

Lutheran Westland Coach's/Athletic Handbook



2023-2024

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0.100 PHILOSOPHY

Our lives and actions should constantly reflect that of service to Christ. Thus athletics at Lutheran Westland reflect Mark 12:30, "Love the Lord, your God with all your heart, with all your soul, with all your mind, and with all your strength." So athletics serve to help train up students who are healthy spiritually, mentally, emotionally, and physically.

We also follow 1 Corinthians 9:24-25. "Do you not know that in a race all the runners compete, but only one receives the prize? So run that you may obtain it. Every athlete exercises self-control in all things." We should train and strive for victory, but there is only 1 victor and that is not guaranteed to us. The self-control is an attribute all of our athletes, coaches and parents must strive to obtain.

Athletics at Lutheran Westland are co-curricular in nature. They are an integral part of the educational process at Lutheran Westland because they give the student a unique opportunity to grow in spirit, mind, and body that cannot always be achieved in a classroom situation.

0.200 OBJECTIVES

- ◆ To develop opportunity for Christian witness in practice and competition.
- ◆ To develop an attitude of good sportsmanship amongst our athletes and our Lutheran High School family.
- ◆ To derive enjoyment from the participation of athletics.
- ◆ To develop interaction with athletes from other schools.
- ◆ To develop team spirit and school spirit in the accomplishment of mutual goals.
- ◆ To appreciate the value of physical activity as a lifelong pursuit.
- ◆ To increase physical development and skill level.

1.000 AFFILIATIONS

1.100 MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION

Lutheran Westland is a member of the Michigan High School Athletic Association and abides by their regulations and guidelines. As a coach, you should be familiar with these rules.

1.200 CONFERENCE

Lutheran Westland is a member of the Michigan Independent Athletic Conference whose member schools are; Charyl Stockwell Academy, Clarenceville, Huron Valley Lutheran, Inter-City Baptist, Lutheran Northwest, Novi Christian Academy, Oakland Christian, Parkway Christian, Plymouth Christian, Roeper, Southfield Christian and Whitmore Lake. Several sports will be split into divisions based on competitiveness.

1.300 BOOSTERS

The boosters are an organization of parents and friends interested in supporting and promoting the school.

The group helps to strengthen the bond between school and the home. They help to foster a spirit of Christian fellowship and social activity among the parents, friends, teachers and students of Lutheran Westland. They also aid in providing funds and service for the high school.

2.000 SPORTS OFFERED

| <u>Women</u> | <u>Men</u> |
|---|--|
| 2.100 FALL Volleyball (Varsity and JV) Cross Country Cheerleading (Varsity) | Football (Varsity and JV) Cross Country Soccer |
| 2.200 WINTER Basketball (Varsity and JV) Dance | Wrestling Basketball (Varsity and JV) |
| 2.300 SPRING Softball Track Soccer | Baseball (Varsity and JV) Track |

3.000 STAFF RESPONSIBILITIES

3.100 PRINCIPAL AND ASSISTANT PRINCIPAL

- ◆ School administrators at the local level are the final authorities for the athletic activities of the school.
- ◆ The duties and responsibilities of the principal and the assistant principal are:
- ◆ Develop a complete understanding of the athletic policy of the school and of the individual responsibility of all concerned.
- ◆ Certify eligibility of contestants and base that certification on complete information concerning the student's athletic and scholastic status. Questionable cases will be referred to the Michigan High School Athletic Association before the privilege of competition is given.
- ◆ Support coaches in their efforts to carry out MHSAA and local athletic policies.
- ◆ Instruct the student body of its responsibilities in making the athletic program a valuable one and require desirable types of conduct at "home" and "away" games.
- ◆ Endeavor to foresee possible differences and misunderstandings with other schools and, as far as possible, settle them or provide means of settlement before they materialize.
- ◆ Insist that any misunderstandings that may arise be settled privately between official representatives of the schools concerned.
- ◆ Have a definite understanding with the athletic director about officials, schedules, finances, care of fields and gymnasium, handling of spectators, supervision of coaches, etc., and give that person every assistance in carrying out such duties.

3.200 ATHLETIC DIRECTOR

The athletic director is responsible for the organization and administration of the athletic department.

The duties and responsibilities of the athletic director are:

- ◆ Cooperatively lead the school and community in creating and maintaining an atmosphere, which is conducive to an educationally sound athletic program.
- ◆ Prepare the annual budget for the athletic accounts.
- ◆ Prepare requisitions for ordering athletic items.
- ◆ Prepare a schedule of contests for each sport, which are educationally and physically sound for the athlete.
- ◆ Supervise the coaching staff.
- ◆ Forward to the MHSAA non-faculty coaches each season.
- ◆ Oversee gymnasium and fields usage.

- ◆ Prepare a schedule of facility use for practices and games.
- ◆ Provide for the preparation of the gym or the athletic field in preparation for each contest.
- ◆ Maintain sidelines for exclusive use of players, coaches and officials, and handle crowds so there is no encroachment on playing space.
- ◆ Refuse admission to athletic contests to persons who have shown a lack of sportsmanship.
- ◆ Provide printed programs.
- ◆ Secure necessary permits for use of Hines Park.
- ◆ Contract officials for each home contest either individually or through an officials' association.
- ◆ Coordinate with the LHSA for payment of home officials.
- ◆ Support officials in cases of adverse rulings.
- ◆ Publish an athletic calendar.
- ◆ Provide for storage of equipment and uniforms.
- ◆ Maintain an up-to-date permanent file for each sport.
- ◆ Maintain an archive of scorebooks and season records for each sport.
- ◆ Update as necessary the Athletic Handbook.
- ◆ Represent the school at conference meetings and other meetings pertaining to athletics.
- ◆ Maintain semester eligibility lists of students.
- ◆ Provide every athlete on each level in all sports proper equipment and uniforms for practices and competition.
- ◆ Inventory athletic equipment and uniforms.
- ◆ Keep an up-to-date list of letter winners.
- ◆ Provide passes to athletic events for Lutheran pastors and teachers from our area.
- ◆ Provide passes to students from area Lutheran grade schools to attend individual games.
- ◆ Schedule seasonal coaches meetings and additional meetings as necessary.
- ◆ Evaluate coaches on a seasonal basis.
- ◆ Organize and supervise seasonal athletic awards nights.
- ◆ Inform the faculty of early dismissal times and rosters at the beginning of the season.
- ◆ Provide the opportunity for Lutheran grade school tournaments and meets.
- ◆ Provide transportation or make arrangements for transportation to and from all contests.
- ◆ Inform the coaches about the LHSA T-Shirt policy (designs, collecting money, ordering).
- ◆ Give each coach a seasonal folder with procedures and forms before the season begins.
- ◆ Provide coaches with keys as needed (record when handed out and collected).
- ◆ Make sure that coaches have had a criminal background check.
- ◆ Provide coaches with the LHSA Harassment Policy and show them the LHSA video concerning harassment.

3.300 COACHES

The responsibilities of a coach are many and entering the field should be done with careful consideration of the obligations involved.

- ◆ The coach has an obligation to God. He/she should be as Christ-like as humanly possible in carrying out his/her coaching position.
- ◆ The coach has an obligation to the school. Many times, a coach is put into a position where he/she is highly visible to the public and his/her actions cast a considerable amount of attention to the school. Crowd behavior is many times influenced by the attitude of a coach and his/her athletes.
- ◆ The coach has an obligation to the parents of his/her athletes. The coach is given the responsibility to train and care for the athletes as if they were the coach's children.
- ◆ The coach has an obligation to his/her athletes. It is the obligation of the coach to train the athlete to the best of his/her ability. The athlete should be trained to strive for victory within the rules and spirit of the contest. Most teams reflect the personality of the coach and we strive for the best possible reflections from our teams. Coaches have a great responsibility to their athletes in teaching them how to handle adversity and success. How the coach handles these situations will be the best teaching tool available.

- ◆ The coach has an obligation to the other coaches in the athletic department. He/she can be a great help and means of support to another coach should the need arise. A successful athletic department depends on all of the coaches and their programs, not an isolated coach or sport going on its own. We share in each other's joys and sorrows. The betterment of the athletic program comes from a cooperative attitude in nature. This cooperative attitude has been a strength in our program. Being sinners, coaches don't always achieve a Christ-like attitude as much as they should but being forgiven, through Christ, for these shortcomings, the ultimate goal of the coach is to be the best possible witness for Christ.

3.310 Student Aids for Coaches

- ◆ Students are used here at Lutheran Westland to varying degrees in order to assist coaches with routine tasks. However, great care and concern must be exercised that the coach does not violate professional responsibilities or confidentiality of records. Caution is necessary to avoid situations that could compromise adult/student relationships.
- ◆ Student assistants are not to be used during unusual times apart from the normal academic and co-curricular programs.
- ◆ Two or more assistants are preferable to one, particularly female statisticians with a male coach and vice versa.
- ◆ Students are not to have use of or access to school keys under any circumstances. (See policy on keys 5.300)
- ◆ Students who serve as statisticians must have proper supervision at all times.
- ◆ The principal (through the athletic director for the coaching staff) must approve all student assistants for the academic and co-curricular programs.

3.320 Specific responsibilities of the coach:

- ◆ Support the administration in its philosophy and policies.
- ◆ Officially represent the school at interscholastic athletic events.
- ◆ Have a genuine and up to date knowledge of that which the coach proposes to teach.
- ◆ Prepare and condition athletes
- ◆ Insistence upon high scholastic goals throughout the year.
- ◆ Promote good sportsmanship at all times.
- ◆ Teach athletes to win by legitimate means only.
- ◆ Provide a roster of all athletes to the athletic director as soon as possible.
- ◆ Notify the athletic director of any changes to his/her roster
- ◆ Keep a record of all equipment issued.
- ◆ Collect and store all equipment as soon as possible at the end of the season. **Non-faculty coaches should collect their equipment the day of their last contest. It is the coach's responsibility to collect uniforms at the end of the season.**
- ◆ Inventory all equipment at the end of the season and return to athletic director.
- ◆ Report all serious injuries to AD and the office and fill out an injury report.
- ◆ Inform the AD if a student is disqualified from a contest for unsportsmanlike behavior.
- ◆ Not allow a student to practice or issue equipment to any student who does not have a current physical and emergency card on file in the office.
- ◆ Post all letter winners and give a copy to the AD
- ◆ Submit a budget/equipment request to the AD when requested.
- ◆ Coaches cannot solicit funds and/or equipment for their sport. Requests must go through the athletic director.
- ◆ Return scorebook or contest results (if a scorebook isn't used) at the end of the season.
- ◆ Attend MIAC All-Conference selection meetings where applicable.
- ◆ Rate officials objectively and return ratings to the athletic secretary.
- ◆ A coach or school representative must be with a team when it is competing.
- ◆ In cases of injury, the welfare of the individual must precede all other considerations.
- ◆ Report contest results to athletic director's secretary or athletic director.
- ◆ Head coaches must complete the MHSAA rules meeting

3.330 Team Selections

- ◆ In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as they can without affecting the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective team size for any particular sport.
- ◆ Choosing members of athletic squads is the sole responsibility of the coaches of those squads.
- ◆ Prior to trying out, coaches shall provide the following information to all candidates:
 - ◆ Extent of tryout period – must be a minimum of 2-3 practices depending on calendar
 - ◆ Criteria used to select the team
 - ◆ Practice commitment if they make the team.
 - ◆ Game commitments.
 - ◆ Coaches will inform candidates of decisions individually.
 - ◆ Coaches will provide candidates a role and expectations for the season.

3.400 Practice Sessions

- ◆ A coach is required to be at all practices. Student run practices are prohibited.
- ◆ All practices must start by 3:30 (2:50 on Warrior Days) and end by 6:30 pm, if you have your own facility. Any exception to this must be cleared through the athletic director. All practices must end at 5:30 P.M. on Wednesdays during Advent and Lent.
- ◆ Sunday and holiday practices are highly discouraged. If a practice is held on a Sunday or holiday, it cannot be on Sunday morning and cannot be required. The AD must approve all practice schedules prior to communication being shared publicly.
- ◆ When practice sessions are held in the gym, the doors should be closed and the area restricted to participants only. Parents may watch practice.
- ◆ When an indoor athletic event is held, practices in the gym must end 45 minutes before the starting time of the event unless the same sport is using the gym and then it must end 30 minutes before the starting time to allow for set up of the gym for the contest.
- ◆ If an opposing team is going to use one of the locker rooms, the locker room must be cleared 45 minutes before the starting time of the event.
- ◆ Each coach is responsible for his/her team members until they leave the building.
- ◆ A coach or coaches may work with only 4 students per day during the school year out of season (not including the summer) with communication with the athletic director. These are for students not participating in a sport in-season.
- ◆ Practices/contests cannot be conducted outside when a thunderstorm is in the area. Lightning and/or thunder necessitates that practice be suspended. The occurrence of lightning/thunder is not subject to interpretation or discussion--Lightning is lightning. Thunder is thunder. Practice cannot be resumed until lightning has not been seen nor thunder heard for a period of 30 minutes.
- ◆ A heat/humidity code (heat index) is in effect per MHSAA recommendations.
 - ◆ If the heat index is below 95; optional water, shade, and rest breaks no further than 30 minutes apart and 10 minutes in duration
 - ◆ If the heat index is between 95 and 99 degrees; optional water, shade, and rest breaks no further than 30 minutes apart and 10 minutes duration. Coaches will monitor athletes carefully. Helmets and other possible equipment will be removed when not in contact situations.
 - ◆ If the heat index is between 100 and 104 degrees; mandatory water, shade, and rest breaks no further than 30 minutes apart and 10 minutes in duration. Coaches will monitor athletes carefully. Helmets and other possible equipment will be removed when not in contact situations and uniforms will be altered if possible with time to dry/change clothing as needed. We will consider reducing time outside or postponing practice or games to another part of the day more conducive to athletics.

- ◆ If the heat index is above 104 degrees; suspend all outdoor activity, move inside if A/C is available, cancel even indoor activity if A/C is not available.

- ◆ There will be no early dismissal for home contests starting at 4:00 or later. Any early dismissal for any contest will be determined by the AD
- ◆ In the event that school is called off (snow day), the afternoon time slot will be assessed regarding all practices and games; however, games and practices can be cancelled on their own as well.
- ◆ Undergarments are to be covered. An individual cannot practice in just a sports bra/underwear alone.
- ◆ Guys are to wear shirts at all practices and be fully clothed.
- ◆ Clothing worn for practice must be modest and in good taste. Nothing that could be interpreted as offensive is to be on a shirt worn for practice.
- ◆ A student who is absent from school for more than 4 class periods is not eligible to participate in practice or games the day of the absence unless the principal or assistant principal grants specific permission

4.000 GENERAL POLICIES

4.100 BUSINESS POLICIES PURSUANT TO ATHLETICS

4.110 Budgeting

- ◆ All budget requests by coaches must be received by the AD in April the year prior to their season.
- ◆ The principal must receive the proposed athletic budget at the requested time.
- ◆ The proposed/revised budget is then submitted to the boosters by the principal for approval of monetary amount.
- ◆ The boosters supply the funds for the athletic program

4.120 Purchasing

- ◆ All purchases are authorized and requisitioned using the proper association form by the Athletic Director.
- ◆ Coaches may recommend purchases, these must be recommended well in advanced.
- ◆ All non-budgeted items must be approved by the Athletic Director and principal and purchased through the school office.

Procedure for ordering team items (shirts; t-shirts, shooter shirts, sweat shirts, etc.)

- ◆ The coach and the athletic director must approve any item being considered before any orders can be taken.
- ◆ All money is to be turned into the office with an order form. The person in charge is not to collect money. Money will not be collected without an order form.
- ◆ All orders will go through the normal ordering process for the school. (The order must be submitted with a school requisition.)
- ◆ Team T-Shirts must be ordered within 2 weeks after the first contest for the sport in question.
- ◆ Any additional special team shirt orders must be approved by the athletic director. (i.e. Regional Champions, etc)
- ◆ Any questions concerning this procedure should be directed to the athletic director.
- ◆ Money for non-budgeted items must be handled through the school office. **Coaches are not to collect funds.**
- ◆ Any donations directed to the coach should be given to the principal or athletic director.

4.130 Gate Revenues

- ◆ The booster's organization along with the athletic director oversees the staffing for all gate admissions.

- ◆ All gate receipts from regularly scheduled events go to the boosters.
- ◆ All Lutheran Westland students are admitted free to all regularly scheduled home events with a current ID card.
- ◆ The admission prices are \$5.00/adults (high school and older), \$3.00/grade school age, no admission cost for preschoolers. Visiting HS students are \$1.00.
- ◆ Booster Athletic passes will be honored at all home events.
- ◆ Our coaches can use a MIAC pass furnished by the athletic director, which will be honored at all MIAC games.
- ◆ Our area Lutheran pastors/teachers and their families will be given passes to all home events.
- ◆ Special passes are issued for certain events for parents and grade school students.

◆

4.200 TRANSPORTATION OF PLAYER PERSONNEL

- ◆ The school will supply normal methods of transportation during the school week (bus, van).
- ◆ Under normal conditions team members will travel to and from an athletic event using school transportation.
- ◆ Occasionally, parents will transport athletes to or from an athletic event with the coach's permission/athletic directors communication.
- ◆ Most Saturday events will not have school transportation provided.
- ◆ Some bus trips may be one-way trips. The AD will confirm with the coach who will inform the athletes of these specific trips ahead of time.
- ◆ In some instances, athletes may drive to an athletic event provided he/she receives written permission from his/her parents or guardians and permission from the coach, AD, and principal. The student may not transport other athletes to the contest. These forms are filled out at the beginning of the season.
- ◆ Before the start of the season, the athletic director will give a schedule of vehicles used for transportation of teams
- ◆ Use of vehicles for non-contest purposes (practices or scrimmages) requires approval by the athletic director.
- ◆ Coaches and the athletic director will inform the athletes/parents as to the status of the transportation schedule and changes if/when they occur.

4.300 MHSAA TOURNAMENT PLAY

- ◆ Normal methods of transportation are to be used when traveling to and from MHSAA tournaments.
- ◆ *Overnight trips for the state finals may be funded by the Boosters if the event is over 100 miles from school and the event has an early morning start. Approval must be given by the athletic director and principal for overnight stays and funding. (Any overnight stays for regularly scheduled events or State Tournament competition need special approval.)*
- ◆ The athletic director or his secretary will reserve rooms scheduled for overnight trips.
- ◆ MHSAA Tournament events take precedence over regularly scheduled events.

4.400 LIABILITY ASSUMED BY THE BOARD OF EDUCATION

4.500 MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION RULES AND REGULATIONS

4.501 Enrollment

To be eligible for interscholastic athletics, a student must be enrolled in a high school not later than the fourth Friday after Labor Day (1st Semester) or the fourth Friday of February (2nd Semester).

4.502 Age

A student who competes in any interscholastic athletic contests must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.

4.503 Physical Examinations

No student shall be eligible to represent a high school for whom there is not on file in the offices of the superintendent or principal of that school, a physician's (M.D. or D.O.) statement for the current school year certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests.

4.504 Semesters of Enrollment

A student shall not compete in any branch of athletics who has been enrolled in grades nine to twelve, inclusive, for more than eight semesters. The seventh and eighth semesters must be consecutive. Enrollment in a school beyond the fourth Friday after Labor Day (first semester) or fourth Friday of February (second semester), or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this Rule.

4.505 Semesters of Competition

A student, once enrolled in grade nine shall be allowed to compete in only four first semesters and four-second semesters.

4.506 Undergraduate Standing

A student who is a graduate of a regular four-year high school or who is a graduate of a secondary school, which has the same requirements for graduation as a regular four-year high school, shall not be eligible for interscholastic athletics. However, a student who satisfactorily completes the required number of credits for graduation in less than eight semesters shall not be barred from interscholastic athletic competition, while passing at least twenty credit hours of undergraduate work, until the end of the eighth semester.

4.507 Previous Semester Record and LHWL Eligibility Requirements

No student shall compete in any athletic contest during any semester who does not have his or her credit on the books of the school represented, at least twenty (20) credit hours of work for the last semester during which he or she shall have been enrolled in grades nine to twelve, inclusive. A student entering the 9th grade for the first time, except those who had eligibility advanced may compete without reference to his/her record in the 8th grade. At Lutheran Westland the policy is more restrictive than what the MHSAA requires.

Students who represent LHWL in co-curricular activities (athletics, chambers or drama) must be academically eligible. Students are evaluated each quarter and semester.

- ◆ A student with more than two quarter F is ineligible for the next quarter.
- ◆ A student with more than two semester F is ineligible for the next semester.
- ◆ The ineligibility takes effect the day after report cards are mailed.

In addition, student grades will be checked every 2 weeks. The only exception to this rule will be at the beginning of the 1st semester where we will wait for the first 4 weeks for the first check. Grades will be checked the Monday of each 2-week period to determine the student's eligibility. Students must maintain a quarter GPA of 1.667 or better and may not have 2 F's in the current quarter.

There is a "ladder" of eligibility that students may move up or down. The levels include a) eligible, b) probation, and c) ineligible. Students will only move up or down the "ladder" one level at a time. This "ladder" resets at the start of each quarter (all students will move back to the eligible level).

Students that maintain the eligibility standard of a minimum quarter GPA of 1.667 and have fewer than 2 F's will remain eligible.

After the Monday check, those students that were initially deemed eligible and no longer meet the minimum standard will be move to the probationary level. The school administrator, in writing, will notify the parents, coaches, and directors of the student that day. While a student is on probationary status, he or she will be permitted to practice and participate in contests.

Probationary status is a warning to students, parents, and coaches that a student is not meeting the standard.

A student in probationary status has the next 2-week period to get his/her grades to the eligibility standard. If the student's grades during the next 2-week period meet the standard, the student will move back to the eligible level. If the student's grades do not meet the standard after the 2-week period, the student will be ineligible for the next 2-week period. The student will be notified that Monday verbally. The parents will receive a phone call. The coaches/directors will be notified in writing.

While a student is ineligible, he or she may not be involved in any extra-curricular contests or performances. An ineligible student's grades will be checked after 2 weeks. If the grades meet the eligibility requirements, the student will move back to the probationary level. If the grades do not meet the eligibility standard, the student will remain ineligible until the grades are checked again. Ineligible students will attend mandatory study hall after school for 1 hour every day, during the period for which they are ineligible. After their mandatory study hall they are allowed to join their group or team and practice but not participate or dress for any contests until their grades are checked again and they move up to the probationary level. Failure to attend the mandatory study hall will result in the student making up the day skipped plus an additional day of ineligibility.

Any movement on the eligibility scale from eligible to probationary status, or from probationary status to eligible will be communicated to the student and parents verbally, and to the coaches, directors and teachers in writing. Any movement from probationary status to ineligible, or ineligible to probationary status, will be communicated to the student and parent verbally, and to the coaches, directors and teachers in writing.

This policy will have no effect on summer activities. Students are eligible for summer camps, open gyms, weight lifting, etc. regardless of their eligibility status at the end of the school year.

The principal reserves the right to deem any student eligible or ineligible at any time, and set up any contract determining alternative eligibility requirements.

4.508 Transfers

Most students are ineligible if they transfer from another high school but there are some exceptions. See the athletic director if you have any questions.

4.509 Awards

A student may accept, for participation in athletics, a symbolic or merchandise award which does not have a value or cost in excess of \$25. Awards from athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed. Banquets, luncheons, dinners, trips, and fees or admissions to camps or events, if accepted in kind, are permitted.

4.510 Amateur Practices

No student shall be eligible to represent his or her high school who: (1) has received money or other valuable consideration from any source for participating in athletics, sports, or games; (2) has received money or other valuable consideration for officiating in interscholastic athletic contests, (not CYO, YMCA, YWCA, church and other youth programs); (3) has signed a professional athletic contract.

4.511 Limited Team Membership

A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum or the next three contests/days of competition and maximum of the remainder of that season in that school year. The following exceptions apply: (1) Individual sports will apply the limited team membership rule from the point of a student's first participation in a contest or scrimmage, rather than practice. (2) During a season, an individual may participate in a maximum of two individual sports meets or contests in that sport while not representing his or her school.

4.520 Game Disqualification

If a student is disqualified from a contest for unsportsmanlike conduct, the athletic director must be notified, and that student is ineligible to participate in at least the next contest. A student who is disqualified for unsportsmanlike conduct may attend the disqualified contest(s), but not in uniform. If a coach is disqualified from a contest for unsportsmanlike conduct, that coach shall be prohibited from coaching at or attending at least the next contest.

4.600 LOCAL MEDICAL POLICY

- ◆ All athletes must be covered by appropriate family medical insurance.
- ◆ All athletes and parents must be informed of the risk assumed by participation in athletics.

4.700 ATHLETIC INJURIES

- ◆ The safety and welfare of the athlete must be the coach's primary concern.
- ◆ All students injured must be encouraged to inform the coach.
- ◆ Coaches must keep current on health practices, treatments and policies in their sports; and must keep current on first aid procedures. This includes an approved CPR certification and bloodborne pathogens training.
- ◆ Use caution in delegating first aid procedures to others, and know your own limitations in treatment and first aid procedures.
- ◆ First aid should be administered in cases of minor injury within your limitations.
- ◆ If a doctor withholds a student from participation, he/she will need a doctor's permission to resume activity.
- ◆ Each team will be furnished with a medical kit and it must be available at practices and games. This kit must be returned to the training room or storage area for that sport at the conclusion of the season.
- ◆ A spill kit will be available for practices and contests. It will be kept in the training room or the gym.

In the event of a serious medical concern accident:

LUTHERAN WESTLAND EMERGENCY PLAN

Home Event

In the event of a medical emergency if there is an on-duty physician, athletic trainer, or paramedic he/she will administer immediate emergency aid to the injured person. If one of the above is not present, then the head coach or administrator on duty will assume responsibility.

The designated person will follow these procedures:

1. A designated care provider will remain with the injured athlete at all times. Do not move the athlete if numbness, neck pain, or back pain is present. **DO NOT MOVE UNCONSCIOUS VICTIM.** Show the injured party that you care for his or her well-being
2. Have someone go to a predetermined phone (science room or a coaches office if inside; cell phone if outside) and dial 911 for the ambulance.

- a. Identify self and exact location
 - b. State the nature of the injury
 - c. Instruct the emergency vehicle exactly where and how to reach victim:
 - i. Street access
 - ii. Entry gate
 - iii. Building location
 - iv. Building entry
 - d. Stay on the line until the operator disconnects
 - e. Return to injury scene in case needed for other assistance
3. Have someone meet the vehicle at the front gate entrance.
 4. Designate person for team/crowd supervision if necessary
 5. Designate a person to call parents immediately and advise them of the circumstances (if not present). Each coach should have each player's emergency card in your first aid kit. Give emergency card to EMS
 6. Designated adult person (usually a coach) should accompany injured athlete to the hospital and remain until parents or administrator arrives.
 7. Assure welfare of team
 8. Inform the Athletic Director and Principal of the injury and complete an injury report form.
 9. The coach and administrator on duty are responsible for documenting all information relating to injury and emergency response.
 10. If the injured person is not a student, get identification
 11. Avoid offering information or statements except to emergency personal
 12. Do not offer information at the inappropriate time

LUTHERAN WESTLAND EMERGENCY PLAN
Away Event

Parent Present

Call 911

Head Coach Notify Parents of Injury Status

Stabilization of Athlete's injury

Comfort the Athlete

Prepare the Athlete for EMS

Parent Travel with EMS

Head Coach to Contact:
Athletic Director:

Ryan Baglow
248-408-8460 (cell)

Telephone follow-up call with parent

Parent Not Present

Call 911

Stabilization of Athlete Injury

Comfort the Athlete

Prepare the Athlete for EMS

LHWL Representative Travel with EMS

Take Medical Authorization Form

LHWL Representative Stay at Hospital ER
until Parent Arrives

Head Coach to Contact:
Athletic Director:

Ryan Baglow
248-408-8460 (cell)

Telephone follow-up call with parent

4.720 Protocol for Handling Athletes After a Head Injury

Essentially, the official may restrict participation whenever he/she is of the opinion that injury may jeopardize the health and safety of the athlete. Generally, an athlete may return to action after becoming unconscious provided a doctor (M.D. or D.O.) signs a document stating it is safe for the athlete to return to action.

Coaches and medical personnel are always welcomed onto the field but not until the game officials recognize the need for attention and summon for assistance. Officials have a major interest and concern for the safety of athletes and will beckon coaches and medical personnel onto the field upon recognition of a problem and lack of action in the contest.

The document signed by the physician (M.D. or D.O.) should include the name of the student, the date, and time of day and a statement that the athlete has been examined and is free to re-enter the contest without reservation stating that the injury sustained (by name) will not adversely affect the health or well-being of the athlete.

Some voice concerns that requiring the signature of a physician is too conservative or even unnecessary. However, the concern and focus of this exercise is the health and the well being of the athlete rather than the outcome of the contest. For that reason, the only person who may return to a contest who suffers an injury, which renders him/her unconscious, is a physician.

The determination of whether the player is unconscious or appears to be unconscious is difficult to write. It has been defined as: "A person who is unable to receive information and/or unable to respond to questions, or whose responses are inappropriate." The injured player may or may not be motionless and his or her eyes may be closed or open. The official will actually make the determination after or with discussion with the other crew member(s). His decision may also include observation of the player's response to bench personnel called onto the court.

If there is doubt as to whether the player was unconscious, the official should rule that he or she appeared to be unconscious. Trauma to the head and/or neck and the aftereffects may take several hours to appear. Long-term observation away from further contact is essential to evaluate the individual. It is prudent for the officials to protect the welfare of the player. It is accepted that most officials are not medically trained, but they are in a position to observe players in close proximity on the court on a regular basis. It is assumed that the officials' continuing concern for the welfare of all players, the officials will deny further participation for any player whose consciousness is questionable.

The additional responsibility for determining unconsciousness can be carried out without going into a complicated medical procedure and without touching the player. Determining whether a player is unresponsive or unable to respond to questions can be accomplished with or without assistance of medical personnel or others who are called onto the court. The decision on unconsciousness may be made before the team bench personnel arrive on the court to assist the injured player.

4.800 SUMMER ACTIVITIES

- ◆ The summer months should be a time for family, vacations and non-school activities.
- ◆ Open gyms with faculty supervision may be scheduled.
- ◆ Winter sports: Monday/Wednesday evenings, and fall sports: Tuesday/Thursday evenings
- ◆ The weight room may be used with a coach's supervision most days/times of the week.
- ◆ Team camps are not allowed without Athletic Director approval
- ◆ Summer participation cannot be required.

4.900 EQUIPMENT AND UNIFORMS

- ◆ Each athlete is responsible for the equipment issued to him or her.
- ◆ Athletic equipment is to be worn for games or practices only unless special permission has been given.
- ◆ Any equipment loaned to an LHSA grade school or church must receive permission from the principal or AD
- ◆ Use of the facilities by a non-school organization must receive permission from the principal and AD and supply proof of insurance and have a facilities usage form on file in the AD office.
- ◆ Priority for usage of the facilities will be given to church-sponsored organizations.
- ◆ Schools issued uniforms are to be used for contests only. It is part of the coaches' responsibility to make sure that this policy is followed. There will be special occasions in which the uniform can be worn in which a contest is not involved. (i.e. Homecoming)
- ◆ Any article of clothing worn under the contest uniform not covered by the rules of that contest will be of a color that is white, black or gray, AND all members of the team will wear the same color.
- ◆ Students can wear jerseys the day of their contests if all team members are wearing their jerseys. Communication will be had between the AD/coach/principal

5.000 MAINTENANCE OF FACILITIES AND GROUNDS

5.100 GROUND MAINTENANCE

The athletic director is responsible for the maintenance of the grounds.

The actual care of the grounds and the facilities will be divided between the coaches, boosters, and custodians.

5.200 LOCKER ROOM AND FACILITY RESPONSIBILITIES

Coaches should check their practice area when finished to make sure all equipment is picked up and properly stored.

- ◆ When the gym floor is mopped, the debris should be put in the trashcan supplied.
- ◆ The mop in the gym is for gym use only.
- ◆ When equipment areas are unattended, they should be locked.
- ◆ A coach's presence in the locker room will discourage mischief, vandalism, and theft.
- ◆ The training room should be supervised at all times and when not in use, must be locked.
- ◆ The athletic director will handle locker assignments.
- ◆ The weight room must be supervised with adult supervision. The person in charge must make sure it's locked when lifting is completed.
- ◆ Lockers in the coaches office will be used as follows:
 - ◆ When a coach is "in season" he may keep one of the lockers.
 - ◆ Any coach may use the coaches' office to change and shower when not "in season" but may not keep a locker.
 - ◆ When a coach's season is over, he/she should clean out his locker and equipment he/she has in the coaches' office as soon as possible after the conclusion of the season.
 - ◆ The office should be kept as neat as possible. (i.e.: don't use it for storage of equipment, keep lockers closed, keep clothing items off of the floor)
 - ◆ The locker room is a place for players and coaches only. No friends or relatives will be allowed in the locker rooms before, during, or after games or practice without the head coach's permission.

5.300 KEYS

- ◆ Security in each of our programs is an ongoing priority for supervision and liability reasons. Faculty and staff are not to loan keys to students unless an emergency exists when no other faculty or staff is available. It is important to note that any faculty or staff member loaning keys to a student is responsible and liable for such a "breach of security" and could be held

accountable for damages, re-keying expenses, etc. should problems occur. Any emergency "loans" of keys should be reported to the principal for his ongoing records and responsibility for building security.

6.000 GENERAL INFORMATION

6.100 CROWD CONTROL

- ◆ Every person interested in interscholastic athletics must be involved in maintaining good crowd control. This includes the coaches, participants, and cheerleaders.
- ◆ The principal, assistant principal, and athletic director with faculty assistance will be required to be at all home varsity football and boy's basketball games.
- ◆ One administrator along with faculty assistance will be required to attend all other indoors-home athletic events.

6.200 PARENT MEETINGS

- ◆ At the beginning of each season, the varsity head coach will distribute information to parents. This can be done at meeting or by sending information home through the athletes. Information at this meeting will include the following; risk of injuries (minor to serious), transpiration policy, season schedule with maps, message from the boosters if necessary, and other pertinent information for the particular sport.

6.300 RECOGNITION NIGHTS

- ◆ At the end of each season, a recognition night will be held to honor all athletes and support personnel who participated during that season.
- ◆ The athletic director will organize the schedule of the event, awards, and the program.
- ◆ Each person coaching during that season is required to attend.
- ◆ Each head coach (varsity and JV) is required to make his/her team's presentations.
- ◆ The boosters will handle any dinner/refreshments.

6.400 ATHLETIC AWARDS

- ◆ Letters will be given in each varsity sport based on performance and participation. Each coach must inform his/her team as to how a letter will be awarded before the season. The athletic director must approve this procedure through communication with each head coach.

6.500 CONFLICT RESOLUTION

- ◆ If a situation arises in which there is a disagreement between coach and player/parent, the following steps must be followed in order to resolve the situation:
 - ◆ Student and parent should talk, privately and professionally
 - ◆ Student/parent should talk to the coach, privately and professionally, coach should relay concerns of meeting to the athletic director
 - ◆ Student /parent should next talk to the Athletic Director
 - ◆ If necessary, a student and parent can request a joint meeting with the coach and the Athletic Director
 - ◆ If necessary, student/ parent can inform the Principal of situation in writing
 - ◆ If necessary, the Principal will call together all parties for a meeting

6.600 RULES AND REGULATIONS GOVERNING ATHLETES

- ◆ Athletes will be subject to all rules and regulations set forth by the MHSAA. They will also adhere to the following training rules and regulations mandated by the Athletic Department and approved by the principal:
 - ◆ No smoking.
 - ◆ No use of any narcotic or drug not prescribed by a licensed physician for health reasons.
 - ◆ No chewing tobacco.
 - ◆ No drinking of alcoholic beverages.
 - ◆ No use of anabolic steroids or any other performance enhancing drugs.

- ◆ No activity that might cause discredit to Lutheran High Westland.
- ◆ No fighting, brawling, swearing, or using vulgarity during practice or competition or while traveling with the team.
- ◆ No disrespect for opponents or game officials.
- ◆ A student who leaves school because of illness may not return to practice or participate in an athletic contest.
- ◆ For a first offense of a student "in season" of the substance abuse policy, the student will not be allowed to participate in the same number of days that the student is suspended. The student will dress in school appropriate clothes and attend the contest on the bench.
- ◆ For a second offense of this policy, the student will not be allowed to participate in a penalty based on discussion from the AD/AP/principal.
- ◆ For a third offense of this policy the student may be asked to sit out an entire athletic season.

6610 PENALTIES FOR VIOLATIONS OF TRAINING REGULATIONS

- ◆ It is expected that athletes will follow training rules as a way of life. Therefore, athletes who violate these rules, in or out of season, may be denied the opportunity to become members of an athletic team for part of or all of an athletic season.

6.700 DROPPING A SPORT

- ◆ When dropping from a team, an athlete/family must discuss the situation with the coach before the drop is finalized. The student must also meet with the athletic director prior to dropping.
- ◆ If the drop is finalized, all equipment that was issued must be returned, in good condition, as soon as possible. If a student wishes to change from one sport to another sport during that season, the athlete must request permission from each of the coaches involved. If a student drops during one season he/she cannot try out for a sport in the next season till the completion of the sport that was dropped unless permission is granted by the coach and the AD. If a student is cut from a team, he/she is free to try out for another team during the same season.

6.800 TWO SPORT ATHLETES

- ◆ The student gets permission from his/her parents
- ◆ The student gets permission from both coaches involved.
- ◆ The student discussed with the athletic director
- ◆ The two sport athletes are also included in drama performances as well.
- ◆ The coaches and student work out an agreement as to how he/she participates in both sports. The cooperating coaches work out and write out this agreement. If an agreement can't be worked out participation in 2 sports during the same season won't be granted.
- ◆ A student will not be allowed to participate in 2 contests for different sports on the same day.
- ◆ The student receives permission from the principal and/or athletic director
- ◆ Copies of this written agreement go to the coaches, the student, the athletic director and the parents.
- ◆ **This must be in place before the season starts.**

7.000 EVALUATION

- ◆ At the conclusion of each season, a self-evaluation form will be given to each coach.

8.000 HANDBOOK POLICIES CONTRACT

- ◆ By signing the accompanying paper, you state that you have a copy of the coach's handbook on hand.

Handbook Policies Contract

This contract is simply to state that you have a copy of the LHWL Coach's Handbook for the current athletic season on your person. This handbook should remain on your person so that you understand yearly and seasonal updates, policies, and procedures regarding the operation of the LHWL Athletic Department.

Name _____ Date _____ Sport _____