



Athletic Handbook

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Green Bay Trinity's Philosophy Regarding Athletics

Athletics is a voluntary program that students are not obligated to participate in, and participation is not required to meet any academic requirements. A different way to state this is that athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to the established standards for the athletic program. This privilege may be revoked at any time if the athlete fails or refuses to comply with these standards.

Athletics can play a critical role in the development of elementary and middle school students. Athletics provide opportunities to develop leadership skills, learn teamwork, and develop social skills in a structured environment. It also gives students an opportunity to witness the Gospel message to others through their actions.

We encourage all students to participate in athletics, but students and parents must be committed to participating as a team can only be successful with all of its teammates. Academics should be a student's first priority, but the team needs to be able to count on each teammate being present for practices, games, and other team functions. This may mean making sacrifices in other areas of his/her life but learning to make choices is one the most valuable life lessons that an athlete can learn from participating in athletics.

Athletic Program Details and Responsibilities

Administrative Responsibilities:

- A. The Principal is the representative of the school and is responsible for enforcing the appropriate conduct of all students.
- B. The Athletic Director is chosen by the school administration to supervise the athletic department, monitor students involved in sports for appropriate conduct and monitor coaches for sporting teams. The athletic director reports directly to the principal and is the name/face of the school within our conference by attending meetings and representing the school.
- C. Coaches and assistant coaches are appointed by the athletic director and are accountable for the conduct of his/her athletes while they are representing Green Bay Trinity Lutheran School. They are responsible for conducting themselves appropriately on and off the court by being a good role model as well as modeling good Christian behavior. They are responsible for following the Big 6 Conference Rules.

Program/Conference:

Green Bay Trinity Lutheran School is a member of the Big 6 Conference for volleyball and basketball. These schools include Pilgrim (Green Bay), Sacred Heart (Shawano), St James (Shawano), St Martin (Clintonville) and St Paul (Bonduel). The conference provides volleyball, basketball and cheerleading. Trinity participates in the Grace League for track, co-ed soccer for both the 4th-6th grade team led by Trinity and the co-op team with Pilgrim.

Green Bay Trinity has co-ed soccer for 4th-6th grade, volleyball, basketball and track. Co-ed soccer for 7th & 8th graders is played in conjunction with Pilgrim where Trinity athletes compete on Pilgrim's team.

Fall sports include:

- Girls' volleyball (4th-8th grade)
- Co-ed soccer (4th-6th grade)---participate in the Grace League
- Co-ed soccer in conjunction with Pilgrim (7th & 8th grade)--participate in the Grace League
 - Fall Sports begin in late August and end mid-late October

Winter sports include:

- Girls' basketball (4th-8th grade)
- Boys' basketball (4th-8th grade)
 - Winter Sports begin mid-October and end the end of January to mid-February

Spring sports include:

- Track (5th-8th grade)---participate in the Grace League
 - Spring Sports begin mid-March and end mid-May

Athletic Fees, Fundraising and Volunteering:

Green Bay Trinity requires the payment of athletic fees and either participation in the fundraiser or buyout from the fundraiser. These fees pay for the costs associated with running an athletic program such as paying for referees for home games, uniforms, equipment, and any other expenses. All players are required to pay **\$60 per sport, which is billed through FACTs**. Trinity led Soccer (4th-6th grade), Basketball and Volleyball have an additional fundraiser fee, which is \$30 to buyout from the fundraiser, if you choose to not participate in the fundraiser. If you play more than 1 sport, you will need to buyout from both sports or you can choose to do 1 of the fundraisers and buyout from the other. There will only be fundraisers for soccer, basketball and volleyball, not track, so the \$60 fee is the only fee that needs to be paid to participate in track. If an athlete becomes ineligible to play due to academic or other circumstances or drops the sport, they will not receive a refund of the athletic fee.

In addition to fees, parents of athletes are required to volunteer during the season their child is signed up for. Volunteering is essential for home games to run smoothly and for your child to have the ability to play those home games, all the necessary areas/spots must be covered. The number of times that the parent is required to volunteer depends on the number of athletes in each sport. Volunteer positions vary by sport, but usually include keeping the scorebook, line judges for volleyball, running the scoreboard, helping with concessions and cleaning up at the end of the night. There are volunteer spots for track and these depend on what spot we are assigned by the league. In the past, Trinity was assigned to be timers at the track meets. Volunteers may be asked to assist at practices if the coach/coaches need additional help.

The athletic director will send out a sign-up link and put the link in the sports You notes/description section associated with all the games. All parents of athletes for the sport their child is playing are asked to fill a certain number of volunteer spots, which is dependent on how many athletes are participating and how many volunteer spots there are. As part of your child participating in sports, we do require you to sign up so that all families are helping. If you sign up and cannot complete the shift you must try to find someone to take your shift. If you are unable to find a replacement, you must contact the athletic director to discuss other options. If you sign up, and do not complete your shift, you will be asked to sign up for a different shift. If this becomes a consistent occurrence, you will need to talk with the athletic director about figuring out a plan for you to follow through with your sign-ups. *These volunteer hours for sports do count for your school volunteer hours.

Safety and First Aid:

- All coaches are background checked and go through coach training with the athletic director to discuss safety with our athletes on and off the court/field.

- We do not have an athletic trainer at Green Bay Trinity, but the athletic director can assist with discussion about injuries, give some advice/things to try, assist with first aid and is CPR certified. Trinity's athletic director is an occupational therapist and has 18 years of experience working in rehab.
- All coaches carry the athlete's medical release forms for all players to all events (practices, games, etc). It is important that these forms are filled out correctly and completely. These can be kept in the first aid kit or can be discussed how the coach would like to carry/keep these in case of an emergency.

Coaches will carry a first aid kit when playing away games and there is always a first aid kit at Trinity, which is kept outside the gym on top of the concession shelving (there is a sign that points upward to the first aid kit).

If a minor injury occurs such as a sprain or pulled muscle, a parent will be notified (by phone, email or through the private chat on sportsYou).

If a serious injury occurs, the coach will call 911 and a parent will be notified immediately. The coach will stay with the athlete until help arrives. *If an athlete has a bloodborne pathogen, please note this on the medical release form to keep everyone safe, and it's important for emergency responders to have this information. Coaches will not disclose this information to others unless necessary.

Athletes that become injured and unable to participate in practice due to injury are not penalized; however, it is important for the athlete to still attend practices and games to maintain team unity. They are still a part of the team, so they need to still show up and cheer their teammates on even though they cannot play. If the injury is severe enough that it poses a significant hardship for the athlete to attend practice, he/she will not be penalized for missing practices.

Athletes are not allowed to leave the building without permission from their coach. For safety reasons we ask that all athletes remain in the building for pickup and students wait inside until their ride has arrived.

****If someone other than the athlete's parents are picking up or taking home from practice or a game, please notify the coach of this change. If there are restrictions on who can pick the athlete up, please notify the coach of this change.**

Code of Conduct and Conflict Resolution:

Code of Conduct Guidelines:

- Be prompt to practices and games with the necessary equipment

- Be gracious in victory and accept defeat with dignity
- Be respectful to others: no profanity, obscene cheers or gestures, negative signs, offensive remarks, trash talking, taunting, boastful celebrations or other actions that would demean individuals or the sport.
- Treat game officials with respect: no complaining about calls during or after an athletic event
- Exercises self-control: no fighting or excessive displays of anger or frustration
- Encourage team work on and off the court/field
- Be open-minded, willing to listen and learn

Consequences for Violating the Code of Conduct:

Players, coaches and/or fans may be ejected from an athletic event for inappropriate behavior and if the violations continue, fans may be asked by the athletic director to not attend future events. Athletes who violate the code of conduct during games or practices may see their playing time reduced or they may be asked to talk with the principal and/or athletic director. If the violations continue, the athlete may lose the ability to compete for the season.

*If situations arise that students continue the behaviors or their behaviors are inappropriate as they are not what Green Bay Trinity stands for, these students may be issued conduct cards where they will have to serve a detention as well as speak to the principal about these behaviors. Certain situations that may warrant a conduct card are bullying, physical fighting, de-pants another athlete, etc.

Conflict Resolution:

It is important that conflicts are resolved promptly so that they do not adversely affect the team. Please keep in mind that it is not appropriate to complain about the coach's coaching strategy and play time unless it is outrageous in comparison to normal. Utilize this process to make sure that conflicts are dealt with in a respectful and appropriate manner.

- **Step 1:** The athlete should present and discuss the issue with the coach as soon as possible. It is best for athletes to become their own advocates, instead of relying on someone else. Most conflicts should be resolved through this step.
- **Step 2:** If necessary, the parent should contact the coach directly regarding the problem; however, this should not be done directly before, during or directly after a game unless scheduled ahead of time. The parent(s) should contact the coach and set up an appropriate time to discuss the issue.
- **Step 3:** If needed, the parent(s) and/or student should then bring their concern to the athletic director. The parent(s) should inform the coach that they will be contacting the athletic director, and the athletic director will schedule a meeting with all of the parties

involved. If the issue is not successfully resolved at the meeting, the athletic director will respond to the issue within a reasonable amount of time.

- **Step 4:** If the conflict has still not been resolved to the satisfaction of all the parties involved, the student and/or parent(s) may contact the principal. The athletic director should be informed of this contact before it is made. There are no guarantees that the outcome will satisfy everyone, but the principal will lead a thorough and productive meeting of all the concerns involved.

Parents and athletes should know that there will be no retribution from any coach or player for using the conflict resolution process. The athletic director and the coaches are committed to resolving conflicts so that everyone may focus on practices and games.

If an athlete or parent has a problem with their child's playing time or is not seeing eye to eye with the coach, the athlete, their parents, the coach/coaches and the athletic director need to sit down to discuss this and the next action steps. Parents should not just pull their child from a team and place them on another team or completely stop participating in that sport.

****Remember the 24 hour rule—**If you feel you must say something directly to the athletic director or a coach, please wait 24 hours before reaching out or approaching the coach or athletic director. Sleep on it and if you still feel you need to say something the next day, then please reach out to discuss the situation.

Big 6 Conference Sportsmanship:

All parents, athletes and coaches will sign the Big 6 conference sportsmanship agreement to create an expectation with everyone involved in sports. It is then understood that all athletes, parents, coaches and fans uphold this expectation to create better sportsmanship within the conference. It is the responsibility of parents to share this sportsmanship policy with other family members/friends that may attend games so that they are aware of this new policy. If parents, athletes, coaches or other fans/family members/friends demonstrate poor sportsmanship, they will be removed from the game, and it may impact the parent(s) ability to continue to watch future games as well as impacting the person that was removed even if the parent(s) were not involved in the situation. There will need to be a conversation with the athletic director and the principal if needed to discuss what transpired during the game that led to the person being removed. It will then be discussed if the person will be allowed to return to any games or if they are permanently removed for the season.

Big 6 Conference Sportsmanship Expectations

Introduction: Admission to Big 6 Conference events is a privilege granted to students, coaches, staff, and spectators. With this privilege comes the responsibility to uphold the highest standards of sportsmanship, respect, and integrity. The goal of the Big 6 Conference is to create a safe, enjoyable, and positive environment for all participants and fans. Please review the following expectations of the Big 6 Conference.

Core Principles:

Respect: Treat all players, coaches, officials, and spectators with courtesy and respect, regardless of the game's outcome.

Integrity: Play and spectate with honesty and fairness, demonstrating good sportsmanship at all times.

Positivity: Promote encouragement and support for all teams and participants, fostering a spirit of unity and school pride.

Guidelines for Coaches, Participants and Spectators:

1. **Respect Officials and Coaches:** Accept decisions made by officials and listen to coaches with an open mind. Do not engage in disrespectful or disruptive behavior.
2. **Positive Communication:** Cheer positively and avoid negative comments or taunts directed at players, officials, or other spectators.
3. **Self-Control:** Maintain composure and exhibit good conduct, even in challenging situations or during disagreements.
4. **Support Fair Play:** Celebrate good sportsmanship and effort, regardless of the game's result.

Consequences for Unsportsmanlike Behavior:

Any individual demonstrating unsportsmanlike conduct may be subject to disciplinary action, including removal from the event, suspension from future contests, or other actions deemed appropriate by Big 6 Conference Athletic Directors and School Administrators. Conference Athletic Directors and Administrators will work together at ALL events as needed to maintain Sportsmanship Expectations. Let us strive to make our athletic events a reflection of our faith and values, promoting good sportsmanship and a spirit of Christian fellowship.

Name: _____ Signature: _____

School Role (Circle All that Apply):

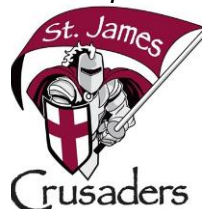
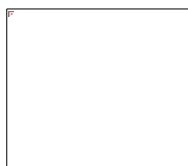
STUDT

COACH/STAFF

PARENT

ADMINISTRATOR/AD

Please Note: Parents/Guardians are responsible for communicating Big 6 Conference Expectations to family and friends attending events. All guests are expected to follow these expectations and are subject to disciplinary action due to sportsmanship issues.



Athletic Rules, Policies and Expectations:

1. **Academic Eligibility:** All students must maintain a 70% or higher in every class. Every week, the athletic director will run a grades report on Mondays and the teacher will also notify the Athletic Director of any students with a D or lower grades. When students are at a D grade level (70% or lower) in any of their classes, a warning letter will be sent via email to the parent(s) notifying them of this grade and discussing what happens if their grades do not improve. If the student fails to improve their grade in 1 week, the student will be ineligible to play and must sit for that week, which means no practice or games until the student pulls their grade(s) up to a C- to resume playing. If the student remains ineligible for more than 1 week, then a meeting with the teacher, student and parent(s) as well as the athletic director may be warranted to discuss creating a success plan for the student to return to athletics.
 1. This plan will be followed, but we understand that not all students are the same, so in the end it will be at the discretion of the athletic director and the athlete's teacher as to when the student can return.
 2. As a reminder, students are expected to not continually ask teachers to get their grades in quicker to increase their eligibility sooner.
 3. Please make every effort as a parent to help enforce good grades and study habits to help your student athlete be successful both on the courts/fields and off.
2. **Absences/Tardies/Missing School:** Athletes are expected to be on time to school and to practice as continually lateness may affect their ability to participate in games or practices.
 - a. Students must be at school for the majority of the day in order to participate in games or practices. They must be at school by 9:30 AM unless they have an excused absence for an appointment.
 1. Students will not be able to participate in practice or a game if they were absent from school in the morning due to illness.
 2. Students that arrive late or leave early from school due to an appointment or approved exception from the school office will be allowed to still participate in practice and games that day.
 - a. Things that are appropriate absences are: doctor's appointments, dental appointments, any other medical appointments and any family emergencies or appointments.
 3. If you are not sure if an absence is an approved exception, please check with the athletic director.
 4. If you are missing practices, please contact your coaches to let them know. Your coach can discuss if missing practice will affect your playing time.

5. If you do not feel like you are being treated fairly for missing practice or a game, please discuss this with your coach, but if you still do not feel content with the response, then contact your athletic director to discuss this further.

3. **Health Eligibility:** All athletes must have a completed and signed WIAA (Wisconsin Interscholastic Athletic Association) physical card turned in before the season starts and by the latest before the first game of the season or the athlete will not be allowed to participate in any games until a physical card is obtained.

1. The student athlete must have a full physical every 2 years and an alternate form every other year.
 - a. The full physical must be signed by a doctor whereas the alternate form is signed by the athlete's parent(s) stating no significant health changes for their athlete and that they consent to the athlete participating.
 - b. If your athlete has had significant medical changes or even a large growth spurt, it is recommended to have a full physical completed instead of just filling out an alternate form.

I. **Concussion Information:** Parent(s) and athletes will review the information from ImPACT Baseline Testing to understand the signs and symptoms of a concussion.

[Concussion 101: Signs/Symptoms Fact Sheet](#)

*For More in depth information feel free to read this ebook: [Concussion 101: Guide Free Ebook](#)

II. **Authorization for Emergency Transportation and Treatment form:** this form needs to be completed every year in addition to the physical forms or the alternate form. This will give permission for coaches to seek medical help for your athlete if you are not available to do so. Coaches will be given a copy to carry with them to games in case of an emergency. If an emergency like this occurs, the athlete will be transported to the nearest medical facility and the parent(s) will be notified as soon as possible. It is important that all the information provided on this form is accurate.

4. **Buses/Transportation:** There **will not be any school-provided transportation to practices or games.** Transportation needs to be arranged by parents to ensure that their athlete can attend practices and games. Coaches may assist with carpooling, but ultimately this is not the responsibility of the coach to figure out transportation for all the players. For safety reasons, we do ask that if/when you leave for a game or after a game that you communicate with the coaches to make them aware of your plan to leave so that the coaches have all their athletes accounted for.

I. **Dismissal for games:** Please do not take your student out earlier than these times to help prevent disruption of their classes. We do understand that you may want to take siblings out so that you can travel to the game, so please communicate this ahead of time to their teachers so that their work can be ready.

a. **Times for Dismissal if you play the 4 PM game:**

- i. **Pilgrim: 3:00 PM**
- ii. **Sacred Heart Shawano: 2:45 PM**
- iii. **St James Shawano: 2:45 PM**
- iv. **St Martin Clintonville: 2:30 PM**
- v. **St Paul Bonduel: 2:50 PM**
- vi. **St Mark Green Bay: 3:05 PM**
- vii. **St Paul Green Bay: 3:10 PM**
- viii. **Zion Wayside: 3:00 PM**
- ix. **Edison Middle School: No early release**
- x. **Notre Dame Academy: 3:00 PM**
- xi. **Lombardi Middle School: 3:00 PM**
- xii. **West DePere: 3:00 PM**
- xiii. **BayPort: 3:00 PM**
- xiv. **St Norbert College: 3:00 PM**

II. **Weather:** Please keep an eye on the weather and stay up to date with any changes from school and the athletic director if the games are cancelled.

- 1. Updates will be issued through sportsYou.

5. **Equipment/Uniforms:** Athletes are responsible for all equipment/uniforms that are issued to them. All equipment should be treated with respect as this is school property.

- a. Any equipment/uniforms should be properly cleaned and maintained throughout the season and washed and returned promptly once the season is complete.
- b. Uniforms should be collected by the coaches at the end of the season and if unable to return to the coach, then the athlete should return the uniform to the school office with a slip of paper indicating whose uniform it was.
- c. All equipment/uniforms that are lost, stolen, damaged or not returned by the end of the sport season, must be paid for by the athlete/athlete's parent(s).
 - i. The cost of the uniform(s) will be billed to the athlete/athlete's parent(s) through FACTs.

6. **Dropping a Sport:** Any athlete choosing to withdraw from a sport must notify their coach and the athletic director. If the athlete or parent(s) wish to discuss this further, a meeting can be arranged to discuss the reasons for dropping. All equipment/uniforms must be turned in once the athlete decides to drop and if things are not returned the athlete/athlete's parent(s) will be charged for the missing equipment/uniform.

a. **If a sport is dropped, the athletic fee will not be refunded.**

7. **Communication:** Communication will be either via sportsYou app (or desktop version) or through email. Coaches will communicate via sportsYou, all games and practices are in sportsYou as well as any changes will be via sportsYou. Email will be used for communication with parents for grade updates, warning letters about grades below 70% or additional information the athletic director sends out. Please make sure that you are checking your email and sportsYou consistently to get all the information.

a. Parents should communicate with coaches via sportsYou with a private message or a chat to the whole group depending on what the message is. This can be letting the coach know your athlete will not be at practice, needing a ride to the game or other important information.

i. This should not be used when there is a conflict, please talk with the coach face to face for these situations.

b. **Parents can email the athletic director at ad@greenbaytrinity.org** with any questions or concerns about the season or before the season begins.