
Lutheran High School

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Athletic Handbook

This Handbook has been developed to assist Lutheran High School coaches, parents, and players in their knowledge of regulations governing interscholastic athletics. In no way should coaches, parents, or players interpret the material in this Handbook as the complete answer to every athletic situation. Questions should be directed to the Athletic Director.

LHS Mission Statement

Empowered by the Gospel of Jesus Christ, Lutheran High School nurtures spiritual, academic, and personal growth, equipping its students for a life of Christian service.

LHS Vision Statement

We envision utilizing God's blessings in partnership with our families, congregations and community, to be a dynamic leader in academic excellence and Christian service.

LHS Athletic Department Mission Statement

In accordance with *nurturing* of personal growth, the central goal of the LHS athletic program is to foster personal Christian characteristics and qualities of respect for self and others, honesty, integrity, commitment, reliability, common sense and perseverance. These values learned through the athletic experience at LHS will equip the student-athletes for a life of Christian service.

Lutheran High Athletic Philosophy

Interscholastic Athletics are an integral part of the total school educational program. Athletics can help to develop young athletes in the areas of knowledge, skills, and emotional patterns. Athletics should promote the Christ-centered qualities such as: self-control, loyalty, leadership, teamwork, hard work, and friendship.

Additionally, the concept of being on a team should allow the athlete opportunities to excel in the areas of humility and selflessness and at the same time give the athlete a proud sense of belonging.

Sportsmanship is paramount at Lutheran High School, St. Charles and held in high esteem. Sportsmanship and fair play in athletics can be a great tool and maybe the best way to shine God's light on this world. Winning is not the only thing, but to play at a maximum ability level with maximum effort, is the goal for every team. Athletics should be fun, and at the same time be a great challenge. Above all, we are striving to do what is right and do the things that bring glory to our Lord Jesus Christ.

I. ADMINISTRATIVE RESPONSIBILITY

- A. The Principal of Lutheran High School is the authorized representative to the Missouri State High School Activities Association and is responsible to the MSHSAA and the Board of Directors of the Lutheran High School Association of St. Charles County, Inc. for the conduct of the athletic program.
- B. The Athletic Director (AD) shall supervise the athletic program and shall be responsible directly to the Principal.
- C. Coaches and assistant coaches shall be appointed by the Athletic Director and approved by the Principal. Coaches shall be accountable for the conduct of their athletes while they are official representatives of Lutheran High School. All coaches must meet the MSHSAA requirements.
- D. The Athletic Council will be comprised of the Principal, Athletic Director and the Assistant Athletic Director and/or the Assistant Principal.
- E. The coaches shall assist the Athletic Director in the formulation of athletic policy, in the approval of awards, and the addition of new sports. Meetings will usually be held before the beginning of the school year and at the end of the spring sports schedule and any other time deemed necessary by the Athletic Council.

II. GENERAL ATHLETIC RULES AND REGULATIONS

- A. All athletes are to conduct themselves in a manner that reflects the Christ-centered objectives of Lutheran High School. The athlete is given the privilege of representing these principles for all of us on the court, field, or out in the community.
- B. Each coach of a sport will adopt general policies outlining specific guidelines for that sport season. This list of rules will be distributed to each athlete at the first official team meeting and/or practice. Each student/athlete is expected to comply with the guidelines, which includes dress, curfew, and grooming.
- C. Each athlete is to make arrangements to be picked up no later than 15 minutes after the conclusion of practices or home games and no later than 30 minutes after arriving back to Lutheran High School from away games.
- D. Unless specifically excused by the administration, an athlete is required to be present for half of the school day to participate in an athletic event on that day (practice or games). Friday attendance will be used to determine participation in games held on Saturdays.

III. EQUIPMENT

- A. School issued athletic equipment is to be worn and used for practice and game contests only.
- B. An athlete is financially responsible for any athletic equipment issues to him/her.
- C. An athlete should wear only the equipment issued and should NOT permit its use by another person.
- D. Athletes are to turn in their equipment two weeks from the time they leave the team or the close of the season. No athletic awards, grades, or transcripts will be released to the student until all equipment is turned in or fines paid.
- E. Failure to turn in uniforms and gear will result in the following penalties. (Each family will receive notification of the penalties prior to the deadlines being met.)
 - After three weeks: \$25 fine (provided the equipment comes in)
 - After four weeks: \$50 fine and pay for the replacement cost of the jersey (whichever is greater).
- F. All uniforms and gear fines must be paid before a student is issued another uniform for the next season. All equipment must also be turned in before a report card is issued.

IV. ATTENDANCE

- A. Class attendance, punctuality, and attendance at practices are assumed. Unexcused absences or tardies are a discourtesy to your teammates and coaches.
- B. It is the responsibility of the athlete to PERSONALLY INFORM the coach in advance of any anticipated absence or tardiness from practices and/or games (including all school sponsored activities).
- C. Any student who has been absent from school is not eligible to participate in a practice or play in a game scheduled for the same day. This ruling may be waived, in individual cases, by administration, if in his or her judgment, the absence was for "valid reason," not the result of carelessness or willful disregard of responsibility. Likewise, a student dismissed early from school is not eligible to participate in a practice or game without permission from the administration.

V. GENERAL ELIGIBILITY

Please see MSHSAA for further explanations as rules and regulations regularly change.

- A. You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school.
- B. Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count. If you are beginning the 9th grade, you must have been promoted prior to the beginning of the school year.
- C. He/She will have spent no more than eight (8) consecutive semesters in high school.
- D. An athlete may not have reached his/her nineteenth (19) birthday prior to July 1st preceding the opening of school.
- E. An athlete must have turned in a parental permission/physician's certificate and an emergency medical release form to the school office before he/she is eligible to participate in formal practices or contests. The medical certificate is valid if issued on or after February 1 of the previous school year.

- F. Any athlete demonstrating serious negative citizenship may be suspended or removed from an LHS team or squad. Actions on the part of the student, which require administrative probation or suspension from school, shall be considered as demonstrations of serious negative citizenship.
- G. A student must be Academically Eligible (See next section)

VI. ACADEMIC ELIGIBILITY

Students must be eligible to practice, compete, and/or perform in co-curricular activities. Activities covered by the eligibility rule include:

- A. All MSHSAA/MIAAA sanctioned interscholastic activities including: all athletics, non-graded music groups, Scholar Bowl, and Spirit Teams (Sapphires).
- B. Theatre.
- C. Student Council-members that become ineligible following election/appointment will forfeit the remainder of their term for which they were elected/appointed.
- D. Robotics.

To be eligible, a student shall have earned no less than 4.0 units of credit the preceding term (semester) of attendance. That is, a student must pass every course in the preceding term.

- The length of eligibility is 1 term.
- Eligibility is determined no later than the first day of the term based on the preceding term's grades.
- Ineligible students and their parents will be notified of the ineligibility status no later than the first day of the term for which they are deemed ineligible.
- Eligibility may be removed by the school for disciplinary reasons without regard to academic status.
- Coaches, advisors, and school administration, may establish additional requirements for participation in school-sponsored activities.

MIDTERM GRADE CHECK: At mid-term, as indicated on the school calendar. All student grades will be checked. Those students who have any F's or a GPA less than a 1.5 will be placed on the Academic Watch List. Those students placed on the Academic Watch List will have certain requirements that must be met. See Academic Watch List.

ACADEMIC WATCH LIST (AWL): At mid-term, as indicated on the school calendar, all student grades will be checked. Those students who have any F's or whose GPA is less than a 1.5 will be placed on the Academic Watch List (AWL). Students meeting the Academic Watch List criteria will be informed of their status immediately following Mid-Term by the Principal and Guidance Counselor. In addition, a letter will be sent to students placed on the AWL informing them of their child's status. Students placed on the AWL will be required to attend Homework Hotel.

HOMEWORK HOTEL: Homework hotel is assigned to students on the Academic Watch List (AWL) and for other students as deemed necessary by school staff. The Homework Hotel schedule will be created by Student Services at mid-term. The schedule will be established with the following requirements:

- Students assigned to Homework Hotel are required to check in with a Guidance Counselor in Student Services once a week. At this check in, recent progress and plans for making up missed work will be discussed. The balance of the time for that specific PrimeTime will be spent in Student Services where the student will be required to work on homework or receive tutoring.
- Students will be required to meet with a teacher of the class they are failing. In the assigned classroom, students will be required to work on homework, receive tutoring, and conference with the assigned teacher about their progress. They are to remain in the classroom for the duration of PrimeTime.
- Students who fail to abide by the schedule and requirements of Homework Hotel will be subject to disciplinary measures including: detention or referral.

VII. ELIGIBILITY VIA SUMMER CLASSES

Missouri State By-Law 213 provides that students may count up to 1 unit of credit from summer school toward establishing their eligibility for the fall semester. Only classes, which are required for graduation from the local school, may be counted toward meeting the academic requirement. No electives may be counted.

VIII. TRANSFER STUDENTS

If you transfer schools and your parents do not have a complete move out of the current district and into the district of your new school, you will be ineligible for 365 days - unless you meet one of the exceptions listed in the MSHSAA Residence and Transfer Rules.

- If you move with your parents to your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school. A student shall not be eligible to represent two different schools in the MSHSAA state tournament series in the same sport during the same season.
- You and your parents must move to the new residence at the same time.
- Always check with your school principal before you transfer to determine whether it will affect your eligibility.
- Discipline follows the student to the new school. Transferring while under suspension will cause you to be ineligible for 365 days.

Please see MSHSAA for further explanations as rules and regulations regularly change.

1. Form ST: Standard Transfer or Eligibility Form
 - To be used when a student moves into St. Charles County. Unrestricted eligibility is granted by MSHSAA.
2. Form W: Application for Waiver or Transfer Rule
 - To be used when a student already living in St. Charles County transfers into Lutheran High School from another school in the county. Restricted eligibility is granted by MSHSAA. In any sport in which the student participated in the last 365 days from the transfer at the previous school, the student may play that sport, but not at the varsity level until he/she has been at LHS for 365 days. Unrestricted eligibility is granted in sports in which the student did not participate in at the previous school.
3. Form H: Application for Eligibility - Hardship Transfer
 - Unrestricted eligibility may be granted by MSHSAA when there is sufficient evidence provided to show that it was necessary for the student to transfer because of unforeseen, unavoidable, or unusual circumstances; including, but not limited to, broken home conditions, death of parents or guardian, and abandonment and provided the transfer was not for athletic reasons and there was no undue influence.

IX. PARTICIPATION LIMITS

- A. You are eligible to participate in any sport for a maximum of four seasons.
- B. Any part of a contest played during a season counts as a season of participation. You may not play another sport once you have already played in a contest in a different sport.
- C. Your eligibility to participate in high school activities begins when you first enter the ninth grade and lasts for the next eight consecutive semesters (four consecutive years).

X. ENTERING SCHOOL

You must enter school within the first 11 days of the semester in order to be eligible.

XI. AGE LIMITS

If you reach 19 years of age prior to July 1, you will be ineligible the next school year.

XII. NONSCHOOL COMPETITION

- A. You may not practice for or participate with a non-school team or in any organized non-school athletic competition and for your school team in the same sport during the same season of the school team. Swimming and diving has a special exception. Contact the administration for specific details.
- B. You may not practice for the non-school team or participate in organized non-school athletic competition on the same day that you practice with or participate for the school team without prior approval of the AD.
- C. You must receive approval in advance from the Principal and/or AD in order to miss school time to practice for, travel to or compete in organized non-school athletic competition.
- D. Before you join a non-school team or enter any non-school competitive athletic event, the school administration should be consulted to make certain these standards are met.

XIII COLLEGE ADDITIONS AND TRYOUTS

- A. You may participate in a college tryout, audition, or evaluation event for a specific sport outside the school season of the sport concerned (MSHSAA By-Law 242).

- B. You may not miss school time to travel or participate in the event unless your absence is approved in advance by the school administrator.
- C. You may not miss an MSHASAA-sponsored postseason athletic event to participate in or travel to and from the event.
- D. You may only attend one evaluation event by invitation per sport per year. You may attend any number of "open" evaluations (anyone may register) with no limit on college-sponsored tryouts.

XIV. SPORTS CAMPS AND CLINICS

A. During the school year outside of the school sport season, you may attend a nonschool-sponsored specialized sports camp(s) or group instruction, provided: it does not result in any loss of school time, attendance does not occur within 14 days of the start of the school sport season for the sport concerned, it is not a team camp, no competition occurs other than limited scrimmaging, and no member of the coaching staff of the school you attend (or will attend) is involved in any way.

B. During the school sport season, you may attend a nonschool-sponsored specialized sports camp(s) or group instruction provided a school coach attends with you, camp attendance does not result in any loss of school time, it is not a team camp, there is no competition other than limited scrimmaging, and a school administrator approves your participation.

C. You or your parents must pay all camp/clinic fees, tuition and other related expenses. A scholarship, waiver of fees or a payment of travel expenses shall result in the loss of your eligibility.

XV. SUBSTANCE ABUSE GUIDELINES (Training Rules)

The possession or use of alcoholic beverages, tobacco and any drug or substance designated by law as illegal, are strictly forbidden. Students should be aware that pictures posted online (My Space, Facebook, blogs, etc.) will be considered "proof" and therefore will cause the athlete to face the discipline procedure. These rules are in effect during the season which a student participates. Coaches and the administration may impose additional penalties if these rules are broken out of season and punishment may take place in the following season. If possession of a controlled substance occurs on school property or at a school event, the policies in the student handbook are applied. In some cases, this is cause for disenrollment. Attendance of an in-season athlete at a party where alcohol or drugs are knowingly present is considered a violation of the training rules agreement.

Penalties for possession and/or use of alcohol and tobacco and narcotics (marijuana, Heroin, Cocaine, Meth, et. al.):

- First Offense – Lose eligibility for 20% of the games or meets.
- Second Offense – Lose eligibility for one (1) semester. Student must also seek guidance from a counselor.
- Third Offense – Student will be declared ineligible from extracurricular activities for the remainder of the year. Student must also seek guidance from a counselor.
- Fourth Offense - Student will be declared ineligible from extracurricular activities for the remainder of their high school career. Student must also seek guidance from a counselor.

If a violation occurs at the end of the year, the suspension will be carried over to the next school year. Practice participation is up to the athletic council. Students who violate this policy will be encouraged to seek treatment in an approved drug and/or alcohol rehabilitation program. Successful completion of such a program may be grounds for a review of the student-athlete's athletic eligibility at LHS-SC. The review will be conducted by the athletic council.

The training rules agreement **MUST** be signed before an athlete may participate in any contest.

XVI. HAZING/HARASSMENT/BULLYING

The LHS Athletic Department believes that hazing activities of any type are inconsistent with the educational process and prohibits all such practices at any time. "Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any team that causes or creates a substantial risk of causing mental or physical harm. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such students or other person to extreme mental stress, including extended deprivation of sleep or rest or extended solitude. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. All staff members shall be alert to possible circumstances or events that might include hazing. A staff member who detects hazing or planned hazing shall immediately inform the pupils involved of the prohibition against hazing and direct them to cease all hazing activities or planning for hazing. All hazing incidents must be reported to the administration. A staff member or pupil who fails to observe the prohibitions and mandates of this policy will be subject to discipline. Off campus hazing incidents will be investigated and proper punishment will be administered in accordance with the school handbook.

XVII. MEDICAL CARE

- A. Each athlete is required to fill out and turn in to the school office an "Emergency Medical Authorization" form and a "Parent's Permission Physician's Certificate" form. These forms must be returned before an athlete can participate in any practices or games.
- B. LHS is not responsible for injuries which occur as a result of your participation in the athletic program.
- C. Athletic injuries should be reported immediately to the coach so that he/she might recommend the medical attention that should be given. The coach must file an injury report so that the insurance company can be notified of the pertinent facts.

XVIII. INSURANCE

- A. All students participating in interscholastic athletics must have some form of accident insurance. (MSHSAA requirement). Check to see if your family insurance provides the adequate coverage needed.

XIX. PARENTAL INVOLVEMENT

Parents are encouraged to become involved with and support their children in their participation in the athletic program. This support may include providing transportation, attending contests, participating with and as a part of the Booster Club, and reinforcing the athletic mission statement and rules of this handbook.

Parents are expected to attend a meeting held by the coach prior to the beginning of the season in order to review the rules and procedures described in this handbook, as well as any team rules, which will be in effect during the season.

Parental attendance is obligatory in every season which a son/daughter participates. Each activity at LHS has a different coach, therefore, rules and regulations of each individual coach may be different. This is why **attendance is mandatory at EVERY meeting**.

Athletes **will not be allowed to play** in any **contests** until the activities fee is collected. The fee is collected by the Activities Office in each individual sport.

Furthermore, as part of the Booster Club each family will be asked to volunteer their time as concessions stand workers or at the gate two times per season which their son or daughter participates. Sign ups for these slots will be done online at Volunteer Spot or at the parent meeting held at the beginning of each season.

XX. PRESS BOX/SCORERS TABLE VOLUNTEERS

In several of the LHS sports, there is a need for press box and scoring table workers. These are duties that require concentration on the event, an understanding of the game, knowledge of the rules of the game, and a professional demeanor. LHS relies on these volunteer workers to have athletic contests running smoothly and professionally. Such opportunities include:

- Football (Freshmen, JV, and Varsity) -- Clock/Scoreboard Operator and Announcer
- B/G Volleyball (Freshmen, JV, and Varsity) -- Clock/Scoreboard Operator and Official Bookkeeper
- Soccer (JV and Varsity) -- Clock/Scoreboard Operator and Official Bookkeeper
- Softball (Varsity) -- Clock/Scoreboard Operator and Official Bookkeeper
- Boys Basketball (Freshmen, JV, and Varsity) -- Clock/Scoreboard Operator and Official Bookkeeper and Announcer (Varsity only)
- Girls Basketball (Freshmen, JV, and Varsity) -- Clock/Scoreboard Operator and Official Bookkeeper and Announcer (Varsity only)
- Wrestling -- Clock/Scoreboard Operator and Official Bookkeeper
- Baseball -- Clock/Scoreboard Operator and Official Bookkeeper
- Track -- Announcer

All announcers, scorekeepers, and clock operators are entitled to appropriate compensation for their work. A parent's desire to serve in one of these capacities **does not** negate their duty to work in the concessions stand in any given season. It remains a head coach's responsibility to obtain statisticians for the non-MSHSAA official statistics. Head coaches may recruit a parent or a student to assist with these duties.

XXI. TRANSPORTATION

- A. Athletes will be expected to travel to and from "away" contests with the team. If an athlete wishes to be with his/her parents before/after a contest:
1. A written excuse or personal contact (verbal) must be filed with the administration or head coach before or during the contest.
 2. Permission from the head coach must be granted.

XXII. REQUIREMENTS PRIOR TO THE FIRST PRACTICE OF AN ATHLETIC SEASON

An athlete must have a current and completed MSHSAA participation certificate on file in the school office before the first practice of an athletic season. This includes physical information, insurance information, emergency medical authorization information, and training rules information sheet.

XXIII. ATHLETIC SCHEDULING

It is our desire and intent to provide a well-rounded education for LHS students and consequently, we encourage our young people to be involved in as many activities as possible to accomplish this goal. It is obvious they cannot be involved in every available opportunity and it is equally obvious limiting them to one activity is unrealistic.

The conflict resolution procedure will be as follows (in terms of LHS sponsored activities):

- A Contest (game) overrides a rehearsal.
- A Performance (concert, drama) overrides a practice.
- When a conflict exists between a practice and a rehearsal or a performance and a game, a "give and take" policy based upon the objective information available should prevail. This "give and take" is the responsibility of the teachers, coaches and sponsors.

Communication is the key. The responsibility belongs to the athlete. Get together and "work it out". If together a mutual decision cannot be reached, the Athletic Council should be consulted for a final decision.

XXIV. ATTENDANCE AT PRACTICES AND GAMES

Absences from practices during a season because of non-school obligations will *possibly* result in suspensions from upcoming contests. When in doubt, first speak to the head coach and verify what is acceptable and what is not. The head coach of each sport will make the final decision.

Unexcused absence (defined as any absence such as skipping practice, absence due to non-school sponsored functions, etc with the exception of emergency situations where prior notification could not occur) from practice or games will result in action.

Athletes who do not follow a coach's rules or are disruptive during practice may be dismissed from that session at the coach's discretion. Continuous disruptions during practice sessions may result in a report to the athletic director, parent, and possible suspension or removal from the team after following due process.

XXV. CLUB TEAMS

The LHS Athletic Department encourages players to participate in **other** sports and not focus solely on one because a well-rounded athletic experience will only enhance the overall high school atmosphere.

The coaches and staff of Lutheran High School realize how important it is for athletes to prepare performance sessions and practice in the sports which they play. However, it is the expectation of LHS coaches that athletes will not be on two of the same teams (club and school team) **during** their school season.

XXV. CLUB TEAMS (cont.)

Research clearly indicates that playing a sport year round is not always in an athlete's best interest. Information and research can be provided if a family desires. Furthermore, research indicates that a high school athlete who plays more than one sport in their careers will become a better, more well rounded adult.

College recruiters want to see their incoming athletes as well rounded and having participated in more than one sport while in high school. Furthermore, a mere 1% of all high school athletes receive scholarships from Division I-A schools, therefore, a more well rounded athletic career is paramount.

While we do want our athletes to be well rounded and participate in more than one sport, we do recognize that there are some athletes who will be able to compete at a club level in a different sport at the same time that their school sport season is going on. These are very special circumstances and both coaches should be addressed prior to taking on two "teams" and their schedules of games and practices. LHS supports club sports and encourages their participation as long as their schedules do not interfere with LHS sponsored activities. The priority must be with the LHS sports.

As a MSHSAA rule, club team schedules must be cleared with the coach and the athletic director. Parents and club team members must provide the AD with a written letter (via email or letter) and the "Two Sport Form". Coaches should be aware of any schedule conflicts before teams are selected (following tryouts) so coaches can clearly choose their respective teams. Again, while we encourage participation in different sports, we also encourage club sport participation as long as athletes recognize that the LHS sponsored activity takes priority. Athletes who miss practice and games for a club team function may face the disciplinary actions in section XXIV.

A Lutheran High **practice, contest, activity must take precedent over a club activity**. All athletes should be aware that if they do play on a club team during a varsity school sport season and they miss a practice or a game or any team function, they will face the disciplinary actions in section XXIV of the LHS Athletic Handbook.

XXVI. AWARDS

The athletic awards given to the athletes who represent Lutheran High School in interscholastic competition are entirely honorary awards and are not to be considered compensation for participation in sports. The following procedures list the requirements for earning an athletic award.

All athletes desiring to letter must meet the following basic requirements:

- A. Attend all practices, squad meetings, and contests regularly and promptly. It is very important that the coach is notified **PERSONALLY** by the **PLAYER INVOLVED** prior to missing a practice or contest (unless the athlete is out of school due to injury, illness, etc.)
- B. Demonstrate to coaches, teammates, to the school, and to the community his/her loyalty, cooperation, sportsmanship, and Christian citizenship.
- C. Athletes who become ineligible or are removed from the team due to rules violations will not be granted a letter, even if he/she has played sufficient time prior to becoming ineligible.

XXVII. AWARDING OF LETTERS

A. Letters are awarded to those individuals in each sport who meet each individual programs minimum standards and have met the basic requirements listed above. Male and female athletes will receive a block "L". The following awards will be given:

- Varsity - 6" block L, blue chenille on gray, sport insert (first letter), and bar insert awarded for each letter in each sport.
Numerals - anyone winning a letter for the first time (j.v. or varsity) will also be awarded a set of 3" numerals, blue chenille on gray.
- B. When an athlete earns his/her 2nd, 3rd or 4th letter in a given sport he/she receives one bar pin. Thus, if an athlete earned four varsity letters in a given sport, he/she will receive one letter and four bar pins in that sport.
 - C. Managers or statisticians shall be eligible for the same award as players. Their letter shall be designated with a MGR or STAT of the traditional insert.
 - D. Special awards like MVP, MIP, and Cougar Award may be given by each sport.

XXVIII. WEARING OF AWARDS

- A. Only athletes who have been given an athletic award on the junior varsity or varsity level may wear that designated award. Medals won at high school events or district/state competition may also be attached.
- B. Team championship league, district and state patches will be available for any team member desiring to purchase them. League championship patches will be 4" in the shape of the ball/insignia of the sport with a white background.

District championship patches will be 4" in the shape of the state of Missouri with a white background. Individual league, district and state patches will be available for purchase from the school at the request of the athlete.

XXIX. AWARD ASSEMBLIES/BANQUETS

- A. Each coach will make the presentation of letters and certificates to his/her players.
- B. If ineligible, an athlete may be recognized on Senior Day but may not receive any awards.

XXX. REQUIREMENTS FOR LETTERS

Each coach will have his/her requirements for lettering for the particular sport.

Special Cases -- An athlete who does not qualify on the basis of general and/or specific requirements for letters may letter at the discretion of the Athletic Council upon the recommendation of the coach.

XXXI. WEARING OF LETTERS AND OTHER AWARDS

- A. Letters - Any letter awarded by LHS may be worn on an official school letter jacket. The letter shall be worn on the left side above the pocket. Only a single letter may be worn on one garment.
- B. Numerals - Numerals are a school award. Only persons earning them should wear them. Numerals are the first award an athlete earns. (EXCEPTION) A person who earns a varsity award as his/her first award. The school issues only 3" numerals. No others should be put on a jacket or sweater. Since 3" numerals are not generally available at sporting good stores, those who want another set of numerals may order them through the athletic director. Numerals shall be worn on the right sleeve four inches from the normal shoulder sleeve line.
- C. Stars - Stars are awarded by LHS to captains or co-captains of varsity teams when the respective teams have captain(s). Stars are to be placed directly behind the metal insert of the sport in which he/she served as a captain.

APPENDIX A

THE CHRISTIAN PERSPECTIVE OF ATHLETICS AT LHS

Lutheran High School is here to help train you for a life of service to God and man. Your coaches want to assist you in your spiritual as well as your physical and mental growth. They want you to grow to be more like Christ and "increase in wisdom and stature, and in favor with God and man." (Luke 2:52) It is the guiding light of Christ's Spirit in our lives that shows us how to use our mental and physical capacities for God's glory. At Lutheran High School you are part of a unique fellowship---that of Christ's family. Our prayer for you is that you will always continue to develop a deeper relationship with Jesus throughout your life; and that you may find that peace of mind and joy that can only come from our Lord and Savior: JESUS CHRIST!

GOD IS "NUMBER ONE"

Christ taught us that we should love the Lord our God with all our heart, and with all our soul, and with all our mind, and with all our strength.(Mark 12:30) God wants to be number one in our lives--placed ahead of family, friends, possessions, and athletics. He wants to live in us (1 Cor. 8:16) and use us to carry out his work in the world. (2 Cor. 9:8) Your coaches firmly believe that your actions in athletic contests, in practice, in school, and in everything you do should be an expression of God's will for you.

GLORIFY GOD

As Christian athletes we are commanded by God Himself, to strive for excellence and competence in our area of participation. "Whatsoever thy hand findeth to do, do it with thy might." (Ecc. 9:10) The ultimate goal of our striving must be to give glory to our God, who is the source of all our talents. We strive for excellence in our athletic endeavors that by such excellence God's name might be praised.

LOVE ALL PEOPLE

The Christian athlete must also strive for excellence through adhering to the rules of the game. Our Christian duty is clearly stated in "Follow the Lord's rules for doing His work, just as an athlete either follows the rules or is disqualified and wins no prize". The Christian will exhibit the principles of good sportsmanship as an outgrowth of brotherly love. God's command to us is "Don't hate your brother. Rebuke anyone who sins---don't let him get away with it, or you will be equally

guilty. Don't seek vengeance. Don't bear a grudge, but love your neighbor as yourself, for I am the Lord." (Lev. 19:17-18) For the whole law can be summed up in this one command: "Love others as you love yourself." (Gal. 5:14)

LET YOUR LIGHT SHINE

Athletics at Lutheran High places a Christian into a special position. This position gives one a special opportunity to witness his/her faith through his/her actions and deeds, both on the athletic field and off of it, in his/her day to day living. The title, "Christian-Athlete," carries responsibility; responsibility to Christ for everything one does and a duty to his/her role in life as an athlete. A Christian athlete is one who has taken the challenge of life, the challenge to do his/her best and dedicate himself/herself to carry out what he/she feels is right in life, regardless of the consequences. (1 Peter 3:13-15) Assuming this challenge early in life is to lay the foundations for a long, full, and enjoyable life. (Prov. 22:16) Within our athletic program we must be always aware of the opportunity that has arisen for us, as brothers and sisters of Christ, to exhibit our peace and joy in the Holy Spirit. We must be careful to never neglect our relationship with Christ through insensitivity to our fellow man; nor should we ever act in opposition to what we understand and know to be our Christian duty. To act contrary to such knowledge would be sinful. (1 Cor. 10:23)

WORK FOR GOD

As a Christian athlete, we need to remind ourselves that our responsibility is not merely to avoid those things which we know will cause us problems, but to do all in our power to improve ourselves and all those around us. As it says in James 4:17 "Whoever knows what is right to do and fails to do it, for him it is sin."

ACCEPT AND ENCOURAGE DISCIPLINE

To allow wrongful acts to continue indicates a lack of love. In Hebrews 12:5,6,8, and 11 our responsibilities are identified: "My son, don't be angry when the Lord punishes you. Don't be discouraged when he has to show you where you are wrong. For when He punished you, it proves He loves you." "If God doesn't punish you when you need it, as other fathers punish their sons, then it means you aren't really God's son at all, that you don't really belong to his family." Finally, in verse 11 the results of correction appear. "Being punished isn't enjoyable---while it is happening it hurts. But afterwards we can see the results, a quiet growth in character and grace."

LIVE AND GROW TOGETHER

Athletics offers us a great opportunity for individual growth through Christian fellowship. The development of team spirit and team play, the respect that we develop for each other as fellow Christian athletes, (regardless of ability) the joy that we experience from winning and the growth that comes from losing, helps each one of us to mature into contributing members of the body of believers.

APPENDIX B

Training Rules Agreement

1. Training rules are in effect from the first practice of the season until the last contest.
2. These regulations apply to all players, managers and personnel associated with the team.
3. The reasons for having training rules are as follows:
 - a) to promote optimum performance on the part of the athlete
 - b) to help the athlete recognize his/her own responsibilities
 - c) to have the athlete make a commitment to the team
 - d) to provide some training for adulthood
 - e) to abide by the laws of the school and the state of Missouri
4. For the above reasons, athletes will abstain from possession or use of drugs:
 - a) smoking paraphernalia
 - b) alcohol
 - c) tobacco
 - d) drugs (narcotics)
5. Athletes will not be involved in hazing/arassment/bullying with other team members.
6. Athletes will not deter from the team family concept, make fun of teammates, and cause the team to break down by complaining about playing time, other players, etc. Athletes will be on time for ALL practices and weight lifting sessions. Athletes will strive to not get detentions. Athletes will maintain a decent grade point average.

7. The penalty for violation of rule 4 will result in suspension from the team for a minimum of 20% of games (practice participation is per the head coach). For rules 5 and 6, the penalty will be extra conditioning, suspensions for parts of games, entire games, or possibly the season.
8. Team members are encouraged to uphold these rules and help their teammates to abide by them as well.

PLAYER'S COMMITMENT

I have read and understand the training rules. I have read and understand all team policies. I will commit myself to become the best possible student-athlete and Christian young person that I can be.

Student _____ Date _____

PARENT PERMISSION FORM

I have read and understand all team policies. I will encourage and support my son/daughter throughout their season(s) and give my permission for him/her to be a part of the sports teams at Lutheran High School - St. Charles County. If he/she breaks the rules, I support the coaches in their disciplinary actions.

Parent _____ Date _____

APPENDIX C

LEVELS OF EXPECTATIONS

Freshmen (C team) – Emphasis on development and fundamentals are stressed. Every effort is made to keep all freshmen who try-out on the team.

Junior Varsity – Although development will still take place, a greater emphasis on fielding a competitive team is natural. The JV team may be comprised of students from 9th – 11th grade (seniors may be eligible if denied MSHSAA eligibility). The coach will expect students to show a greater level of commitment to the sport and displaying fundamental skill mastery.

Varsity – The coach will expect players to be committed to the sport by their efforts in the off-season and desire to improve their skills. The varsity team should consist of the best players regardless of grade level. Again, fielding a competitive team is a major goal at the varsity level. The coach will not be pressured into playing every athlete or share playing time.

TRY-OUT POLICY

It is the philosophy of Lutheran High School to allow as many students the opportunity to participate in athletics as possible. The number of players a coach carries on a team is left up to the individual coach. At the beginning of the season, the coach must explain to the students how many positions are available on the team. If it appears that a cut must be made, the coach must inform the students when that cut will take place.

PLAYING TIME

The LHS coaching staff is committed to making every effort to proportion playing time so as to provide all participants with an opportunity to compete and develop. We will not, however guarantee equal playing time. In order to accomplish our program objectives stated earlier, we feel that a player's adherence to team guidelines, his attitude and effort, his skill level, his psycho-social well-being, his physical well-being, and the welfare of the team at large must be considered. It is our prayer that our decisions on this matter will be God-Pleasing and respected by those most closely involved with our program (the players and their families.) If there ever is a concern regarding the playing time issue, it is your obligation as a Christian to diplomatically speak with the coaches. Nothing positive can be served by harboring ill feelings or bemoaning concerns to others who are not involved with the program.

Note -- LHS practices Matthew 18. Because of this, if a parent approaches an athletic administrator or principal, etc. with a concern they will first direct them or their son/daughter to the coach(es) of their sport. If the concern is not addressed, the AC will assist in mediating a conference. There will be times too, that an administrator will witness something that needs addressing and provide the coaches with assistance.

The most powerful motivational tool a coach has in teaching life lessons and building character is the control over playing time. Lutheran High School believes strongly that playing time decisions should be left to the discretion of our coaches. Other than having minimum playing time rules, we do not endorse or legislate the concept of "equal playing time" at the JV or the Varsity levels.

Allowing coaches to make discretionary decisions on playing time is an important ingredient in LHS's vision for teaching kids life lessons such as the importance of hard work, learning to be a genuine team player and overcoming adversity.

We challenge coaches to balance good judgment with a genuine concern for the best interests of the team and the players as they make age-appropriate, discretionary decisions on playing time. Along those lines, we provide coaches with the following general guidelines for making playing time decisions:

- Attendance and level of effort demonstrated during practice.
- Overall attitude, respect, and commitment to team play demonstrated during practices and games.
- Skill level demonstrated in practices and games.
-

LIFE LESSONS LEARNED FROM DISCRETIONARY PLAYING TIME

Strong Work Ethic: If you want to get better at something, you must be willing to work hard at it. If you aren't pleased with your playing time, your grades, etc....you have a couple of choices. You can whine about it. You can quit. Or, you can dedicate yourself to work harder and improve your chances of success. Of course, LHS wants to teach kids to take the latter approach.

Teamwork: All players must learn to put the interests of the team before their own. But it's an essential ingredient in developing a Christ-like, servant mentality. When you're on the bench, you have a couple of choices. You can sulk. You can quit. Or, you can cheer on your teammates and learn something from studying the action on the field.

Perseverance: "When the going gets tough....the tough get going." Bottom line, kids need to learn early on that "life is not always fair." Things are going to happen in life that you won't like. Again, you have a choice. You can fret about it...or improve yourself.

Thankfulness: All of us need to learn to be thankful for what we have vs. being constantly aggravated by what we don't have. Young people especially need to learn early on that all things in life are not distributed equally. Be thankful for the abilities and gifts you have...and focus on using your gifts to honor God...not yourself.

APPENDIX D

Lutheran High School Cougar Sportsmanship Guidelines

Lutheran High School considers sportsmanship a top priority. It is the expectation that all coaches, players, officials and spectators respect the integrity and judgment of everyone involved in all contests, including opponents and game officials.

Players are expected to conduct themselves in a manner that brings credit to themselves, LHS, coaches and families. They shall refrain from any conduct that degrades, baits, intimidates or otherwise discredits their opponents or officials.

Coaches are expected to maintain decorum consistent with the educational values of a Christian by showing restraint and composure and to insist their players conduct themselves in a sportsmanlike manner.

Lutheran High School Cougar Sportsmanship Policy

In accordance with its philosophy and goals, the promotion of sportsmanship is integral to the functioning of the AAA Conference and Lutheran High School. Sportsmanship is a concrete measure of the understanding of and commitment to fair play, ethical behavior, and integrity.

Responsibilities

1. Everyone associated with an athletic event - coaches, athletes, officials, spirit leaders, parents, spectators and school administrators - plays an important role in seeing that standards of sportsmanship are upheld before, during, and after a contest is played.

2. Each person in attendance should strive to meet the ideals of sportsmanship:

A. Show respect for the opponent at all times. The opponent should be treated as a guest, greeted cordially on arriving, given the best possible accommodations and treated respectfully at all times.

B. Show respect for the official. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Sportsmanship implies the willingness to accept and abide by the decisions of the officials.

C. Know, understand, and appreciate the rules of the contest. A familiarity with the current rules of the game and recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as to the letter of the rules.

D. Maintain self-control at all times. Sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Sportsmanship is concerned with the behavior of all involved in the game.

3. Within the framework of these basic fundamentals are the specific responsibilities that each individual must bear.

The Coach

The coach bears the greatest burden of responsibility for sportsmanship. The influence of the coach upon the attitudes and behavior of the players, the student body and the community is unequalled. In order for sportsmanship to become a reality, it is essential that the coach subscribe to the values of sportsmanship and teach its principles through Christian behavior.

The coach should:

- A. Always set a good example for others to follow.
- B. Teach the value of honest effort to conform to the spirit, as well as the letter, of the rules.
- C. Instruct the players in their sportsmanship responsibilities.
- D. Be an accommodating host to opponents; treat them as guests.
- E. Respect the judgment of the officials and their interpretation of the rules. Public protest can only lead to similar behavior by the players and spectators.
- F. Publicly shake hands with the officials and opposing coach before the contest. After the contest, congratulate opposing coach and team on a good effort.
- G. Be sensitive to score and game conditions so as not to embarrass or belittle an opponent.

The Athletes

The responsibility of the athletes for sportsmanship is second in importance only to the coach. Because athletes are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators.

The athletes should:

- A. Accept seriously the responsibility and privilege of representing the school and community.
- B. Treat opponents with the respect that is due them as guests and fellow competitors.
- C. Shake hands with opponents and wish them good luck before the contest.
- D. Exercise self-control at all times, accepting coaches' and officials' decisions and abiding by them.
- E. Respect the judgment of the officials and their interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
- F. Accept both victory and defeat with pride and compassion; never be boastful or bitter.
- G. Congratulate the opponents in a sincere manner following either victory or defeat.
- H. Cooperate with the coach and fellow athletes in trying to promote sportsmanship.

Sapphires

By setting a good example, the Sapphires can influence and help control the reactions of student spectators.

The Sapphires should:

- A. Work with LHS administration to design standards of desirable behavior for the leaders and cheering section.
- B. Select positive cheers that praise their own team without antagonizing their opponents.
- C. Make spirit signs that are positive in nature and do not refer to the opposing team in a negative light.
- D. Assist school officials at rallies or other gatherings in reminding students of the expectations of a good sportsmanship.

Students and Other Spectators

Spectators share a significant responsibility for sportsmanship. Their habits and reactions determine the quality of sportsmanship that reflects upon the reputation of LHS.

The students and other spectators should:

- A. Know and demonstrate the fundamentals of sportsmanship.
- B. Respect, cooperate and respond enthusiastically to spirit leaders.
- C. Respect the property of the school and the authority of school officials.
- D. Show respect for an injured athlete when he/she is removed from the contest.
- E. Respect the judgment of the officials.
- F. Never use profane language or obnoxious behavior which are contrary to sportsmanship.
- G. Never participate in an unauthorized visit to another school or engage in any act of vandalism.

Band/Sapphires/Other Entertainment

- A. Band members should be supervised by a staff member.
- B. Bands should only play before a game, during time-outs, at half-time and the game. Bands should not use instruments to distract opponents.
- C. Bands, spirit squad and other entertainment should not interfere with the officials, with practicing teams, or with the playing of the game.

The School Administrators, Athletic Director, and Staff Supervisors

The administrators and athletic director must establish the importance of the fundamentals of sportsmanship in the minds of the entire school community and all those who associate with any of the activities of the school. The quality of the sportsmanship displayed at athletic contests reflects the leadership provided by the administration.

The administration/staff supervisors should:

- A. Maintain order and enforce sportsmanlike behavior.
- B. Provide sufficient supervision for all football and basketball games as well as other athletic events which require special supervision.
- C. Provide, when necessary, additional security such as police to assist in maintaining order and safety at athletic events.
- D. Pursue avenues for proactively promoting sportsmanship
- E. Be sure parents thoroughly understand what the school expects of its athletes and its spectators.
- F. Take responsibility to inform parents, alumni, and other spectators of acceptable and unacceptable behaviors and to insure that all spectators abide by these expectations.
- G. Take an active role in the development of athletic policies.
- H. Be sure that all students have a definite understanding of the kinds of behavior expected of them.
- I. Support and encourage school programs designed to enhance the understandings of sportsmanship.
- J. Establish and enforce consequences for students and athletes who violate expectations of sportsmanship.

XXXII. COACHING PHILOSOPHY

The mission statement of Lutheran High School states that the curriculum is planned to aid in the growth and development of the whole person—spiritually, intellectually, emotionally and physically and socially. The athletic program is to support this philosophy by providing positive supportive athletic experiences for as many children as possible, in an environment where each child will have an opportunity to participate. Each adult coach, supervisor and advisor will support the school's philosophy and adhere to all policies as stated by the athletic director and principal, and will make a commitment to place primary emphasis on each child's development and growth.

The objective of the athletic program is to provide the individual, as a part of the team as a whole, an atmosphere that will encourage the athlete to be a positive influence on and off the playing fields while reaching his/her fullest potential.

Thank you for volunteering your time to serve as coach for our Lutheran High School. As you know, being a coach entails more than just teaching skills and game strategies. Our goal is to shape the individual in all areas of life: spiritual, social, intellectual and physical. The issue is not who wins the game, but what is learned from competition. You, as the coach, are the one who instills the values of healthy competition and development in each of your players.

XXXIII. ORGANIZATION AND AFFILIATION

The coaching staff is directly responsible to the athletic director for conducting the athletic program as outlined in this handbook. The athletic director is responsible to the principal for the total conduct of the athletic program. The principal is in turn responsible to the Board of Directors of Lutheran High School - St. Charles Co. We compete as a member of the Missouri State High School Athletic Association (MSHSAA) and of the Archdiocese Athletic Association (AAA). Lutheran High School - St. Charles Co. is a member of the Missouri State High School Activities Association (MSHSAA). As members of the MSHSAA, we subscribe to all the rules and regulations as listed in its "Handbook."

1. Provide educational and social experiences for the students and school community which result in positive learner outcomes contributing to the development of good citizenship, sportsmanship and equitable competition.
2. Develop and adopt standards of supervision and administration to regulate the diverse interscholastic activities and contests which are delegated by the member schools to the jurisdiction of the Association.

XXXIV. COACHES RESPONSIBILITIES

Coaches Mission Statement -- I will devote myself to building and maintaining a program that reflects a commitment to 1 Corinthians 10:31, establishing excellence in practice, player development, parental involvement, scouting, conditioning, and present/future student interest. I will continually study and work to maximize my potential as a coach, recognizing that professional growth is required to maintain and develop new teaching and mentoring techniques. Above all, I understand that the program is a reflection of what I value: my faith, my family, my players and their families.

A. PROFESSIONAL AND PERSONAL EXPECTATIONS

1. LEADERSHIP

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition, following practice schedules and building positive attitudes are very important.

2. SPIRITUAL LEADERSHIP

All practices and games offer opportunities for prayers and devotions. The Mission Statement of LHS should be paramount in your personal coaching philosophy. In all activities let God shine through you and your actions.

3. COOPERATION

LHS expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their athletic director, principal and other members of their staff.

4. RAPPORT

You must develop solid rapport with many individuals and groups, including, but not limited to: team personnel, student body, professional staff (faculty, administration, maintenance, etc.), general public, spectators, officials, fellow coaches, media representatives and the parents of their players. Good rapport, professional image, and core competency are essentials.

5. DISCIPLINE

Every facet of personal and team discipline is the coach's responsibility. Individually, the coach is a model of all that the program represents—observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season (home and away), and the conduct of the crowd—especially the student body. Desire to excel, to win with grace, and to lose with dignity, must be emphasized. Staff, players, parents, and spectators should be motivated toward known, established goals.

6. IMPROVEMENT

Take advantage of opportunities for self-improvement. Attendance at conference meetings, rules clinics, workshops, and similar in-service training programs is required. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazine, and utilizing enrichment material available in other media forms is expected.

B. COACHES' RESPONSIBILITIES

1. TO THE PLAYERS ON THE TEAM

- The prime reason for offering athletic programs at LHS is to provide opportunities for young men and women to develop their respective God-given capabilities to the fullest. Development of positive attitudes is important in accomplishing this objective.
- Promote and teach only clean, aggressive, fair play, stressing good sportsmanship at all times. The coach must be the leader and set the example.
- The coach must be fair and unprejudiced with players, considering individual differences, needs, interests, temperaments, aptitudes and environments.
- Players must understand that coaches will treat them all differently, but fairly.
- Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach.
- The physical welfare of the players must always be uppermost in the coaches' mind.

2. TO THE PARENTS AND STAKEHOLDERS OF LHS

- Coaches are a frequent topic of conversation at various community locations—the home, the work place and at the meetings of many organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny. -- Be a positive Christian Witness!!!
- Get to know your parents. Make yourself visible as a part of the LHS family. Be at other sporting events, drama productions, etc. Be an advocate for your players and the parents will follow you.
- Have an open door policy and be pro-active in dealing with players, parents, other adults.
- Involve parents, seeking assistance as needed, establishing a strong, united front. Parents want to help, give them the opportunity in appropriate situations.
- Parents can be your biggest ally or your worst critic—the more involved they are, the better your team will function. Above all, continually build a consensus of supporters.
- Maintain control, but remember, the program does not revolve around you—it revolves around your philosophy (which begins and ends with Christ) and your players.
- Your actions should always reflect confidence and respect for LHS. Much can be done by the coach in public contacts to build and maintain a high level of confidence in LHS through the athletic program.

3. TO THE SCHOOL

- Refer to the LHS Mission Statement and Core Values -- A coach should strive to meet these on a daily basis with his/her players, the parents, LHS staff, etc.
- A coach owes his/her school his/her efforts and loyalty at all times.
- He/she must constantly strive for excellence in all areas of his/her school. To be effective, a coach must be respected.
- To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well-liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown you. Private, firm, fair and constant discipline must be maintained.
- The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching.
- The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

4. TO THE PROFESSION

- A coach should continue professional growth in athletic coaching and as a teacher on the field/court.
- A coach should belong to various coaching associations open to the profession, offering access to experts. Invite them to give you advice and learn from them.

5. TO FELLOW COACHES (ASSISTANTS)

- The head coach must always be in command. Despite this position of authority, the head coach will encourage independent thought on the part of the staff.
- Human relations skills provide an open exchange of ideas in a courteous, thoughtful manner. A head coach will praise the assistants and award recognition whenever possible.
- Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and others not involved with the program.
- The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program.

--The assistant coaches must be willing and able to do things that they may not wish to do. They must fulfill the responsibility to the head coach, the athletes, and the sport itself. It is difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

WHAT ASSISTANT COACHES CAN EXPECT FROM THE HEAD COACH...

- To run an organized program so that they will be able to function efficiently.
- To sincerely listen to suggestions.
- To give responsibility and authority.
- To work and provide leadership to win.
- To treat them like men with dignity and respect.
- To sell them to our players, the community and other coaches.
- To let them coach on the field within their personality.
- To be the spokesman for the entire staff.
- To let them know when they have been derelict in their duties.

6. TO OTHER COACHES IN YOUR SCHOOL

- A coach must always remember that their sport is not the only sport; it is only part of the total athletic and educational program of the school.
- It is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.
- A coach must support and serve fellow coaches whenever possible. All remarks should reflect confidence in fellow coaches.
- Meet regularly with the other members of the athletic staff in order to coordinate schedules, practices, individual players and their needs, etc.

7. TO FACULTY MEMBERS

- A coach is responsible for cooperating with every faculty member on the staff, recognizing that academics and spiritual growth take precedence over athletics.
- Cooperation with teachers of academic subjects, and support and assistance will undoubtedly be returned by other faculty members.

8. PHYSICAL PLANT

- Keep storage areas locked, and practice areas, locker rooms in order and supervised prior to and after practice.
- Store equipment neatly and use equipment properly.
- Pride in the equipment and facility is of primary importance to athletes and coaches.

9. PRESEASON RESPONSIBILITIES

- Ensure that the MSHSAA form which includes the "Student Participation and Parental Permission Sections" and the "Family Insurance, Emergency Information, and Physicians Examination Record," sections are completed and collected.
- Take one set of copies to all games in case of emergencies, providing a second set to the athletic director. An athlete may not participate until their form is on file with the coach and athletic director.
- Complete the "Goals Sheet" for the upcoming season with the Athletic Director.
- Collect a training rules agreement form signed by parents and athlete from all athletes in your sport and turn it in to the athletic director for filing.
- Conduct a parent meeting at the beginning of the season to explain training rules, school attendance policies, grade eligibility, transportation, letter requirements, etc. (LHS will schedule).
- Submit a roster of team members to the athletic director.
- If "tryouts" and "cuts" are required due to numbers wishing to participate, try to have 4 or 5 practices before you make decisions. Inform those not selected why and what they can do to improve. Do NOT post a list.
- Recruit a manager or statistician to help with practice and game preparations.

10. IN-SEASON RESPONSIBILITIES

- Inform parents clearly regarding practice schedules (times, locations, etc.) Keep them abreast of the itinerary of practices, games, and changes to the schedule. The key is "regular basis." Keep consistent contact.
- Conduct senior night/parent night and work with Sapphires to honor them (FB and Boys BB only.) Provide players with a concise practice schedule and allow them time to understand your schemes and how you will approach each game.
- Meet with the Athletic Director regarding the "Goals Sheet" which was developed during the preseason meetings.
- Help the Athletic Director plan and run any junior high/feeder system tournament or game in your particular sport on the LHS campus. If you can not assist, arrange for one of your assistant coaches to help out.
- Obtain statisticians for their contests and assist the AD in finding clock operators and announcers for their games.

11. POST-SEASON RESPONSIBILITIES

- Fill out officials ratings in sports where required and turn in to athletic director.
- Recommend athletic awards for your sport according to approved LHS criteria.
- Complete coaches end of the season report and turn in to athletic director. Subsequently, meet with the Athletic Director.
- Following a meeting with the AD, attend a meeting with the Athletic Council to address any concerns. Concerns can be brought forth by the Athletic Council regarding any failure to reach the desired coaching objectives.
- Meet with the assistant coaches and detail your off-season plans regarding camps, tournaments, leagues, etc. Ensure that a strong weight lifting/conditioning program is in place.
- Meet with parents and enlist their assistance for any off-season plans.
- Meet with players following season and detail for returning players what your off-season plans are and what they can do to make themselves into better athletes. (If needed, have individual conferences with each player to accomplish this goal).
- Ensure that all players turn in their jerseys and give to the AD and help him organize your gear for off-season storage.
- Each coach will be evaluated based on the above responsibilities following each season. The purpose of this evaluation is to recognize strengths and weaknesses of the entire program, as it is a reflection of the coach.
- These evaluations will be placed on file with the principal and athletic director. A copy of the evaluation form is attached at the end of the Handbook.

12. OFF-SEASON RESPONSIBILITIES

- Conduct a summer camp on the LHS campus if applicable to your sport. Participate a summer or off-season league.
- Attend summer camps with your players to ensure that they are getting enough exposure to the game out of the normal "season." Assist your players in getting recruited to play at the next level.
- Have sessions when athletes can come to LHS to hone their skills (on-field workouts, open gyms, etc.). Verify understanding of MSHSAA rules and regulations prior to beginning workouts.
- Provide a weight training/conditioning program for the student/athletes in your sport, unless they are already doing so in another sport.
- Work with LHS Association elementary schools to promote your program at LHS by including junior high coaches in your camps and/or creating a feeder team.
- Attend at least one clinic/conference to gain more knowledge in your sport.

13. TO THE LHS ASSOCIATION SCHOOLS

- Be an ambassador for LHS in general, for the athletic program, and your sport at all times.
- Actively promote LHS to children and parents whenever possible, starting in the middle school years. Children love attention, give it to them.
- Strive to attend Lutheran elementary feeder schools games and encourage kids to come to LHS. Work with the parents to actively promote their sons/daughters to be student-athletes at LHS. Encourage your coach to do the same.

14. COACHES ASSOCIATIONS

- Lutheran High School will pay the registration fee for each head coach to attend one coaching clinic per year.
- LHS encourages coaches to maintain membership in coaching associations at the state and national level.

XXXV. COACH-PLAYER (TEAM) RELATIONSHIPS

- In-Season
- Off-Season
- Summer

LHS places a priority on encouraging our athletes to play more than one sport. We want ALL of our athletic programs to succeed, but not via hurting another sport. Because of this, we have parameters placed upon coaches for contact with their athletes on three different levels: in-season, off-season, and during the summer months.

1. In-Season

Philosophy - In-seasons sports ALWAYS have the priority when it comes to any LHS or club sponsored sports. Adherence to the code as found in the athletic handbook is up to the coaches and the player and his/her parents.

- A. Coaches will not schedule any practices on Sunday at any point during the school year or summer with the notable exception: before tournament games on Monday (this includes regular season and post season tournaments) or before district playoff games on Mondays.
- B. Coaches are not permitted to hold “open gyms” or any other non-mandatory practices on Sundays. Teams will not use the LHS campus for any practices.
- C. In-season coaches will encourage maintaining a regiment of weight training in-season and implement such a program into their normal practice routine.
- D. Coaches will not schedule practices on short notice (less than 24 hours) and will not allow kids to simply come to LHS for a impromptu practice, open gym, etc.
- E. When LHS does not have classes because of inclement weather (snow, ice, flood, etc.) coaches may not schedule practices without administrative approval or before tournament games (this includes regular season and post season tournaments) and before district playoff games.
- F. During vacations and holidays, coaches are permitted to have practices as needed. This depends on the availability of coaches and athletes alike. It is up to the coach and parent and athletes to understand that during the season, there may be conflicts and the head coach of each sport will deal with those accordingly.

2. Off-Season

Philosophy -- LHS encourages Cougar athletes to play more than one sport. We also want all of our athletic teams to be competitive, which is helped by off-season participation in not only a conditioning program, but also limited workouts. While opportunities exist for year round participation in one specific sport, our coaches and our administration do not endorse year round participation.

A student-athlete’s first priority is the sport in which they are currently participating. It is the out of season coach’s responsibility to encourage them to be successful in that sport. A coach shall never require any workout that will cause a student-athlete to miss a team function in their current sport. Student athletes are not permitted to miss any team function to participate in an out of season workout.

3. Summer

Philosophy -- Over the summer months (end of school year to the start of fall camp, the key piece is coaches working together to ensure that **ALL** of our programs have the time they need to improve and hone their skills. It is the responsibility of coaches to work with the AD as they plan their camps, leagues, and open gyms. No coach will make his or her activity more important than another. It becomes the responsibility of the coaches to communicate clearly with their athletes.

- A. Summer is considered free time for student-athletes to develop their skills/strength/conditioning as they so choose. Coaches are to schedule and promote *strongly* the performance program.
- B. Summer performance workouts are never mandatory and strength and conditioning will occur no more than four days a week along with one scheduled “open gym” per week. “Open gym” is for all student-athletes interested in that sport.
- C. Coaches are free to participate in team camps/summer league games throughout the summer in order to improve the skill development of the student-athletes. Once again participation is not mandatory.

APPENDIX E - COACHES CODE OF CONDUCT

STANDARDS OF EXCELLENCE FOR COACHES

Coaches are asked to work with “every” player in the program. The best-coordinated and the least coordinated player on each team are of equal importance and should be given equal attention and encouragement.

Upon my honor as a Lutheran High School coach, I pledge myself to the following:

- To guide each player to be a better Christian and better citizen.
- To be ethical and sportsmanlike in my coaching conduct toward all players, officials, fans, and the league unto which we belong.
- To motivate each player to compete according to the rules at all times.
- To teach each player, especially through my own example, to be humble and generous in victory; proud and courteous in defeat.
- I will promote Christian values.
- I will be in agreement with the LHS Sports Philosophy.
- I will obey the rules that govern the sports I coach.
- I will return all LHS equipment to the proper location after the season ends.
- I will notify parents as soon as possible in advance if a practice is changed or canceled.
- I will attend required meetings and clinics.
- I will notify the Athletic Director immediately concerning an accident/incident involving injury to players.

Furthermore, I will assist the other coaches in the program to adhere to these aforementioned points.

Coach _____
Administrator _____

Date _____
Date _____

APPENDIX F - RECRUITMENT OF ATHLETES

The use of undue influence for athletic purposes by any person or persons directly or indirectly associated with the school to secure or encourage the attendance of a student or the student’s parents or guardians as residents of the school district, shall cause the student to become ineligible for a minimum of one semester and a maximum of one year. The offending school shall be placed on probation for one year and offending coach or coaches not be permitted to coach at that school for a one-year period, and shall not coach at any other MSHSAA member school in any tournament in any sport. Examples of undue influence include but are not limited to:

- Offers of or acceptance of financial aid to parents, guardians or student;
- Reduced or eliminated tuition and/or fees;
- Any special privileges not accorded to other students, whether athletes or not;
- Transportation allowances;
- Preference in job assignments;
- Room, board or clothing, promotional efforts and admission policies for athletes that are in excess of efforts for other students.

INTERPRETATIONS —UNDUE INFLUENCE

1. Funds which have been donated to schools by clubs and individuals may be given as financial aid to students through the normal financial aid program of the school for all students, without regard to potential. Financial aid based even partially on athletic potential or performance is not permitted from the school or from groups that exist because of or for the benefit of the school (e.g., booster clubs).
2. Individuals not exclusively representing athletic interests of a high school may make general presentations (not just athletic) to seventh and eighth grade students (not just athletes). There should be a diversity of presenters, speaking on a variety of topics to students of all interests.
3. It is a violation of this section for a coach or any other unauthorized representative of a school to suggest or promise that any part of tuition will be waived for a prospective student for any reason, including financial need. The only person who may address the possibility of fee reduction is that person who has specific responsibility for admissions and financial aid policies and procedures.
4. If it is a faculty member’s responsibility to recruit students (not just athletes) and that person makes such contact irrespective of athletic eligibility, such contact is permitted. However, anything done for athletes not done in a comparable fashion for all students is undue influence.
5. When a student at a junior high/middle school or other high school, or the parents or guardians of that student, contact the coach about attending the coach’s school, the coach shall refer the student, parent or guardian to the appropriate school personnel, who have the responsibilities for seeking and processing prospective students.

APPENDIX G - USE OF DRUGS AND ILLEGAL SUBSTANCES

Anabolic steroid use at the high school level is of concern. Steroids are used by some athletes in sports to improve athletic performance and/or to enhance the body in a cosmetic way. A recent study indicates that more than six percent of high school seniors use steroids. About two-thirds of these seniors tried steroids before the age of 16. The use by high school and junior high school age youth may be on the increase. High school coaches may not be able to prevent the use of steroids altogether, but they can clearly and forcefully discourage their use. Coaches should take a proactive role in prevention. First, coaches should learn about steroids, what they do and what they will not do. Then they should provide this information for their athletes. Steroids, with proper diet and weight training, can increase muscle development, however, as is typical with most get-rich-quick schemes, steroid use has potentially serious short-and long-term consequences that must be addressed.

Most coaches would never promote steroid use intentionally. Total silence by coaches, however, condones use in some young people's minds. Even though steroids may not be mentioned when it is suggested to an athlete that his/her success is limited only by a lack of weight and/or strength, without a disclaimer that statement can be a motivation to use steroids. The alluring nature of the drug that allows for development of increased weight under the aforementioned circumstances is a coercive power that is difficult for the individual to resist without knowing that the side effects of the drugs may be.

LHS coaches are prohibited from promoting or supplying dietary supplements with claims of enhanced athletic performance. This covers androstenedione and creatine and any compounds labeled as performance enhancing.

APPENDIX H - MENTORING OF COACHES

One of the biggest concerns for the athletic administration is the shortage of good coaches for LHS teams. When we hire new coaches or promote from within a program, we expect that they know how to coach their sport. For instance, they ought to have a proper philosophy, understand the LHS Mission Statement and how it relates to their sport, deal with parents, promote their program, etc. However, some coaches fail. The problem for LHS has been that those who have failed or not been successful was not that the administration has picked poor coaches; it was that they didn't provide the proper guidance to help them become more successful. When coaches have had no help, no guidance, they are at times blamed for a lack of success.

Coaches need assistance in the management of their program, not in coaching. We will not hire any coach who does not have a solid background and coaching philosophy. However, not all coaches at LHS *know* what coaching at LHS requires; the time, the procedures, the specifics, etc. Therefore, LHS will provide assistance and the means for coaches of our various programs to succeed. This is our Coaches Mentoring Program.

Mentoring is an attitude, relationship and investment, with a mutual understanding of responsibilities for both mentor and mentee. The LHS Athletic Council (AC) will establish, supervise and maximize coach-to-coach — mentor to mentee, mentoring programs.

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