or Christian values.

Article III: Membership

- 1) Any person interested in the purpose of this association will be eligible for membership, especially those families and parents with participating athletes.
- 2) All coaches are encouraged to attend regular meetings.
- 3) The athletic administrator will act as official liaison between the school and the booster club.

Article IV: Officers

- 1) The officers of this association will be a president, vice-president, secretary, treasurer, and fund-raiser coordinator.

Adapted from: NAIAA Athletic Administration: A Comprehensive Guide

APPENDIX E-3

Evaluation of Officials Form

DATE PLAYED _____

HOST SCHOOL _____ SCORE _____

VISITING SCHOOL _____ SCORE _____

Please furnish information that is fair and objective.

YOUR OFFICIALS WERE 1. _____ 2. _____

(CHECK ONE EACH)

	POOR	ACCEPTABLE	POOR	ACCEPTABLE
#1 OFFICIAL WAS				
OVERALL APPEARANCE				
PRE-GAME PROCEDURES				
KNOWLEDGE OF RULES				
COVERAGE OF PLAYS				
CONSISTENCE IN JUDGEMENT				
HANDLING OF PLAYERS'				
GAME CONTROL				
OVERALL CONDUCT				
#2 OFFICIAL WAS				
OVERALL APPEARANCE				
PRE-GAME PROCEDURES				
KNOWLEDGE OF RULES				
COVERAGE OF PLAYS				
CONSISTENCE IN JUDGEMENT				
HANDLING OF PLAYERS'				
GAME CONTROL				
OVERALL CONDUCT				

ADD ANY HELPFUL COMMENTS FOR EITHER OR BOTH OFFICIALS:

DATE ____/____/____

SIGNED _____ (COACH, ASS'T COACH, ATH. DIR)

APPENDIX E-4

Transportation Form

The responsibility of transportation to and from practices and games is up to the parents of all athletes. All athletes should be on time for all practices/games and should be picked up and/or taken home within a reasonable amount of time after the practice/game.

I (we) agree to provide the proper transportation necessary for our son/daughter so that they may participate in the athletic program. We do further agree to hold and save harmless the Board of Christian Education, principal, teachers, coaches, and the Congregation and School of _____ from all suits, claims or demands of every kind and character arising out of or in connection with the athletic program in which my child shall take part in.

I (we) further have made the proper provisions necessary to insure that my son/daughter has complete health and accident insurance and do further agree that _____ Lutheran School will not be held responsible for any financial payments regarding this insurance.

Parent Signature

Date ____ / ____ / ____

APPENDIX E-5**Team Sports Participation Survey**

Dear Students and Parents,

Please take a moment to complete the following survey to indicate which athletic teams you may have an interest in joining this year. This will greatly assist us in planning, scheduling, lining up coaches, arranging practices, etc. Coaches, assistants, helpers, are needed as well. Interested parents should indicate so below, and /or speak to the athletic director.

Please return this form to _____ or the athletic office as soon as possible.

Student Sport Participation Survey

Student Name _____

Grade _____

Please mark with Yes, No, or ?

- | | |
|---|--|
| <input type="checkbox"/> Soccer Varsity – Grades 6-8 | <input type="checkbox"/> Girls Basketball Varsity – Grades 7-8 |
| <input type="checkbox"/> Soccer Jr. Varsity – Grades 5-6 | <input type="checkbox"/> Girls Basketball Jr. Varsity – Grades 5-6 |
| <input type="checkbox"/> Boys Basketball Varsity – Grades 7-8 | <input type="checkbox"/> Cheerleading Varsity – Grades 7-8 |
| <input type="checkbox"/> Boys Basketball Jr. Varsity – Grades 5-6 | <input type="checkbox"/> Cheerleading Jr. Varsity – Grades 5-6 |
| <input type="checkbox"/> Boys and Girls Track – Grades 5-8 | <input type="checkbox"/> Girls Volleyball Varsity – Grades 7-8 |
| <input type="checkbox"/> Mel Ott T-Ball 4yr – Grade 1 | <input type="checkbox"/> Girls Volleyball Jr. Varsity – Grades 5-6 |
| <input type="checkbox"/> Mel Ott Pitching machine Grades 1-3 | <input type="checkbox"/> Girls Softball Grades 7-8 |
| <input type="checkbox"/> Mel Ott Beginners Grades 4-5 | |
| <input type="checkbox"/> Mel Ott Juniors Baseball Grades 6-8 | |

PARENT COACH/ ASSISTANT/HELPER PARTICIPATION SURVEY

Parent Name _____ Phone _____

Please mark with: **C-** Coach **A-** Assistant Coach or **H-** Helper

- | | |
|---|--|
| <input type="checkbox"/> Soccer Varsity – Grades 6-8 | <input type="checkbox"/> Girls Basketball Varsity – Grades 7-8 |
| <input type="checkbox"/> Soccer Jr. Varsity – Grades 5-6 | <input type="checkbox"/> Girls Basketball Jr. Varsity – Grades 5-6 |
| <input type="checkbox"/> Boys Basketball Varsity – Grades 7-8 | <input type="checkbox"/> Cheerleading Varsity – Grades 7-8 |
| <input type="checkbox"/> Boys Basketball Jr. Varsity – Grades 5-6 | <input type="checkbox"/> Cheerleading Jr. Varsity – Grades 5-6 |
| <input type="checkbox"/> Boys and Girls Track – Grades 5-8 | <input type="checkbox"/> Girls Volleyball Varsity – Grades 7-8 |
| <input type="checkbox"/> Mel Ott T-Ball 4yr –Grade 1 | <input type="checkbox"/> Girls Volleyball Jr. Varsity – Grades 5-6 |
| <input type="checkbox"/> Mel Ott Pitching machine Grades 1-3 | <input type="checkbox"/> Girls Softball Grades 7-8 |
| <input type="checkbox"/> Mel Ott Beginners Grades 4-5 | |
| <input type="checkbox"/> Mel Ott Juniors Baseball Grades 6-8 | |

APPENDIX E-6

UNIFORM INVENTORY

SPORT: _____ YEAR: _____

GRADE LEVEL: _____ COACH: _____

JERSEY TOPS

Quantity of each size:
 S M L XL XXL

Number: Place an "X" through the numbers on the jerseys in your inventory.

- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
- 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
- 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

Other Number:

JERSEY SHORTS

Quantity of each size:
 S M L XL XXL

Numbers: Place an "X" through the numbers that match the numbers inside the shorts (on tag) in your inventory.

- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
- 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
- 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

Other Number:

APPENDIX E-7

UNIFORM USE

SPORT: _____ YEAR: _____

COACH: _____

	<u>Name of Athlete</u>	<u>Jersey Number</u>	<u>Shorts Number/Size</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

APPENDIX E-9**ATHLETIC DEPARTMENT INJURY REPORT**

_____ Lutheran School,
(Name)

The HEAD COACH will make out this report on the date the injury occurred.

This report will be submitted to the Athletic Office NO LATER than the day following the injury.

ATHLETE'S NAME: _____ SPORT: _____ GRADE: _____

MALE: _____ FEMALE: _____

DATE INJURED: _____ DATE REPORT MADE: _____

1. Date report submitted (leave blank) _____
2. Were parents notified of injury? _____
3. Injury occurred in: Practice _____ Game _____
4. Area of injury: Left Side _____ Right Side _____
Specific Area or Nature of Injury: _____

5. Type of injury: Contusion _____ Separation _____ Dislocation _____
Temperature Illness _____ Strain _____ Sprain _____
Fracture _____ Wound _____ (Stitches _____ Number? _____)
6. First Aid rendered (describe): _____

7. Was athlete advised to see physician? Yes _____ No _____
8. Physician's Name: _____ Location _____
Hospital _____ Location _____
9. If not advised to see physician, state reason:
10. Was an X-ray taken of injury? Yes _____ No _____
11. Who was responsible for sending athlete for X-rays? _____
12. Was athlete given release date by physician, giving permission to practice?
Yes _____ No _____ Release Date: _____
13. Head Coach's description of injury, how it occurred, possible injury:

Signature of Head Coach submitting report

Adapted from: NAIAA Athletic Administration: A Comprehensive Guide