

Green Bay Trinity Lutheran School

Athletic Handbook



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Introduction

The Green Bay Trinity Lutheran Athletic Handbook is a reference for parents, coaches, and athletes regarding the policies that govern athletics at Green Bay Trinity Lutheran and Redeemer Lutheran.

Biblical foundations, sound reasoning, and good judgment will be the standards by which situations outside these rules are assessed.

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

Philosophy

Athletics can play a critical role in the development of elementary to 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 take part in interscholastic athletics.

Coaching

Green Bay Trinity and Redeemer use volunteer coaches for all coaching positions. These volunteers are individuals who are dedicated to both the school and the development of student athletes. Coaches are expected to maintain the same level of Christian morals and professionalism as teachers at the school.

Commitment

Because a team can only be successful with all of its members, each athlete must make a concerted commitment to the team. Academics should be a student's first priority, but the team needs to be able to count on each member 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 of the most valuable life lessons that an athlete can learn from participating in athletics.

Policies and Expectations

Academic Eligibility

All students must maintain a C or higher in every class. After two weeks into a grading period, if any of a student's grades fall below a C, the teacher will notify the Athletic Director. The student will be ineligible to participate in any form of athletics, including practices, starting from the next day and continuing for a period of 14 days. Prior to and on the fourteenth day of ineligibility, the Athletic Director will follow up with the teacher to see if the student has raised the grade to a C or higher. If that has occurred, then the student will be eligible starting the next day. However, if the student still has a D or lower in that class, the two week ineligibility process will repeat until the student has raised the grade to a C and fulfilled his/her period of ineligibility. If a student has more than one grade that is below a C, the ineligibility periods for all classes will be combined into one two week period.

Health Eligibility

All athletes, except those participating in only the Ray's 5K or Bellin Run, must have a completed and signed Wisconsin Interscholastic Athletic Association (WIAA) physical card turned in before the season begins. The WIAA requires each student to have a physical every two years. Prior to getting the physical, parents should see the Athletic Director and pick up a "green form." The doctor will keep the bottom portion on file and the top portion should be returned to the Athletic Director. On years that the student is not getting a physical, they should pick up a "yellow form" from the Athletic Director, fill it out and sign it, and return it to the AD. They can also be downloaded from the following locations:

Year of Physical: <http://www.wiaawi.org/forms/physicalcard.pdf>

Alternate Year: <http://www.wiaawi.org/forms/alternatyearcard.pdf>

Release Form

In addition to the physical form, all athletes are required to have an Authorization For Emergency Transportation and Treatment form on file. This form allows athletic staff to treat the athlete in the unlikely event of an emergency while the parent is not present. If such an emergency occurs, the student will be transported to the nearest medical facility and the parents will be notified as soon as possible. It is imperative that accurate information is placed onto this release form. A copy of the release form is included at the end of this handbook.

Transportation

If applicable, parents are required to find transportation for their athlete to practices. There is not school-provided transportation to practices or to in-town games. For out of town away games, athletes are required to ride the bus out to the game. This ensures that all team members are at the event on time and addresses several liability issues that arise when parents transport students to games. If parents would like to take their athlete(s) home after an away game, they must notify the coach before doing so. If a parent is going to give a ride home to other athletes, the coach must speak to all applicable parents. If there is room on the bus, parents may ride as well.

Athletic Fees and Fundraising

Green Bay Trinity requires the payment of fees and the participation in fundraising because it pays for almost all of the costs associated with running the athletic program. This includes referees, uniforms, equipment, concession purchasing, and other expenses. Green Bay Trinity does not provide money for athletics; the money raised from the fees and fundraising make it possible to run the athletic program.

All players are required to pay a \$25 per year athletic fee. This fee is due at the beginning of the student's first sport; there is not a separate fee for each sport. In addition, the student must take part in the annual fundraiser for athletics. In most years, each athlete is required to sell one box of Seroogy's candy bars. The athlete may, however, "buy out" of the fundraiser by paying the school the profit that would have been made by selling the candy bars. The amount to "buy out" of the fundraiser as of 2012 was \$36. However, this rate cannot be guaranteed into future years. The amount required will be discussed at the volleyball parent information meeting. The decision of whether to "buy out" or not needs to be made before the volleyball parent information meeting, as candy bars are ordered shortly after the meeting. Finally, athletes are required to pay a \$7.50 bus fee for every out of town away game. Most seasons have four such games, leading to a total of \$30 for bus fees per season.

In addition, parents of athletes are required to volunteer for various positions during the season. These vary according to sport, but usually include running the scoreboard, keeping the scorebook, and setting up, running, and taking down the concession stand. Work schedules will be distributed at the parent information meeting. If a parent cannot work their assigned shift, it is their responsibility to find a replacement or switch with another parent.

Safety

In case of an accident or injury, coaches carry medical release forms for all players at all team events (practices, games, etc.). It is imperative that the form is filled out correctly and completely—this is for the protection of both your athlete and everyone else involved. If a minor injury occurs, such as a sprain or pulled muscle, a parent will be notified. If a serious injury occurs, the coach will call 911 and a parent will be notified immediately. The coach will stay with the student until help arrives.

If the athlete has a blood borne pathogen, please note it on the medical release. This is essential information for emergency responders. Coaches will respect this information as confidential and will not disclose that information to others unless absolutely necessary.

Athletes will not be penalized for not participating in practice(s) due to injury. If possible, the athlete should come to practice to maintain team unity. However, they need not play during that practice. If the injury is severe enough that it poses a significant hardship for the athlete to come to practice, he/she will not be penalized for missing practice(s).

Code of Conduct and Conflict Resolution

All students and parents are required to sign the code of conduct and pledge to abide by it during all athletic events before they will be allowed to participate.

Code of Conduct

We derive our code of conduct from Philippians 1:27-28: ²⁷ Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel, ²⁸ and not frightened in anything by your opponents. This is a clear sign to them of their destruction, but of your salvation, and that from God. (ESV)

Here are some guidelines, based on the verses above:

- Be prompt to practices and games.
- Be gracious in victory and accept defeat with dignity.
- Be respectful to others: no profanity, obscene cheers or gestures, negative signs, artificial noisemakers, 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.
- Exercise self-control: no fighting or excessive displays of anger or frustration.
- Promote healthy life-style encouraging good nutrition and rest.
- Be open-minded, willing to listen and learn.
- Encourage team work on and off the field
- Honor the spirit and letter of rules of the sport: avoid improper gamesmanship techniques that violate the highest traditions of sportsmanship.
- Positive cheering only. Spectators should not shout coaching comments: leave coaching to the coaches.

Consequences for Violations of the Code of Conduct

Players, coaches, and/or fans may be ejected from an event for inappropriate behavior. 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 see the Principal. Egregious violations may be referred to Athletic Director and/or Principal immediately.

If parents and/or players have concerns about code of conduct violations or have any other conflicts, they should use the conflict resolution process to attempt and solve the problem.

Conflict Resolution

Matthew 18:15-20 gives us a framework for solving our grievances with one another. ¹⁵ “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶ But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. ¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. ¹⁸ Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven. ¹⁹ Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. ²⁰ For where two or three are gathered in my name, there am I among them.” (ESV)

In accordance with these verses, we have set up a conflict resolution process. We ask that you follow this process to make sure that conflicts are dealt with in a respectful and appropriate manner. Also, it is important that conflicts are resolved promptly so that they do not adversely affect the team. Please keep in mind that unless you feel that the offense is egregious, coaching strategy and playing time are not appropriate subjects for complaint. Parents should follow the guidelines from coaches regarding the best time and method to meet with the coach for questions or concerns.

- Step 1: The athlete should present the issue to 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 should contact the coach and set up an appropriate time to discuss the issue.
- Step 3: If needed, the parent and/or student should then bring their concern to the Athletic Director. The parent should inform the coach that they will be contacting the Athletic Director. 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 of the parties involved, the student and/or parent 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 airing of all of the concerns involved.

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

General Information

Athletic Staff

Coaches manage their teams under the supervision of the Athletic Director. Our coaches are all volunteers—they are not compensated monetarily for their efforts.

The Athletic Director reports to the Principal and, ultimately, to the Board of Education. The Athletic Director coordinates the various athletic programs to facilitate the execution of those programs.

Parent Information Meetings

Parent information meetings will be held before the first game of every season. Parents will be able to get information about specific procedures for that sport and ask questions of the coaches and the Athletic Director. They will be announced in the Trinity Tidings newsletter, the Redeemer newsletter, and on www.greenbaytrinity.org. Other topics that will be discussed at these meetings involve safety requirements, transportation, coaching philosophy, team expectations, schedules, and sportsmanship. There may be other matters discussed at the meetings that are not listed here.

Schedules

A paper copy of the current schedule will be passed out at the parent information meetings. However, the most up-to-date schedule can be found online at www.greenbaytrinity.org.

Seasons

We will offer the following sports, provided there are sufficient players:

- Fall: Girls Volleyball, Co-Ed Soccer, Ray's 5K run
 - Begins in late August, ends late October
- Winter: Girls Basketball, Boys Basketball, Cheerleading
 - Begins in late October, ends mid-February
- Spring: Softball (abbreviated season), Track and Field Day (all 5th-8th grade students), Bellin Run
 - Begins mid-April, ends mid-May

How Teams are Determined

Volleyball and basketball rely on A, B, and C teams to compete in the Big 6 Conference. The A Team is made up of eighth, seventh, and sometimes sixth grade students, depending on numbers. The B Team is made up of seventh, sixth, and sometimes fifth grade students, depending on numbers. The C Team is made up of sixth, fifth, and sometimes fourth grade students, depending on numbers. We will not “drop” students to a lower level team unless, with the consultation of the parent, it is believed that it is advantageous for the athlete. If parents have any questions, please contact the Athletic Director.

Practices

Coaches will schedule practices based on the availability in their schedules as well as the availability of gym or field space. Practices are generally 90 to 120 minutes in length and occur twice a week. There are generally one or two games per week. Coaches may schedule additional practices, but these should not be scheduled as a punishment.

Coaches may schedule optional practices/open gyms during vacation times or off-season. Athletes will not be punished for missing those practices, but they are encouraged to attend if possible.

All players and coaches should follow the code of conduct while they are at any athletic event.

Game and Tournament Schedules

The Athletic Director schedules all conference and non-conference games. Coaches may elect to schedule additional scrimmages or tournaments in consultation with the Athletic Director. Volleyball tournaments are generally in mid-October, while basketball tournaments are usually in mid-February.

Schedule Conflicts

Occasionally, athletes may request to miss a practice or a game to meet other commitments, both school-related and not. Athletes must understand that missing practices or games may result in reduced playing time.

Uniforms and Equipment

Athletes are issued uniforms and possibly other equipment before the first game of the season. All uniforms and equipment must be returned to the Athletic Director within one week of the last game. Uniforms should be returned clean and pressed. Failure to do so may result in the athlete being charged for the cost of replacing that equipment.

Statement of Coaching Philosophy

The goal of Green Bay Trinity athletics is to develop the skills necessary to play the sport in a Christ-centered atmosphere so that they may utilize those skills in any school that the athlete will attend.

This document serves as a general guideline for coaching the various sports teams. It provides a common reference for coaches, players, and parents so everyone can refer to the same statement for information. These guidelines assume that the student is academically eligible to participate in sports programs. This means that a student must have at least a "C" average in all subjects. Academics is more important than athletics!

"C" Teams

We recognize that children in this group are just getting started in sports. At this level, they should all be taught the basic fundamentals of the sport and given a chance to play.

Points of Emphasis:

- Developing fundamental skills
- Learning the basic rules of the sport
- Following directions
- Showing respect to coaches and teammates
- Giving your best effort at all times, including practice and games
- Teamwork
- Sportsmanship

"B" Teams

At this level, an athlete will generally have developed the basic skills necessary to compete in a chosen sport. The athlete is now ready to refine his or her basic skills, begin developing some advanced skills, and gain an understanding of the game/team strategies and goals. All athletes at this level should be taught these skills and given a chance to play.

Points of Emphasis:

- Refinement of basic skills
- Precise execution of basic skills
- Development of advanced skills
- Following directions of the coach
- In-depth knowledge of the playing rules
- Game/Team strategies and goals
- Giving your best effort at all times, including practice and games
- Respecting the coach and teammates
- Teamwork
- Sportsmanship

"A" Teams

At the "A" team level, the athlete should have developed sound fundamentals, acquired some advanced skills, and understood game/team strategies. They should have a thorough understanding of the playing rules. Each athlete will now learn advanced techniques and strategies for playing the game. At this level, the athlete is also introduced to concepts of "earning your playing time" and "playing to win." Every effort will be made to provide each athlete with playing time. However, in tightly contested games, the coach reserves the right to play the strongest players in an attempt to win the game.

Points of Emphasis:

- Continued development of advanced skills
- Advanced game/team/player strategies
- Situation strategies
- Precise execution of game/team/player strategies
- Opponent game/team/player strategies
- Following the directions of the coach
- Giving your best effort at all times, including practice and games
- Showing respect to the coach and teammates
- Teamwork
- Sportsmanship

Situations That Could Affect Playing Time

Discipline: Athletes at all levels are ambassadors of our Lord and Savior Jesus Christ, our churches, and our schools. We expect their behavior to be exemplary at all times. Poor behavior at school or before/during/after a game could result in loss of playing time or removal from the team.

Lack of Effort: Not all athletes are blessed with the same amount of talent and ability and cannot perform at the same level. All athletes are able to listen to the coach, do what they are told, and give 100% effort. If, in the coach's opinion, an athlete is not giving sufficient effort in practice or a game, a loss of playing time could result.

Attendance (School and Practice): Athletes who miss school are ineligible to practice and/or play that day.

Attendance at practice is mandatory. If an athlete does not attend practice, they should not expect to participate in games. Obvious exceptions are illness, family emergency, and the like. If one of these exceptions does occur, a note must be given to the coach, preferably before the missed practice.

Conference Information

Green Bay Trinity Lutheran combine for all conference athletics. Together, we compete in the Big 6 Conference with the following schools:

- Pilgrim, Green Bay
- Sacred Heart Catholic, Shawano
- St. James, Shawano
- St. Martin, Clintonville
- St. Paul, Bonduel

The conference provides for volleyball, basketball, and cheerleading. There are tournaments for volleyball and basketball, as well as a cheerleading competition during the Boys "A" Tournament.

For soccer, we play in a parochial school local league. This league consists of Pilgrim and many of the Catholic schools in the area. There is a tournament at the end of the season.

Trinity will field a team for softball on Track and Field Day the appropriate amount of players are available. Otherwise, Trinity will combine with another school. Schools that Trinity has combined with in the past for softball include St. Paul, Luxemburg and St. John, Suring. Both teams will play one game before Track and Field Day. The remainder of the tournament takes place at Track and Field Day—the girls play in the morning and the boys play in the afternoon.

Track and Field Day is open to all fifth through eighth grade students. All fifth through eighth grade students participate in Track and Field Day unless otherwise arranged with the Athletic Director.

Driving Directions to Schools from Trinity

St. Martin, Clintonville: Take WI 29 W to WI 156. Turn left on 156. Stay on WI 156 until it crosses WI 22. Turn left on WI 22. Turn right on 8th St. The school is on the corner of 8th St. and Clinton St.

St. James, Shawano: Take WI 29 W to WI 22. Turn right on WI 22. Turn right by Shawano High School. Turn left on Lincoln. Stay on Lincoln until you get to the school.

Sacred Heart, Shawano: Take WI 29 W to WI 22. Turn right on WI 22. School is on the corner of WI 22 and Sawyer St.

St. Paul, Bonduel: Take WI 29 W to Bonduel exit. Turn right. Turn right at the traffic lights. The school will be on your right.

Pilgrim, Green Bay: Take W Mason to Fisk. Turn left. When Fisk splits, turn right. The school will be on your left.

Other Schools

St. Paul, Green Bay: Take E Mason to Webster. Turn right. The first driveway on the right is the driveway to the school parking lot.

St. Mark, Green Bay: Take E Mason to Oneida. Turn left. Take S Oneida to Kenwood. The school is on the right at the corner of Oneida and Kenwood.

Zion, Wayside: Take Main to Monroe. Turn right. Go straight on Monroe and underneath Hwy 172. Continue to go into De Pere. Turn left at the four way stop by a Shell station (Hwy G). Stay on that road until you get to Wayside. Go straight through the four-way stop in Wayside. The school will be on your right after you have gone through the stop sign.

St. Paul, Luxemburg: Turn right onto University Ave. Keep left at the fork and continue onto WI 54 E. Go approximately 15 miles. Turn right onto County Rd A/Main St.

Driving Directions from Redeemer

St. Martin, Clintonville: Take WI 29 W to WI 156. Turn left on 156. Stay on WI 156 until it crosses WI 22. Turn left on WI 22. Turn right on 8th St. The school is on the corner of 8th St. and Clinton St.

St. James, Shawano: Take WI 29 W to WI 22. Turn right on WI 22. Turn right by Shawano High School. Turn left on Lincoln. Stay on Lincoln until you get to the school.

Sacred Heart, Shawano: Take WI 29 W to WI 22. Turn right on WI 22. School is on the corner of WI 22 and Sawyer St.

St. Paul, Bonduel: Take WI 29 W to Bonduel exit. Turn right. Turn right at the traffic lights. The school will be on your right.

Pilgrim, Green Bay: Take W Mason to Fisk. Turn left. When Fisk splits, turn right. The school will be on your left.

Other Schools

St. Paul, Green Bay: Take W Mason to Webster. Turn left. The first driveway is the driveway to the school parking lot.

St. Mark, Green Bay: Take S Oneida to Kenwood. The school is on the corner of Oneida and Kenwood.

Zion, Wayside: Take 172 to the GV exit. Turn right (toward De Pere). Turn left at the four way stop (Hwy G). Stay on that road until you get to Wayside. Go straight through the four-way stop in Wayside. The school will be on your right after you have gone through the stop sign.

St. Paul, Luxemburg: Take I43 to the University Ave. exit. Turn right at the fork and exit onto University Ave. Turn left at the first light. Take Humboldt Rd. (County Rd. N). Stay on County Rd. N until you come to WI 165. Turn right. The school will be on your left about two miles down the road.

