

# ATHLETIC HANDBOOK



**Trinity Lutheran School of Freistadt  
Mequon, Wisconsin**

Updated 11- 2018

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## **MISSION STATEMENT OF TRINITY LUTHERAN SCHOOL**

Trinity Ev. Lutheran Congregation is here to accomplish the Lord's Great Commission to "Make Disciples of All Nations." Trinity Lutheran Church and School – Freistadt will serve this great commission by providing a Christian learning environment in everything we do.

**By the Grace of God we will remain faithful to the Word of God, strive to meet the spiritual, emotional, and physical needs of the souls under our care, and bear witness to the truths of God's Word for all people within Trinity Lutheran School, our community and world.**

**God grant us the ability so to do, for Jesus our Savior's sake. Amen.**

The sole mission of Trinity Lutheran School is to follow the Great Commission (Matthew 28: 19-20) in making disciples of all people that we meet. Our goal in making disciples is to equip people to live their lives as witnesses to Christ. This takes place in every aspect of our ministry at Trinity.

The act of making disciples goes beyond simply sharing the Gospel message of Jesus with those who do not know Him, but also strengthening and equipping those whose faith is developing and expanding. Indeed, from that definition, we are all undergoing the process of *being disciplined*, that is, being made into the likeness of Christ. This is the life of a Christian, and it is a process that never ends.

One such way that we strive to disciple our students is through athletics. Through athletics we are able to use the physical talents and abilities that God has given us. We are able to glorify God through our efforts, our sportsmanship, our sense of team – whether in victory or in defeat. We are able to join together in prayer, exhibiting a Christian witness to our classmates, our teammates, the referees, the fans and the members of the opposing team. In all of these ways, athletics are involved in the mission of Trinity Lutheran School -- to "make disciples of all nations".

## **THE GOALS OF ATHLETICS AT TRINITY LUTHERAN SCHOOL**

1. To develop and maintain the highest level of Christian sportsmanship.
2. To develop proper attitudes toward winning and losing, success and failure.
3. To encourage and develop respect for fellow athletes whether they are teammates, members of other Trinity teams, or members of opposing teams.
4. To assure that the amount of time required for athletic participation does not interfere with academic success.
5. To develop proper attitudes toward individual health habits, appearance on and off the field, and citizenship in and out of school.
6. To encourage competition not only for the tangible rewards but also for the development of positive attitudes that make athletic competition valuable and worthwhile.
7. To orient all participants and fans to abide by the rules, regulations, and officials' decisions that govern each sport.
8. To maintain the highest standard of ethics, recognize each participant as an individual who will conduct him/herself in a manner befitting his/her responsibilities, and develop the kind of rapport with the broader school community that will improve the total educational program.

## **LETTER TO PARENTS FROM THE ATHLETIC DIRECTOR**

Dear Team Parents:

Welcome to the Trinity Athletic program for the upcoming year! Please make sure that you have a copy of your son or daughter's practice sessions for the year. These schedules will be followed unless otherwise notified. We also would like to stress the importance of volunteering your time, when possible, to help us in the support and supervision of our programs.

As members of our athletic teams we expect all players to be on time and present at all planned practice sessions. We also expect that if one is well enough to attend school, they can also be at practice. This is only common sense, since our practices are very important and, also, one takes on a new responsibility when joining our teams! Also, if a student misses classes on any given school day, he or she will also be prohibited from attending or participating in a practice or game on that same day. Students who are absent on Friday will be unable to participate in that weekend's events. .

Being on the athletic teams at Trinity must not be considered a right but a privilege. It is an expectation of each student-athlete that he or she will not only work toward improvement and success, but also do well in their academic work and conduct themselves like fine young Christians both on and off the court/field. If at any time during the season disciplinary action must be taken for any reason, both the player and parents will be made well aware of the causes for it and the resulting actions taken.

We are looking forward to a new and exciting year! There are many challenges before our teams and many goals, which we must strive to reach. We ask for your support and patience in this upcoming year. Please feel free to call us at any time if you feel there is a problem or you have a question. We will strive to be honest and fair with you and your child. Enclosed you will find guidelines which we feel may help you and your child as they work, struggle and succeed throughout this upcoming year. Please read it and think about what it has to say.

It won't be long and our first games will be upon us. We thank you for your cooperation and willingness to help. See you at the games and let's fill the stands for all of our teams this year!

In Christ,

Ms. Jahr & Mr. Saleska

## **THE PARENTAL ROLE IN THE DEVELOPMENT OF THE STUDENT ATHLETE**

The parents of a student are usually the determining factor in their child becoming interested in athletics. Because we encourage all athletes to be Christ-like, the responsibilities of the parents are vital to help the student become a total athlete at Trinity. We see the following as being necessary in the parenting of your athlete:

1. Teach by example a Christ-centered attitude towards all.
  - A. Set priorities for church and Sunday School attendance; homework; peer relationships; family time; and appreciating each person as a creation of God;
  - B. Don't be critical of other coaches or participants;
  - C. Support the whole team verbally (with your words) and physically (with your presence);
  - D. Encourage and participate in the development of the student athlete's physical skills as God-given;
  - E. Encourage self-accountability and delayed gratification traits in your athlete.
  - F. Instill in the athlete good health habits towards food, sleep, and exercise, by your example.
  - G. Demonstrate prudence and discretion in the use of all drugs, including alcohol and tobacco.

## 2. Practical items of support

- A. Help your student maintain his or her commitment to the team by attending all practices and contests. Tardiness will be dealt with individually, but habitual tardiness could result in disciplinary action. An athlete, after missing a practice, should provide the coach with a written excuse;
- B. Help your student develop good time-management skills by picking him or her up promptly after a game. Coaches are usually able to give an arrival time for away games. Attend games as you are able;
- C. Drive to “away” games as you are able;
- D. Volunteer at our basketball tournament;
- E. Guard against being over-zealous in your support.
- F. Be sure your child has a current (within the past year) physical form on file at the school office. These forms can be brought with registration in August or turned in to the school office. A student cannot participate in a sport without a current physical form on file.

## **COMMANDMENTS FOR PARENTS OF STUDENT ATHLETES**

1. Make sure your children know that win or lose, scarred or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for unconditional and constant positive reinforcement.
2. Respect the officials. Under no circumstances should a fan ever approach a game official to discuss or offer their opinions.
3. Encourage your athlete to play for the love of the game.
4. Remember that the coach is involved as a coach because he/she is sincerely fond of children and is a fan of the game. Coaches have different ways of dealing with people and situations. Athlete's lives are enriched by interaction with different types of leaders. Support the coach(es) in the presence of other parents and fans, and especially your children.
5. Try your best to be completely honest about your child's athletic capability, their competitive attitude, sportsmanship and actual skill level.
6. Be helpful but don't coach them on the way to or from the court, field, or diamond. It is tough not to, but it is a lot tougher for the child to be inundated with advice, pep talks, and often critical instruction.
7. Teach them to enjoy the thrill of competition, to be out there trying, and to be working to improve their skills and attitudes. Help them to develop the feel for competing, for trying hard, and for having fun.
8. Try not to relive your athletic life through your children in a way that creates pressure. Relate to them that you fumbled, too; you lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don't pressure them because of your old wounds.
9. Don't compete with the coach. If the student-athlete becomes aware of a rift between you and the coach, sports will run from enchantment to disenchantment in a hurry.
10. Don't compare the skill, courage, or attitudes of your children with other members of the team.
11. Get to know the coach so that you can be assured that the philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
12. Always remember that children tend to exaggerate both when praised and when criticized. Temper your reaction and investigate before overreacting.

13. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of a student-athlete is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your youngster say, "My parents really helped. What a blessing that was!"

## **LETTER TO PLAYERS FROM THE ATHLETIC DIRECTOR**

Dear Trinity Athlete,

Participation in athletics is not a right but a privilege. To enjoy this privilege a player must comply with the rules and conditions set up by the coaches and the school. To retain a player on the squad who violates the rules and conditions would be an injustice to the other members of the team who willingly comply and would lead to a breakdown of morale and result in chaos.

An area of vital importance is discipline. *Discipline* is defined as training that develops self-control, efficiency, to enforce obedience and have proper and orderly conduct. There are two kinds of discipline: team and individual. Do not mistake discipline for sacrifice. You will make sacrifices in order to play. You will give up your free time to practice, which is hard work. Discipline is imposed on the team and individual to promote success. If you discipline yourself no one will have to.

The practice of loyalty, honesty and respect for the rights of others is necessary for the development of proper team spirit. Jealousy, envy, egotism and selfishness are certain to prevent or destroy team spirit.

### **The Christian Attitude**

When you play on any athletic team here at Trinity, you must also realize that you are playing the game to the Glory of Almighty God. Your conduct and attitude on and off the field of play should show your love for our Lord Jesus Christ. Your first priority in your life should be your Lord. If you play your sport well and keep your attitude in line, then you will be on your way to the kind of player who will show others what it is like to have the joy and love of Christ in your heart.

Always remember that there are many younger children here at school who look up to our players as something special. Don't let them down by doing things which are not good. Show them how to live and play by example. Give them something good to look up to. Someday they may be where you are now. Show them now, so that they have something good to look forward to!

Psalm 100:4 says, "Enter His courts with praise." **PLAY TO THE GLORY OF GOD!** . . . Learn to understand the meaning of this saying. We work hard in practice and during the games for the chance to give God glory through our play. It is our gift to God. Our saying thank-you for the many talents and gifts which He has given to us. Always striving for the best that is in us so that we might give God our best. What a joy to play that way!

In Christ,

Ms. Jahr & Mr. Saleska

## **INTERSCHOLASTIC SPORTS**

Interscholastic sports are designed for the 5th through 8th grades to provide interested students a voluntary, competitive program by playing on teams which play against other school teams. Having school teams provides an outlet for students to develop their ability and gives the student body events beyond the scholastic program to develop school spirit.

## **Academic Eligibility for Athletics**

Extra-curricular activities are a valuable and enriching part of the educational experience at Trinity. However, scholastic achievement retains priority over any extra-curricular activity. Students participating in extra-curricular activities must maintain minimum academic standards. The following academic standards have been established for those students participating in extra-curricular activities at Trinity:

Students must maintain a C (73%) grade point average, with no failing grades, in the following core subjects: religion, memory, science, social studies, math, English, reading or literature, spelling, academic enrichment, physical education, AND

Eligibility will be checked whenever mid-term reports and report cards are available . If a student does not meet these standards, he or she will be put declared temporarily ineligible. The length (generally one to two weeks) and terms of this probation will be determined by the teacher and the principal. The Athletic Director will also be consulted regarding any athletes placed on probation. The student will be able to participate in practices, but will not participate in games, or performances during this period of ineligibility and until all requirements have been met.

Any exceptions to the eligibility standard due to a student's level of academic capability will be made only at the discretion of the teacher and the administration.

If the student receives a detention due to behavior issues, he/she will be ineligible the week following the detention for any after school activity. Two or more detentions will result in that student becoming ineligible for the remainder of that grading period. All other behavioral issues will be addressed by Trinity's disciplinary procedures as outlined in the Parent Handbook. The homeroom teacher will inform the Athletic Director and Principal regarding all situations. A letter will be sent home concerning the policy and its enforcement.

## **Activities**

**Fall Sports:** 5<sup>th</sup>-8<sup>th</sup> Grade Girls Volleyball and 4-8<sup>th</sup> Co-ed Cross Country

**Winter Sports:** 5<sup>th</sup>- 8<sup>th</sup> grade boys' basketball and -8<sup>th</sup> grade girls' basketball

**Spring Sports:** , 5<sup>th</sup>- 8<sup>th</sup> grade boys and girls track and field, 5<sup>th</sup>-8<sup>th</sup> Grade Co-ed Soccer

## **Age**

We belong to the Milwaukee Lutheran Elementary School Athletic Association (**M.L.E.S.A.A.**). We must then abide by league rules regarding age, which state participating players must not have reached their fifteenth birthday by September 1<sup>st</sup> of the school year in which they desire to participate.

## **Attendance**

Attend all scheduled practices, without excuse, unless directly dismissed by the coach. Two **unexcused** absences will be cause for dismissal from the team. If a student is in school that day they will be expected at practice unless they communicate directly with their coach to inform him/her of their absence. If a student is not in school due to illness on a particular day they may not participate in any practice or games that evening. Students who are absent on Friday will be unable to participate in that weekend's events.

## **Christian Coaches' Best Practices**

At the beginning of each season coaches will be contacted by the Athletic Director to attend a Christian Coaches' Best Practices meeting, to review coaching best practices, expectations, and what it is to be a Christian coach.

## Coaches' Role

Coaching student-athletes is a very difficult, time-consuming, and yet rewarding activity. We are thankful for the many people who over the years have so selflessly given of their times and talents to make our athletic program what it is today. Coaches, like students, come from many different backgrounds, and all have their own way of doing things. History shows us that Drill Sergeants were very effective teachers and motivators. History also shows us that it is possible to walk softly, and get the same results. Please try to be accepting of individual differences in coaching style. Coaches are human. They make mistakes, but all of our coaches want what is best for your child.

Each Trinity coach will strive to lead the children to use their God-given athletic talents to the best of their ability. He/she will teach basic skills, team skills, teamwork, and Christian sportsmanship.

Each coach will be accountable to the athletic director and the principal and will be required to follow league rules.

## Interscholastic Competition and Organization

The Athletic Director administers Trinity's interscholastic athletic program. The Athletic Director is responsible for all of the day-to-day operations of the sports program. The Athletic Director reports to the Principal.

Trinity is a member of the Milwaukee Lutheran Elementary School Athletic Association (MLESLAA). The league consists of the following teams: Hales Corners, Our Redeemer, St. Paul's West Allis, Elm Grove, Zion Menomonee Falls, Grace Menomonee Falls, Mt. Calvary, Pilgrim, Our Father's, St. John's Glendale, Divine Redeemer Hartland, St. Paul's Oconomowoc, Northwest, Grace Oak Creek, Immanuel Brookfield, Christ Memorial, Mt. Olive, St. Peter-Immanuel, St. Martini, and Emmaus.

We may also play occasionally against First Immanuel Cedarburg, St. Paul Grafton, St. John West Bend, David's Star, Calvary, Thiensville and a few other schools. Addresses of these schools are included in this handbook.

\*Trinity's athletic program is open to all eligible students who attend Trinity Lutheran School. Students who have transferred out of Trinity are no longer eligible to participate in the program and must re-enroll in Trinity to participate.

## Physical Examination

Prior to the first participation in interscholastic athletics, all 5th and 7th grade students must undergo a medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical exam. This examination is valid for two years.

Prepared forms are available from the school office and must be filled out by the physician. Forms will become part of student's permanent record.

## Practices

Practices are a key element for developing teamwork and individual skills. Since gym time is limited, we must use what time we do have to its fullest potential.

**Attendance:** Coaches spend a lot of time planning and preparing for practices. When a player is missing, it can affect the entire practice. Attendance at practices is mandatory. If a student is going to miss a practice, **the coach should be notified in writing at least one day before** the practice. We strive to teach our students to be dedicated to their team and to honor their commitment to be part of a team. Students who are genuinely interested in a particular sport and who are dedicated will not miss practice

unexcused. We advise all parents of athletes to attempt to schedule dental, doctor and other appointments and activities around athletic practices and games. Parents and students also need to be reminded that no jewelry is allowed at games and thus will not be allowed at practice. Girls are advised against getting ears pierced before or during a sports season, as this will limit their participation in games. (*WIAA Rules*)

During school vacations such as Thanksgiving, Christmas, and spring break, a student will not be penalized for missing a practice.

**Detention:** If a student misses a practice or a game due to a detention, this will count as an *unexcused* absence.

**Unexcused Absences:** An unexcused absence may be given for the following reasons: missing practice, proper notification, inappropriate clothing, and detention.

The coach will use the following criteria to enforce attendance at practice/games.

- 1<sup>st</sup> Unexcused Absence- One game suspension
- 2<sup>nd</sup> Unexcused Absence - Dismissal from team

**Clothing:** Practice clothing should be clean, in good repair, and reflect Christian modesty. Shoes should be of good quality, laced, and be appropriate to the sport. This will lessen the chance for ankle injury. (Slip-ons are not acceptable.)

**Siblings:** Siblings who stay after school are to go to After School Care, unless the coach gives permission for them to stay and watch practice. If a sibling is allowed to stay, he/she will need to sit quietly in an area in the gym designated by the coach for proper supervision.

**Pick-up Time:** Players are expected to be at practice, and picked up from practice on time. All children need to be picked up **no later than 10 minutes after practice ends**. We understand emergencies and delays can arise. For legal reasons coaches have been instructed not to leave the students in the building unsupervised. Please consider the time of our teachers and volunteer coaches in this matter.

If student transportation or supervision before or after an event is a problem, our school does offer After School Care for a minimal fee. More information on this may be obtained from the school office.

## Schedules

Practice and game schedules will be made available to the parents and athletes as soon as they have been finalized. We will make every effort to have the entire season's schedule published to the parents one week prior to the start of the first week of practices. Practice and games times are always subject to change. For the most up-to-date information, please consult the weekly Tri Times and the Trinity website.

## Scheduling of Games and Practices

At the 5th & 6th grade level, teams will play two tournaments, their entire league schedule, and no more than two other games per season.

At the 7th & 8th grade level, teams will play no more than three tournaments per season, their entire league schedule, and 3 non-league games per season.

Schedules are made available as soon as we have them fully completed. Gym time is very limited and tight. Coupling that with coaches' availability makes scheduling practices and games a complicated matter. At times, conflicts with other after school activities is unavoidable. If this presents an ongoing conflict, parents and students will need to choose which activity in which the child will remain involved.

We strive to have a schedule that affords an opportunity to as many students as possible.

No games or practices will be conducted during worship services. This includes evening worship services on Saturdays and the midweek evening services during the Advent and Lenten seasons.

Coaches will make every effort to keep parents, players, and school personnel aware of schedules and scheduling changes in a timely fashion.

## Scope

The Trinity interscholastic athletic program is available to all 5th through 8th grade students. The degree to which children are challenged in sports varies from the 5th through 8th grades. The 5th and 6th grades are limited in the quantity of practices and contests. The student athlete grows in these two years, learning to cope with competitive situations with little pressure. While there is also a limit to the number of practices and games for each sport at the 7th and 8<sup>th</sup> level, these grades require a much greater dedication on the part of the student athlete. The dedication is required because each sport has its own demands of body, mind, and spirit. Dedication is also required in that person becoming an important representative of the school.

## Special Points of Emphasis

1. Any athlete who does not participate in physical education due to sickness, injury, or no uniform may not participate in practices or games which occur on that day.
2. Parent should read through this handbook and indicate they have done so on the Athletic Contract. Any questions or concerns should be addressed to the Athletic Director, John Saleska, first.
3. Reminder: All athletes must turn in their physical form, concussion form, sports contract sheet and medical treatment consent form before they will be allowed participate on a team. This includes all practices & games!

## Transportation

- Coaches are not expected to transport players to or from an event.
- **Transportation is the responsibility of parents.** Please be sure that the students are at the games by the times requested by the coaches. Drivers need to make sure they have adequate insurance, and that each rider wears a seat belt.
- All parents who wish to serve as drivers must complete a WAIVER/RELEASE form, which can be obtained in the school office.

## Uniforms

For most sports we provide students with a uniform. In some sports, students may be asked to purchase their uniform top at a minimal cost. .

**Care:** Take caution and extreme care when washing uniforms. Read instructions carefully! The uniform will never be worn for anything other than games.

**Return:** The uniform will be returned in the same condition it was given out. If it is not, you will be billed the replacement cost of the entire uniform. *Students who have not returned or replaced their uniform will not be eligible for future participation in sports.*

**Equipment:** Parents and players will be notified in advance of any additional equipment deemed as necessary by coaches, and approved by the Athletic Director and Principal. This might include mouth guards, kneepads, eyeglass straps, and cheerleading shoes.



# ATHLETIC CONTRACTS

## PARENTS:

Below is an acknowledgment that the student and parent(s) have read and understand Trinity's Athletic Policy Handbook and are willing to ***abide by and support*** the aforementioned guidelines.

I understand that athletic programs are extracurricular activities and in order to participate, my child must be working up to his/her potential in the classroom and meet basic ***academic and behavioral*** requirements of his/her teachers. If my child fails to meet these requirements, I am aware that my child may be suspended from those activities until the requirements are met.

As parents, we will support the Trinity Athletic Program. We will support our coaches and the entire team. We know that the physicals, medical consent, and this contract, must be turned in before any participation can be made. We will be willing to help drive to games or help coordinate team activities as directed by the coach and/or Athletic Director. We agree that if our child is in a different sport while participating in a sport here at Trinity, that the Trinity games and tournaments take priority. Most of all, we will help, encourage, and set a Christ-centered attitude for our children.

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Parent Signature

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Date

## ATHLETES:

Below is an acknowledgment that the student and parent(s) have read and understand Trinity's Athletic Policy Handbook and are willing to ***abide by and support*** the aforementioned guidelines.

I understand that athletic programs are extracurricular activities and in order to participate, my child must be working up to his/her potential in the classroom and meet basic ***academic and behavioral*** requirements of his/her teachers. If my child fails to meet these requirements, I am aware that my child may be suspended from those activities until the requirements are met.

I understand that being part of the Trinity Athletic Program is a privilege. I will support my team and coaches at all times. I will always give God the glory in all I do on and off the athletic field. I understand that my Christian attitude and academics comes first and if I fail to keep those standards as pointed out in the handbooks, I take the chance of being dismissed from the team. I understand that I may play on other teams of different sports, but that Trinity games and tournaments will have priority. I also know that my physical, consent, and this contract must be turned in before I can participate on any team.

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Athlete's Signature

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Date

## TRINITY LUTHERAN SCHOOL ATHLETIC TRANSPORTATION POLICY

Trinity's Transportation Policy states "*All parents who transport their children and/or children of other parents to and from athletic events/practices must have a liability waiver on file with the school's athletic director.*"

For parents /guardians who provide transportation to these events, they must be aware of the following:

- Where parents/guardians provide transportation to their son/daughter to or from an event, the parents/guardians shall assume all resulting liability, and the church/school shall assume no liability.
- Where parents /guardians transport students other than their own to or from an event, the parents/guardians shall assume all resulting liability, and the church/school shall assume no liability.

### TRINITY LUTHERAN SCHOOL TRANSPORTATION LIABILITY WAIVER

I have read the Athletic Transportation Policy and agree that I shall assume all liability for negligently caused injuries resulting from the following situations:

- Where I transport my son/daughter to or from an event;
- Where I transport other students to or from an event;

I also agree that Trinity shall assume no liability whatsoever for negligently caused injuries resulting from the above situations or any other situation where contracted transportation is not being used to transport athletes.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**INFORMED CONSENT**  
**AWARENESS OF SPORTS INJURY RISK WARNING AND AGREEMENT**  
**&**  
**CONSENT TO MEDICAL TREATMENT FORM**

By its very nature, competitive athletics can put students in situations in which **SERIOUS, CATASTROPHIC, and perhaps FATAL** accidents could occur. Students and parents/guardians must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will totally eliminate all risk of injury. Just as driving an automobile involves choice of risk; participation in athletics is inherently dangerous. The obligation of parents and students in making this choice to participate cannot be overstated.

By granting permission for your son/daughter to participate in athlete competition, a parent or guardian acknowledges that playing or practicing in any sport can be a dangerous activity involving **RISKS OF INJURY**. Both the athlete and parent must understand that the dangers and risks of playing, or practicing to play, include but are not limited to, death, complete or partial paralysis, brain damage, serious injury to virtually all internal organs, bones, joints, ligaments, muscles, tendons and other aspects of the skeletal system and potential impairment to other aspects of the body, general health and wellbeing.

Because of the dangers of participating in sports, we (parent/guardian and player) recognize the importance of following coaches' instructions regarding playing techniques, training, equipment and other team rules, etc. both in competition and practice and agree to obey such instructions.

*With the awareness of sports injury risk there is required a consent to medical treatment if necessary. Trinity coaching staff will be provided with the Notarized Emergency Contact, Medical Consent form that you provided at the beginning of the school year.*

If any of the preceding is not completely understood and you have questions, please contact Athletic Director, John Saleska.

I have read and understand the information above and give my son/daughter permission to participate in Trinity Lutheran School Athletics as well as give consent to medical treatment when participating in the athletic program, including traveling to and/or from competition. I also hereby assume the responsibility for payment of any such treatment.

**Athlete's Name (Please Print)** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Athlete's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## MEDICAL TREATMENT & STUDENT INSURANCE STATEMENT

Student: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

During school hours and all school events and activities, including all athletic events, first aid shall be administered to an injured student by a representative of the school unless a physician or emergency medical personnel are present; in the latter case, the physician or emergency medical personnel will render first aid. Coaches will have copies of *the Notarized Emergency Contact, Medical Consent form* with them at all practices and games.

If any injury occurs to a student at school during school hours or any school sponsored event or activity, and the injury appears to be serious, the injured student will be conveyed to a doctor, hospital, or clinic for treatment ( **if possible**, to the doctor or hospital preferred by the parent/guardian). If the injury occurs off school premises at a school event or activity, and the injury appears to be serious, the injured student will be conveyed to a doctor, hospital, or clinic for treatment (**if possible**, to the doctor or hospital preferred by the parent/guardian).

Transportation to a medical facility, if required, will be determined by the coach, athletic director, or parents/guardians.

The parent of the student who incurs an injury which requires more than first aid will be notified as soon as practicable after the injury occurs. In an emergency situation, this notification may not occur until after the student has been conveyed to the appropriate doctor, hospital, or clinic for treatment.

**We understand that Trinity carries secondary medical coverage. This means that we must use our personal medical policy first and Trinity's policy will only apply once our personal policy has been used.**

We have read the procedure described above for the treatment of a student who may be injured at any school event or activity. We consent to having our son/daughter participate in all school athletic events/activities involving Trinity under these conditions and authorize medical treatment of injuries incurred by our child according to the procedure described above.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Emergency Response Plan

## DESIGNATED PERSONNEL

- The person who is designated to stay with the injured athlete should be medical personnel, a coach, a parent or other adult.
- The person who is designated to phone for medical assistance would be medical personnel, a coach, or a parent who would know what to request on different emergency situations.
- The personnel designated to meet the emergency personnel will be at the door or street where they are to enter. This person should have any necessary keys.
- Emergency Cards should be available before the medical team arrives. **ALL COACHES SHOULD HAVE THEM WITH THEM AT ALL TIMES.** In order to keep them clean and organized they can be alphabetized and kept in a zip lock plastic baggie.
- An individual (preferably the coach) should be designated to call the parents (if they are not present) to inform them of the possible injury. This person needs to check on insurance coverage, because if they have an HMO, and it is not a life/death situation, the parents may need to call their primary care physician to get permission to transport.
- Personnel should be designated to accompany the injured athlete to the hospital. This should be a doctor, EMT, parent/guardian, coach or other designates adult.
- The coach and the doctor must document all information on a school accident form. Make sure to list at least two adult witnesses.

## EMERGENCY INFORMATION FOR HOME EVENTS

<b>PHONES</b>	Kitchen, Boiler room, Classrooms, Offices, Copy Room
<b>PHONE CALLS</b>	Dial 9 for outside line Be as specific as you can with information Do not hang up until dispatcher has all the necessary information to send medical help to the right place.
<b>ADDRESS</b>	10729 W. Freistadt Road, Mequon, WI 53097
<b>PHONE</b>	262-242-2045
<b>ENTRANCE</b>	Gym Entrance, south side of the school building. (Entrance # 3)
<b>DOORS</b>	Make sure south side gym entrance door is unlocked
<b>CLOSEST HOSPITAL</b>	<ul style="list-style-type: none"> <li>• Columbia St. Mary's Ozaukee</li> <li>• 13111 North Port Washington</li> <li>• 10-15 minute travel time</li> </ul>

## C. EMERGENCY CALL INSTRUCTIONS

- Remain calm
- Explain what happened and identify the suspected type of injury.
- Do not hang up until the dispatcher indicates the he/she has all the information they need-they may ask you to stay on the line for a moment.

## D. ADDITIONAL PHONE NUMBERS

Athletic Director, Rebecca Jahr	651-285-4384
Assistant Athletic Director, John Saleska	262-227-2808
Principal, Dr. Sam Seefeld	262- 242-2045- school

# Coaches Disciplinary Procedure

1. All parties will be informed by the Athletic Director that a complaint has been received. The coach named will be given an invitation to respond, in writing, within a reasonable time frame.
2. The Athletic Director and Principal will review all available written / oral information and may investigate any / all circumstances of the complaint. They may choose to:
  - 2.1 Accept a written response and mediate an understanding between two or more parties involved in the complaint
  - 2.2 Schedule a full hearing where all parties to the complaint may express their concerns
  - 2.3 Decide on the seriousness of the behavior and what, if any, disciplinary action needs to be taken
  - 2.4 Inform all parties, in writing, of the action to be taken.
3. The principal or Athletic Director may impose any of the disciplinary actions, as follows:
  - 3.1. A letter to remind the coach of the accepted standards of conduct expected from Trinity's coaches
  - 3.2. Suspension or dismissal from coaching position
  - 3.3 In cases where civil or criminal law has been breached, we need to consider the outcome of legal actions when making its decision on disciplinary action.
4. Decisions may be appealed to the Board of School Ministry.

## **Examples of minor infractions:**

- Single incident of disrespect to another, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- Unsportsmanlike conduct such as angry outbursts or arguing;
- Non-compliance with the rules and regulations events are conducted.

## **Examples of major infractions:**

- Repeated incidents of disrespect towards others, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- Repeated unsportsmanlike conduct such as angry outbursts or arguing;
- Pranks, jokes or other activities which endanger the safety of others;
- Deliberate disregard for the rules and regulations g) abusive use of alcohol where abuse means a level of consumption which causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- Use of illicit drugs and narcotics;

# COACHING INCIDENT REPORT

Date, location and time of incident: \_\_\_\_\_

Name of writer: \_\_\_\_\_ Position: \_\_\_\_\_

This incident is a: \_\_\_\_\_ minor infraction \_\_\_\_\_ major infraction

Individual(s) involved in the incident:

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Objective description of the incident (please be concise, accurate and non-judgmental):

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Contact information of individuals who observed the incident:

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Disciplinary action that was taken (if applicable): \_\_\_\_\_

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Signature of writer: \_\_\_\_\_ Date: \_\_\_\_\_

**Addresses to Local Area Lutheran Schools & Sporting Event Locations**

**CONCORDIA UNIVERSITY SCHOOL, MEQUON**

- 12800 N Lake Shore Dr, Mequon, WI 53097

**MILWAUKEE LUTHERAN HIGH SCHOOL**

- 9700 W Grantosa Dr, Milwaukee, WI 53222

**MARTIN LUTHER HIGH SCHOOL, GREENDALE**

- 5201 S 76th St, Greendale, WI 53129

**LIVING WORD HIGH SCHOOL, JACKSON**

- 2230 Living Word Ln, Jackson, WI 53037

**IMMANUEL LUTHERAN SCHOOL, BROOKFIELD**

- 13445 Hampton Rd, Brookfield, WI 53005

**ST. JOHN'S LUTHERAN SCHOOL, GLENDALE**

- 7877 N Port Washington Rd, Milwaukee, WI 53217

**ST. PAUL'S LUTHERAN SCHOOL, WEST ALLIS**

- 7821 W Lincoln Ave, West Allis, WI 53219

**NORTHWEST LUTHERAN SCHOOL, MILWAUKEE**

- 4119 N 81st St, Milwaukee, WI 53222

**MT. OLIVE LUTHERAN SCHOOL, MILWAUKEE**

- 5327 W Washington Blvd, Milwaukee, WI 53208

**MT. CALVARY LUTHERAN SCHOOL, MILWAUKEE**

- 2862 N 53rd St, Milwaukee, WI 53210

**ELM GROVE LUTHERAN SCHOOL**

- 945 Terrace Dr, Elm Grove, WI 53122

**ZION LUTHERAN SCHOOL, MENOMONEE FALLS**

- N48w18700 Lisbon Rd, Menomonee Falls, WI 53051

**GRACE LUTHERAN SCHOOL, MENOMONEE FALLS**

- N87W16173 Kenwood Blvd, Menomonee Falls, WI 53051

**FIRST IMMANUEL LUTHERAN SCHOOL, CEDARBURG**

- W67N622 Evergreen Blvd, Cedarburg, WI 53012

**ST. PAUL LUTHERAN SCHOOL, GRAFTON**

- 701 Washington St, Grafton, WI 53024

**ST. JOHN LUTHERAN SCHOOL, WEST BEND**

- 899 S 6th Ave, West Bend, WI 53095

**HALES CORNERS LUTHERAN SCHOOL**

- 12300 W Janesville Rd, Hales Corners, WI 53130

**OUR REDEEMER LUTHERAN SCHOOL, WAUWATOSA**

- 10025 W North Ave, Wauwatosa, WI 53226

**OUR FATHER'S LUTHERAN SCHOOL, GREENFIELD**

- 6023 S 27th St, Milwaukee, WI 53221

**DIVINE REDEEMER, HARTLAND**

- 31385 Hill Rd, Hartland, WI 53029

**KETTLE MORAINÉ LUTHERAN HIGH SCHOOL**

- 3399 Division Rd, Jackson, WI 53037

**ST.PETER IMMANUEL LUTHERAN SCHOOL**

- 7801 W. Acacia Street, Milwaukee, 53223