

*Grace Lutheran School  
Athletic Handbook*



*Menomonee Falls, WI*

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## GENERAL INFORMATION

### **Mission Statement**

Grace Lutheran School's mission is to proclaim the Gospel, share the Word, and guide our students and families to grow spiritually, emotionally, intellectually, socially, and physically, to the best of their abilities, in a Christ centered curriculum and environment.

### **Philosophy of Athletics**

The athletic program at Grace Lutheran School is an extracurricular part of the total learning experience offered to the students of Grace. Through athletics, we aim to assist the parents in developing their child into young Christian athletes. This is accomplished by teaching such principles as sportsmanship, teamwork, discipline, fair play, and self-sacrifice. The atmosphere of the athletic experience should be God-pleasing with athletes, coaches, and fans striving to be Christ like in their actions.

### **5/6 Grade Team Philosophy**

At the 5<sup>th</sup> & 6<sup>th</sup> grade level of athletics we stress the learning of sports. The primary goal is development of skills through participation in practices and games. Athletics are competitive by nature and the aspect of competition in sports, even at the 5<sup>th</sup> & 6<sup>th</sup> grade level cannot be denied. At this level, equal playing time is stressed. All athletes must be committed and contributing members of the team. The underlying goal is to develop and utilize each athlete's God given talents to the best of their ability.

### **7/8 Grade Team Philosophy**

The 7<sup>th</sup> & 8<sup>th</sup> grade level of athletics represents a large step upward in many aspects when compared to the 5<sup>th</sup> & 6<sup>th</sup> grade level. Learning the fundamental skills of the sport and Christian sportsmanship are still extremely important and stressed. However, the athlete will be exposed to a much higher level of competition. There is no guarantee that a player will play in each contest. Team play and roles will be emphasized to foster team spirit and pride, as always surrounded in a Christian environment. Again, the underlying goal is to develop and utilize each athlete's God given talents to the best of their ability.

#### **Goals for Teams at the 7/8 Grade Level:**

**The Athletic Director and coaches will make decisions about teams according to the situation at hand prayerfully and with all children in mind:**

- 1. Maximize the playing time for all participants by splitting the athletes into multiple teams when participation allows for it.**
- 2. When multiple teams exist, assign athletes to those teams based upon position and ability, such that players will compete against athletes of similar caliber.**
- 3. Rosters will be determined by the coaching staff and athletic director. Rosters will be finalized prior to position day for MLESSA. If athletes are of similar caliber, an effort will be made to allow them to play with their classmates. (continued....)**

- 4. Accelerate those athletes whose skills warrant it. This would be done on a case by case basis. For example, if a 6<sup>th</sup> grader is skilled enough to play at the 7/8 grade level or play a needed position, (s)he may be given that opportunity.**

## **Grace Lutheran Athletic Director**

The Athletic Director is hired by the principal to be someone with a strong Christian background and someone who understands athletics and has experience with the different sports Grace offers. Finally, the Athletic Director is someone who possesses a sincere desire to share their knowledge of athletics and their Christian faith with the children of Grace Lutheran School.

The Athletic Director will be responsible for, but not limited to the following specific activities:

- Securing coaches for each sport
- Organizing the sport schedules
- Securing certified officials, whenever possible
- Organizing concession help (when applicable)
- Monitoring each individual sport, the players, coaches, and fans
- Maintaining equipment
- Blocking out rooms for tournament hotel stays
- Aiding in solving conflicts that may arise on any athletic team
- Tracking of physical forms, consent forms, and collecting athletic user fees
- Acting as the Tournament Director for the Grace Shoot Out (5/6 Grade)
- Aiding the PTL with the Grace Classic (7/8 Grade) by securing teams, officials, and giving general athletic leadership
- All gym scheduling and usage
- Opening, locking and securing the gym area
- Maintaining the equipment room
- PE equipment ordering and maintaining within the budget limitations in consultation with Grace PE teachers

The Athletic Director will be compensated for any necessary tournament hotel stays, up to two tournaments in any given school year, as funds are available, so (s)he may evaluate the tournaments and teams.

## **Grace Lutheran Coaching Staff**

The coaching staff at Grace Lutheran is strictly voluntary. The Athletic Director looks for qualified individuals who:

1. Have a strong Christian background
2. Understand the principles of the sport they will be coaching
3. Possess a sincere desire to share their knowledge of the sport and their Christian faith with the athletes they coach.

The coach, under the supervision of the athletic director, is in charge. (S)He should be notified, by the athletic director, of any classroom discipline issues, incomplete assignments

that affect practices or games, and ineligibility based on Grace Lutheran School's eligibility policy. Likewise, the coach will keep the athletic director informed of any situation(s) that will affect how (s)he conducts his/her practices or any major playing time of athletes based on the athlete's behavior.

All head coaching positions will be chosen by the Athletic Director. Grace Lutheran staff always has the first choice for any coaching position throughout the year. Individuals interested in volunteering need to contact the Athletic Director. Coaches may choose their assistants with the Athletic Director making final approvals.

### Code of Ethics for Coaches

Coaches are a role model for the type of person we want athletes to be. Specifically, Grace Coaches:

1. Demonstrate maturity so that all actions, language, emotions and conduct will be respected.
2. Treat players and opponents with respect.
3. Inspire in the athletes a love for the game and the desire to compete fairly.
4. Discipline those on the team who display unsportsmanlike behavior.
5. Respect the judgment and interpretation of the rules by the officials.
6. Nurture and guide the athlete so they can reach their full potential.

## **Grace Lutheran Sports Parenting**

Parents are responsible for nourishing their children's faith by regular attendance at Sunday worship (at home as well as away at tournaments), Sunday school, Bible class, and home devotions. Never should athletics or any other aspect of our lives overshadow our worship lives.

In general, parents need to be supportive of their children's efforts. Specifically, Grace Parents are expected to:

- Support their athlete's commitment to the team by requiring that their athlete attend all practices, games and tournaments.
- Volunteer as much as possible. In order for our athletic program to be successful, volunteers are needed for home games, tournaments, transportation, and many other activities.
- **Receive authorization from the coach prior to attending practice for any sport. It is permissible for parents to attend the last 10 minutes of practice without prior authorization from the coach.**
- Contact the coach, not school office, by telephone or written note any time their child will not be at a practice or a game. If this does not occur, the athlete's absence will be considered an unexcused absence.
- Understand that athletes may receive disciplinary actions for being late, being without equipment or shoes, or having an unexcused absence.
- Be prompt in picking up their child(ren) after practices, games, and tournaments. Many families are more than willing to assist in a needed situation or set up a carpool schedule. Directions are provided in the *Grace Lutheran Map Book* which is given to athletes in the

5<sup>th</sup> grade and is to be used for their remaining years at Grace. Coaches will send home directions to tournaments prior to the event along with any additional tournament information.

- Support the coach(es) in the presence of their children. Undermining a coach's authority is harmful to the team and your child.

**If a person's actions in the stands become distracting to an athlete, the coach has the option to pull that child out of competition.**

Coaches are not compensated for the time and effort they put into each season, so please take time to thank the coach for their hard work and dedication.

### Code of Ethics for Parents/Spectators

Parents/spectators are an important part of the game and should at all times conform to accepted standards of good conduct and sportsmanship:

1. Respect all officials, coaches and players at all times.
2. Be enthusiastic. Positive cheering is encouraged.
3. Booing and disrespectful remarks are unacceptable at all times.

If at any time disrespectful behavior becomes a distraction, those spectators may be asked to leave the event.

## **Grace Lutheran Athletes**

Participation in athletics at Grace Lutheran School is a privilege and not a right. When an athlete behaves in a God-pleasing manner, (s)he earns the privilege to participate. Each, by example, touches the lives of everyone from teammates and coaches to the spectators in the stands. By performing in any competition, a Grace Lutheran Athlete has the opportunity to allow God to shine through them. As a result, the athlete becomes a witness, for all those in attendance, to what the power of God can do.

All students participating in athletics at Grace are expected to:

- Attend all practices and games, unless excused by the coach.
- Purchase/acquire equipment such as shoes, kneepads, mouth guards etc.
- Hand in all uniforms to the school office promptly after the last game of each season.
- Be responsible for the care and cleaning of their uniform. Charges will be assessed for any uniforms not returned and/or damaged. Final report cards are held until uniforms are turned in or charges have been paid.
- Discuss any conflicts or possible conflicts (pertaining to non-Grace teams/groups) with the athlete's coach. The Grace Lutheran Athletic program takes priority over other club teams and organizations.

Unexcused absences are handled in the following way:

1. The first (1) unexcused absence will result in a half-game suspension.
2. The second (2) unexcused absence will result in one full-game suspension.
3. The third (3) unexcused absence will result in a one full-game suspension, and possible team suspension. The principal, athletic director and coach will rule on team suspension.

Any student who misses any portion of the school day (because of illness) will not be allowed to practice or play in a game on that day, unless the principal, athletic director and coach rule that they may. (This may be considered in the event of excused absences such as doctor appointments or funerals when prearrangements have been made with the coach or when ill before a tournament.)

**Discipline:** Any suspensions will be served sitting on the team's bench at the next scheduled game, depending on the coach's discretion. If the athlete does not attend the next scheduled game, that game does not count as his/her suspension and will take place at the following scheduled game. The athlete is still allowed and expected to participate in practices before that game.

Suspensions may be earned in the following manners:

- Earning two (2) detentions in a season.
- Any subsequent detention after the initial two.
- Having unexcused absences from games or practices.

**Eligibility:** At Grace Lutheran School, academic studies come before athletics. If a student works hard in the classroom, we feel that they are also more likely to work hard as an athlete. Therefore, they are eligible to participate in all team gatherings. If a child does not meet academic requirements, they are ineligible to participate in any team gathering for the period of their ineligibility. This is done so that they may focus on their academics. Students who do not meet the academic requirements listed below may be allowed to participate in extracurricular activities if (s)he has been referred for a special educational need. The principal, teachers, Athletic Director, and parent(s) will make this decision.

A student displaying a general lack of effort in their schoolwork may become ineligible from an athletic activity. Student effort will be evaluated weekly. *Students who receive two (2) "D's" or an "F" in any course will be considered ineligible.* Ineligibility will be indicated on Friday and will be effective the following Monday through Sunday. When required improvement is made, ineligibility will be lifted and the student may again participate. Students may become ineligible two (2) times during the season. If a student becomes ineligible a third (3<sup>rd</sup>) time, ineligibility will be permanent for the remainder of the season.

**\*\*Athletes who participate in two sports during the same season must maintain a high level of effort in all their school work. If any teacher feels an athlete's effort has been negatively affected due to their athletic commitments, the athlete will need to choose with which team they wish to participate for the remainder of the season. This is done in order that the athlete may have more time to concentrate on his/her studies.**

### Code of Ethics for Athletes

Grace Lutheran Athletes have a responsibility to represent the school and community in the following way:

1. Treat opponents with respect.
2. Play hard, always within the rules.

3. Exercise self-control at all times, setting an example for others to follow.
4. Respect officials and their decisions.
5. Encourage teammates at all times, and maintain a positive attitude.

## LOGISTICAL INFORMATION

### Schedules

Milwaukee Lutheran Elementary Schools Athletic Association (MLESAA) is the league that facilitates competition among the Lutheran schools of the Missouri Synod in the Greater Milwaukee area. They set the schedule for all 7/8 grade teams syndicated by the league. The Athletic Director is required to complete the 5/6 grade teams' Athletic Schedules.

To allow athletes to have time to focus on their academic studies as well as time to enjoy their youth, the Grace Athletic Director will follow the following guidelines when creating schedules.

Pre-season practices and tournament games, as well as any special playoff games, the State Lutheran Tournament, and the National Lutheran Tournament, do not figure into these guidelines.

	<u>Max. Competitions per Season</u>	<u>Max. Gatherings per Week</u>	<u>Max. Tournaments per season</u>
Cross Country 5-8	3	2-4	N/A
Football 5/6	8	2	2
Football 7/8	League Games	3	3
Softball 5/6	8	2	2
Softball 7/8	League Games	3	3
Basketball 5/6	League Games	2	2
Basketball 7/8	League Games	3	3
Cheerleading 5/6	League/Tourney	2	2
Cheerleading 7/8	League/Tourney	3	3
Volleyball 5/6	8	2	2
Volleyball 7/8	League Matches	3	3
Track 5-8	1-2	2-4	N/A

Practice times for each season are set by the Athletic Director as to best fit the coaches' work schedules and overall schedule of gym availability.

## **Cancellations**

If there is a cancellation of a game or practice due to inclement weather, an announcement will be placed on the local stations as soon as possible. If school is cancelled due to weather, any practices and games are automatically cancelled (tournaments may be an exception). If there are any other sport related cancellations, your child will be allowed to use the telephone to call and make suitable arrangements for after school.

## **Medical Treatment**

In the medical kits are antibiotics and ointments for cuts and floor burns as well as other basic First Aid items. If your child(ren) is allergic to anything or you desire that these should not be used on your child(ren), you need to notify the Athletic Director of your desire. If you would like to view the ingredients personally, stop by the school or contact the Athletic Director to make arrangements. We pray that the Lord watches over all the practices and games, so that we don't have any serious injuries. If any professional medical care is needed, we will follow the Emergency Procedure forms that were filled out and on file at the beginning of the school year.

## **Required Forms and Fees**

The following are required to be on file for every student athlete at Grace. All forms and fees must be turned into the Athletic Director BEFORE each child may participate in any athletics:

### **1. WIAA Physician's Physical Form**

Athletes who are entering 5<sup>th</sup> or 7<sup>th</sup> grade or are new to the program will need to have on file, a physician's WIAA athletic permit card or physical form signed by the physician. These are available at local clinics and are valid for a period of two years, if the physical was performed after May 1<sup>st</sup> before the next school year. If you are having troubles getting a physical scheduled, notify the athletic director to work out a solution.

### **2. Code of Conduct**

All athletes must have on file, a signed copy of the Grace Lutheran Christian Athlete's Code of Conduct. One form, for each athlete, is valid for the entire school year. A copy of this form is included as the last page of the Athletic Handbook.

### **3. Informed Consent and Medical Treatment/Insurance Statements**

Due to the nature of our time, Grace Lutheran and MLESAA league are required to have the Informed Consent and Medical Treatment/Student Insurance Statement, signed by both parents and/or guardians, on file for every athlete. These two (2) forms are valid for all four (4) years the athlete participates in Grace Athletics.

### **4. User Fee**

An athletic user fee will be set for each school year and it will be a flat fee for all students participating in Grace Athletics. This user fee may change from year to year based on

projected costs of the athletic program. This fee helps to defray the costs of any equipment and officials, as well as other costs associated with athletic teams.

## **Conflict / Resolution**

If a conflict should arise during a sport season, whether between players, player/coach, parent/coach, or any two individuals, we here at Grace Lutheran School will follow the guidelines set forth for us in Matthew 18.

The following procedure will be used for all concerns and complaints:

1. An athlete, parent or coach with a concern or complaint should first try to resolve the matter directly and informally with the individual(s) concerned.
2. If the matter cannot be resolved informally at the initial level, the complainant should contact the Athletic Director and express the complaint, either verbally or in writing. After reviewing the steps taken by the complainant, to solve this problem informally, the athletic director should investigate the facts and meet with the individual(s) involved to determine if the problem can be worked out among the parties involved. The solution arrived at should be communicated back to all parties, either verbally or in writing.
3. If the complainant feels the solution is not acceptable, the complainant should submit a written statement, describing his/her concerns in a clear, specific and detailed manner, to the Athletic Director. The Athletic Director should further examine and investigate the facts and meet with the complainant, then with the individual(s) named in the written statement in an effort to facilitate a mutually acceptable resolution to the problem. A face-to-face meeting between the two parties is highly recommended as part of the process at this point. The decision of the Athletic Director shall be communicated in writing, to all parties involved, with a copy going to the Principal.
4. If the issue has not been resolved to all parties' satisfaction, the paperwork shall be submitted to the Principal/Pastor, who will follow the same procedure described in number two (2) above.

### RESOLUTION PROCEDURE

Player  
Person → Coach → Athletic Director → Principal / Pastor  
Parent

Modified 6.06

**A Christian Athlete's Code of Conduct  
Grace Lutheran School Menomonee Falls, Wisconsin**

I agree that by my actions I am an ambassador for Christ. My behavior will reflect this regardless of how anyone else tries to influence me.

**I agree to come to practice and games on time, and with the proper attire. If I'm unable to attend any practice or game, I, or my parent(s) will contact my coach, in advance, to excuse my absence.**

**I agree to be a Grace Lutheran athlete as described on pages 5-6 of the Athletic Handbook.**

**I will display a positive attitude in school and will follow school and classroom rules.**

**I will be respectful to teammates, coaches, and to the opposing teams' players and coaches. I will abide by the decisions of the referees or officials.**

As a Christian athlete at Grace Lutheran School, I have read and understand the entire *Athletic Handbook* and will abide by it.

\_\_\_\_\_  
Signature of Athlete

\_\_\_\_\_  
Date

**Parents of the Christian Athlete**

**As a Christian parent of the athlete named above, I have read and discussed the *Athletic Handbook* with my child. I understand the role that I play in my child's practices and games. I will support my child by providing transportation to and from games, practices, and tournaments. I have read the *Grace Lutheran Sports Parenting* section and plan to attend as many games as possible, cheering in a positive Christian manner, and promote good Christian sportsmanship in any discussions at home.**

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date