

***HURON VALLEY LUTHERAN
HIGH SCHOOL ATHLETICS
COACH'S HANDBOOK***



HAWKS

“A good coach will always praise the individual and correct the group.”

John Wooden

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TABLE OF CONTENTS

<u>TOPIC</u>	<u>PAGE</u>
Forward.....	2
Huron Valley Lutheran High School Mission Statement.....	2
Philosophy of Athletics.....	2
Athletic Vision Statement.....	2
Athletic Department Objectives.....	2-3
Sports Offered.....	3
Athletic Affiliations.....	3
Michigan Independent Athletic Conference Code of Conduct.....	3-4
Michigan High School Athletic Association Rules and Regulations Eligibility Requirements for Participation in Interscholastic Athletics.....	4-5
Michigan High School Athletic Association Purpose and Code for Athletics.....	5-6
Michigan High School Athletic Association Athletic Code for Coaches.....	6
Volunteer-Background Check.....	6-7
Athletic Director Responsibilities.....	7
Coach’s Obligations.....	7-8
Coaching Criteria.....	8-9
Assistant Coaches.....	9
Student Assistants.....	9
Practice Sessions.....	9-10
Attendance of Practices and Games.....	10
Cancellations/Announcements.....	10
Medical Consent Forms.....	10
Transportation.....	10
Team Rules and Policies.....	11
Uniforms and Equipment.....	11
Athletic/Award Banquets.....	11
Parent Meetings.....	11
Medical Policy.....	11-14
Michigan High School Athletic Association Game Suspension Guidelines.....	14
Michigan High School Athletic Association Regular Season Contest Delays.....	14-15
Michigan High School Athletic Association Tornado Policy.....	15-16
Tornado Warning Procedures.....	16
Severe Weather Procedures.....	16-17

FOREWARD

This handbook has been developed to assist you as a coach at Huron Valley Lutheran High School. Upon accepting a call or volunteering as a coach, you have taken on a tremendous responsibility in the training of our area teenagers. The times you spend with these young men and women will be some of the most remembered and influential times in their lives. Take it seriously, work hard, and have fun!

On behalf of the students, teachers and board members, thank you for devoting your time and energy to Huron Valley Lutheran High School and using athletics to instruct and train disciples of Christ.

HURON VALLEY LUTHERAN HIGH SCHOOL MISSION STATEMENT

Huron Valley Lutheran High School is an extension of conference WELS congregations and exists to assist the students, their parents, and the HVL conference of congregations with instructing and training disciples of Christ by providing Christ-centered secondary education.

HURON VALLEY LUTHERAN HIGH SCHOOL PHILOSOPHY OF ATHLETICS

Huron Valley Lutheran High School encourages students to use their God given talents and abilities outside the regular classroom setting in co-curricular activities.

Athletics is a vital part of the educational process of many students at HVLHS. Athletics exist to give a unique opportunity to teach and train students using God's word through athletic competition, always keeping in mind I Corinthians 10:31, "So, whether you eat or drink or whatever you do, do it all for the glory of God." Therefore, our purpose is to train student athletes to handle themselves during competition using good Christian sportsmanship throughout their high school years and then applying those actions to live a Christian life.

HURON VALLEY LUTHERAN HIGH SCHOOL ATHLETICS VISION STATEMENT

Huron Valley Lutheran High School athletics strive to provide the highest quality teaching and learning experience for coaches, student-athletes, parents, and anyone involved. Continued growth and maintenance in the areas of education, technology, and facilities will provide a safe and memorable experience. Always remember that God is the basis of our abilities and actions and that 'every good and perfect gift is from above coming down from the Father.'

HURON VALLEY LUTHERAN HIGH SCHOOL ATHLETIC DEPARTMENT OBJECTIVES

The following is a list of objectives that the Huron Valley Lutheran Athletic Department strives to foster in student-athletes. Each student-athlete will:

1. provide a positive Christian image and witness in practice, competition, and in the community.
2. be challenged with opportunities for physical, mental, emotional, and social (sportsmanship) development as a Christian.
3. experience group concepts such as team play, loyalty, sacrifice, hard work, fair play, common goals, and fulfilling individual roles through competition and play from the perspective of a Christian.
4. practice self-discipline and social and emotional maturity as a Christian during competition and pressure situations.

5. develop a sense of Christian pride and spirit for the school and everyone involved with the school.
6. develop a desire for physical fitness now and for the future.
7. develop a level of leadership qualities and skills, with respect to God-given abilities.

**HURON VALLEY LUTHERAN HIGH SCHOOL
SPORTS OFFERED**

	<u>Boys</u>	<u>Girls</u>
Fall	Soccer	Basketball
Winter	Basketball	Volleyball Cheerleading
Spring	Baseball	Softball

**HURON VALLEY LUTHERAN HIGH SCHOOL
AFFILIATIONS**

Huron Valley Lutheran High School is a member of the Michigan High School Athletic Association (MHSAA) and must abide by their regulations and guidelines in order to continue membership.

Huron Valley Lutheran High School is also a member of the Michigan Independent Athletic Conference (MIAC) and must abide by their regulations and guidelines in order to continue membership. Member schools include:

Baptist Park of Taylor, Bethesda Christian of Sterling Heights, Franklin Road Christian of Novi, Inter-City Baptist of Allen Park, Oakland Christian of Auburn Hills, Plymouth Christian of Canton, The Roeper School of Bloomfield Hills, Southfield Christian of Southfield, and Zoe Christian of Warren.

The conference is split into two divisions (blue - upper and red - lower) for each individual sport.

**MICHIGAN INDEPENDANT ATHLETIC CONFERENCE
CODE OF CONDUCT**

Sportsmanship is defined as the practice of playing fair, of taking defeat without complaint or victory without gloating, and of treating opponents with fairness, generosity, courtesy, and integrity. As member schools of the M.I.A.C, we encourage our students, athletes, families, and spectators to support this belief in sportsmanship. When the M.I.A.C sponsors an athletic event we consider this event to be an extension of the classroom, with lessons learned as important as those coming out of a textbook. Therefore, we ask that you conduct yourselves appropriately and positively in following the code of good sportsmanship. We encourage you to cheer, clap, or otherwise uplift those who are participating. By doing this, we are supporting good sportsmanship. As member schools of the M.I.A.C., we are committed to the enforcement of high standards of conduct. Therefore any spectators observed participating in unacceptable behavior will be approached. Severe infractions may lead to immediate removal from the premises without warning. This action will be up to the discretion of the administrator and/or school representative in charge of the event.

Infractions which may lead to a warning or immediate removal from the athletic event include, but are not limited to: harassment of an official, team member, coach, spectator, or visiting team participants; the use of foul language; the throwing of any object onto or near the playing area, or in the stands; and any other activity that is deemed as unsportsmanlike.

Additional follow-up steps may be taken:

- 1. Talk to school personnel to identify the offender.*
- 2. Contact the Athletic Director of the school whom the offender was representing.*
- 3. Ban the offender from attending some or any remaining M.I.A.C. contests.*

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION RULES AND REGULATIONS ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

The MHSAA has set forth rules and regulations to set a standard for all members for fair play. Huron Valley Lutheran High School has the right to add to any or all of the following rules and regulations. The following is a list of MHSAA rules and regulations as presented to the schools. Huron Valley Lutheran High School has added to some to set a higher standard for our students. Please follow these guidelines as printed and also the additions made to these in the following pages of this handbook.

Enrollment

To be eligible for interscholastic athletics, a student must be enrolled in a high school not later than the fourth Friday after Labor Day (1st Semester) or the fourth Friday of February (2nd Semester).

Age

A student who competes in any interscholastic athletic contests must be under nineteen (19) years of age, except a student whose nineteenth (19th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.

Physical Examinations

No student shall be eligible to represent a high school for whom there is not on file in the offices of the superintendent or principal or athletic director of that school, a statement for the current school year certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests. A current physical is one given on or after April 15 of the previous school year.

Semesters of Enrollment

A student shall not compete in any branch of athletics who has been enrolled in grades nine to twelve, inclusive, for more than eight semesters. The seventh and eighth semesters must be consecutive. Enrollment in a school beyond the fourth Friday after Labor Day (first semester) or fourth Friday of February (second semester), or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this rule.

Semesters of Competition

A student, once enrolled in grade nine shall be allowed to compete in only four first semesters and four-second semesters.

Undergraduate Standing

A student who is a graduate of a regular four-year high school or who is a graduate of a secondary school, which has the same requirements for graduation as a regular four-year high school, shall not be eligible for interscholastic athletics. However, a student who satisfactorily completes the required number of credits for graduation in less than eight semesters shall not be barred from interscholastic athletic competition, while passing at least twenty credit hours of undergraduate work, until the end of the eighth semester.

Previous Semester Record

No student shall compete in any athletic contest during any semester who does not have to his or her credit on the books of the school represented, at least twenty (20) credit hours of work for the last semester during which he or she shall have been enrolled in grades nine to twelve, inclusive. A student entering the

9th grade for the first time, except those who had eligibility advanced, may compete without reference to his/her record in the 8th grade.

Transfers

Most students are ineligible for a semester if they transfer from another high school, but there are some exceptions. See the athletic director if you have any questions.

Awards

A student may accept, for participation in athletics, a symbolic or merchandise award, which does not have a value or cost in excess of \$25. Awards from athletic participation in the form of cash, merchandise certificates, or another type of negotiable documents are never allowed. Banquets, luncheons, dinners, trips, and fees or admissions to camps or events, if accepted in kind, are permitted.

Amateur Practices

No student shall be eligible to represent his or her high school who: (1) has received money or other valuable consideration from any source for participating in athletics, sports, or games; (2) has received money or other valuable consideration for officiating in interscholastic athletic contests, (except for two exceptions; see the Athletic Director); (3) has signed a professional athletic contract.

Limited Team Membership

A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three contests/days of competition and maximum of the remainder of that season in that school year. The following exceptions apply: (1) Individual sports will apply the limited team membership rule from the point of a student's first participation in a contest or scrimmage, rather than practice. (2) During a season an individual may participate in a maximum of two individual sports meets or contests in that sport while not representing his or her school.

Game Disqualification

If a student is disqualified from a contest for unsportsmanlike conduct, the athletic director must be notified and that student is ineligible to participate in at least the next contest. A student who is disqualified for unsportsmanlike conduct may attend the disqualified contest(s), but not in uniform.

If a coach is disqualified from a contest for unsportsmanlike conduct, that coach shall be prohibited from coaching at or attending at least the next contest.

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION PURPOSE AND CODE FOR ATHLETES

PURPOSE

The Michigan High School Athletic Association, Inc., is a private, voluntary association for public and parochial secondary schools, which choose to join, and participate in the organization. The primary function of the Association is to conduct postseason tournaments and to help member schools have rules and guidelines to follow and enforce locally to promote equitable competition.

CODE FOR ATHLETES

1. Know and adhere to the athletic code of the school.
2. Exceed all attendance and academic requirements as practical evidence of loyalty to school and team and a proper philosophy of school-sponsored athletics.
3. Observe completely all policies regarding conduct, doing so as a duty to school, team, and self.
4. Counsel with the athletic director over questions of eligibility.

5. *Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.*
6. *Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.*
7. *Demonstrate respect for opponents and of officials before, during, and after contests.*

Participation in extracurricular competitive interscholastic athletics is a student's privilege, not a right, that can be removed at any time for failure to meet the standards and requirements of particular teams, school or school districts, leagues or conferences, and regional, statewide or national organizations to which the student's school belongs.

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION ATHLETIC CODE FOR COACHES

The Coach is the official representative of the school at interscholastic athletic activities. In this important capacity, these standards should be practiced:

1. *Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.*
2. *Develop an up-to-date knowledge of the rules, strategies, precautions, and skills of the sport and communicate them to players and parents.*
3. *Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.*
4. *Develop fair, unprejudiced relationships with all squad members.*
5. *Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out-of-season activities.*
6. *Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.*
7. *Give the highest degree of attention to athletes' physical well being.*
8. *Teach players, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.*
9. *Teach players strict adherence to game rules and contest regulations.*
10. *Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.*
11. *Attend required meetings, keep abreast of MHSAA policies regarding the sport, and are familiar with MHSAA eligibility and contest regulations.*
12. *Present a clean and professional image in terms of personal appearance, and provide a positive role model in terms of personal habits, language and conduct. Use of tobacco within sight of players and spectators and use of alcohol any time before a contest on the day of the contest is not acceptable.*

HURON VALLEY LUTHERAN HIGH SCHOOL VOLUNTEER-BACKGROUND CHECK

Upon accepting the responsibility of coaching at Huron Valley Lutheran High School, you have agreed to conduct yourself as a Christian example to the young men or women you have been entrusted in a manner worthy of being a follower of Christ. Although Huron Valley Lutheran High School does not get an official background check on each coach, it does ask that each coach sign a volunteer agreement. This agreement asks you to honestly answer whether you have ever been involved in any incidents of child molestation, child abuse, sexual misconduct, exploitation or harassment in this state or any other states in the past. This will be a confidential document to be kept on file in the Huron Valley Lutheran High School office.

HURON VALLEY LUTHERAN HIGH SCHOOL ATHLETIC DIRECTOR RESPONSIBILITIES

The athletic director is responsible for the organization and administration of the athletic department. The duties and responsibilities of the athletic director are to:

1. Cooperatively lead the school in creating and maintaining an atmosphere that is conducive to an educationally sound athletic program.
2. Prepare the annual budget for the athletic accounts.
3. Prepare requisitions for ordering athletic items.
4. Prepare a competitive schedule of contests for each sport, in order to teach the athletes sportsmanship.
5. Supervise the coaching staff.
6. Oversee facility usage and provide a schedule of facility use for practices and games.
7. Provide for the preparation of facilities in preparation for each contest.
8. Maintain sidelines for exclusive use of players, coaches and officials, and handle crowds so there is no encroachment on playing space.
9. Refuse admission to athletic contests to persons who have shown a lack of sportsmanship.
10. Secure necessary permits for use of off campus facilities.
11. Contract officials for each home contest.
12. Support officials in cases of adverse rulings.
13. Publish an athletic calendar.
14. Provide for storage of equipment and uniforms.
15. Maintain an up-to-date permanent file for each sport.
16. Maintain an archive of scorebooks and season records for each sport.
17. Update as necessary the athletic handbooks.
18. Represent the school at conference meetings and other meetings pertaining to athletics.
19. Provide all athletes with proper equipment and uniforms for practices and competition.
20. Inventory athletic equipment and uniforms.
21. Keep an up-to-date list of letter winners.
22. Schedule coaches meetings as necessary.
23. Organize and supervise seasonal athletic awards nights.
24. Provide programs for athletic events as necessary.
25. Provide the opportunity for Lutheran Elementary School tournaments and meets.
26. Work with administration and other school personnel to avoid scheduling conflicts.

HURON VALLEY LUTHERAN HIGH SCHOOL COACHES OBLIGATIONS

As was stated above the responsibility of a coach is tremendous. It can also be a very rewarding experience when done out of love and concern. As a coach at Huron Valley Lutheran High School, your obligations are to God, Huron Valley Lutheran High School, parents, student-athletes, and to other coaches in the program as defined below.

The coach has an obligation to God.

The coach should strive to be Christ-like in carrying out every action in the coaching position.

The coach has an obligation to Huron Valley Lutheran High School.

Many times a coach is put into a position that is highly visible to the public, and actions cast a considerable amount of attention on the school. Crowd behavior is many times influenced by the attitude of a coach and the student-athletes. Each coach should represent Huron Valley Lutheran High School in a manner that reflects the school's mission and purpose.

The coach has an obligation to the parents of his/her student-athletes.

The coach is given the responsibility to train and care for the Christian student-athletes as if they were the coach's own children.

The coach has an obligation to his/her athletes.

It is the obligation of the coach to train the Christian student-athlete to the best of his/her ability. The student-athlete should be trained to strive for victory within the rules and spirit of the contest. There may be times when victory is not achieved only through the scoreboard and the coach is responsible for realizing those victories. Most teams reflect the personality of the coach and should strive for the best possible reflections. Coaches have a great responsibility to their student-athletes in teaching them how to handle adversity and success under pressure. How the coach handles these situations will be the best teaching tool available.

The coach has an obligation to the other coaches in the athletic department.

The coach can be a great help and means of support to another coach should the need arise. A successful athletic department depends on all of the coaches and their programs, not an isolated coach or sport going on its own. We share in each other's joys and sorrows. The betterment of the athletic program comes from a cooperative attitude in nature. This cooperative attitude can be a strength in our program. We must not attempt to influence a student-athlete to select one sport over another. Do not influence an athlete to drop out of other sports to concentrate on one sport. This can only cause undue pressure on the athlete, the coaches, and the school teams.

**HURON VALLEY LUTHERAN HIGH SCHOOL
COACHING CRITERIA**

To keep the Huron Valley Lutheran High School athletic department at the highest level of order, respect, and integrity the following criteria has been established.

A coach at Huron Valley Lutheran High School will:

1. Be 21 years of age.
2. Be a member of the Wisconsin Evangelical Synod or Evangelical Lutheran Synod.
3. Attend all practice and game sessions or arrange through the athletic director (AD) a qualified substitute.
4. Provide supervision of the team at all times and places.
5. Support the administration in its philosophy and policies.
6. Officially represent the school at interscholastic athletic events.
7. Have a genuine and up to date knowledge of the sport that the coach is coaching.
8. Safely prepare and condition student-athletes at a level needed to effectively compete.
9. Set high scholastic goals for the team throughout the year.
10. Promote good sportsmanship at all times.
11. Teach athletes to win only by legitimate means.
12. Provide a roster of all athletes to the athletic director.
13. Keep a record of all equipment issued.
14. Collect and store all equipment by the end of the awards banquet for that season.
15. Provide assistance in the inventory of equipment during the off season.
16. Report all serious injuries to the AD and the office and fill out an injury report.
17. Inform the AD if a student is disqualified from a contest for unsportsmanlike behavior.
18. Not allow a student to practice or issue equipment to any student who does not have a current physical on file in the office.
19. Record all letter winners and give a copy to the AD.
20. Submit equipment needs for the budget.
21. Return scorebook or contest results (if a scorebook isn't used) at the end of the season.
22. Attend all conference selection meetings and state rule's meetings.
23. Rate officials objectively and return ratings to the AD one week before the due date on the rating sheets.
24. Provide transportation or make arrangements for transportation to and from all contests.
25. Provide for the welfare of the individual in case of injury.
26. Report contest results by returning an athletic report to the athletic office.

27. Make sure all areas of the school building are closed, lights are turned off (including restrooms), and doors are locked.
28. Make sure the team puts away equipment, uniforms, or clothes in their proper places.
29. Be the last one to leave the schools grounds to make sure everyone has a ride home.
30. Keep athletic fields in good repair and ready for games (lining fields etc.)
31. Submit annual statistics to be filed.
32. Return scorebooks to be filed.
33. Submit a list of award winners from the school level, conference level, and state level to be filed.
34. Submit lettering policy, rules and regulations for the team, and any other forms or papers to be handed out to students and/or parents one week before the all sports parent meeting.
35. Keep the AD informed of any additional parent meetings after the all sports parent meeting.
36. Report scores to the media.
37. Sign a background check form to be filed in the athletic office.

HURON VALLEY LUTHERAN HIGH SCHOOL ASSISTANT COACHES

Huron Valley Lutheran High School encourages assistant coaches whenever possible. The purpose of assistant coaches is to aid in the responsibilities of the head coach. The head coach is responsible for the assistant coach and the scope of assistance he/she may provide. An assistant coach is under the same guidelines as the head coach but does not need to be 21 years of age. The athletic director should approve all assistant coaches and volunteer forms signed before they begin any duties.

HURON VALLEY LUTHERAN HIGH SCHOOL STUDENT ASSISTANTS

Students are encouraged to be used as assistants in order to assist coaches with routine tasks. Great care and concern must be exercised that the coach does not violate professional responsibilities or confidentiality of records. Caution is necessary to avoid situations that could compromise adult/student relationships. Student assistants are to be used only during the normal academic and co-curricular programs. Two or more assistants are preferable to one, particularly when the assistants are of the opposite sex of the coach. Students are not to have use of or access to schools keys under any circumstances. Students who serve as statisticians must have proper supervision at all times. It is still the responsibility of the coach to supervise, organize, and promote their actions. Efficiency of operation is vested in the coach. Students should never be expected or directed to assume coaching responsibilities.

HURON VALLEY LUTHERAN HIGH SCHOOL PRACTICE SESSIONS

1. A coach is required to be at all practices. Student run practices are prohibited.
2. Sunday and holiday practices are highly discouraged. If a practice is held on a Sunday or holiday, it cannot be in the morning and cannot be required.
3. Advent and Lent seasons should be taken into consideration.
4. When cuts may be required to determine a team, the athletic office should be notified and five full practices should be carried out before any cuts are made in order to give each athlete an ample amount of time to display their abilities.
5. Each coach is responsible for his/her team members until they leave the school grounds.
6. According to the Michigan High School Athletic Association, coaches may only conduct out of season practices with 3 student-athletes at one particular time. (See MHSAA manual for dates when a full team may practice together out of season.)
7. Practices cannot be conducted outside when a thunderstorm is in the area. Lightning necessitates that practice be suspended. The occurrence of lightning is not subject to interpretation or discussion—Lightning is lightning.

8. In the event that school is called off (snow day), all practices and games will most likely be cancelled.
9. Practice should be held on a regular basis and last no longer than two hours.
10. Normal undergarments (including sports bras) are to be covered.
11. Shirts and shorts that do not cover the upper and lower body will be unacceptable practice attire and will need to be changed.
12. Athletes are to wear shirts at all practices.

HURON VALLEY LUTHERAN HIGH SCHOOL ATTENDANCE OF PRACTICES AND GAMES

Student-athletes are members of a team and are expected to support the team concept by attending all practices and games. Student-athletes or teammates are not allowed to report their own or someone else's absence. A parent phone call or note must accompany an absence before it occurs. In the event of an emergency and a phone call or note is impossible, communication after the absence between the coach and parent is acceptable. In the event of an unexcused absence the following procedure will be implemented.

1st offense - Coach's discretion.

2nd offense - One game suspension.

3rd offense - May result in dismissal from the team.

A student must be present from the time chapel starts until the end of the day to participate in co-curricular activities. Special exceptions may occur.

If a student-athlete is to be dismissed early from class for an athletic event, he/she is responsible for making contact with the instructor of the missed classes before the early dismissal and making arrangements to turn in any missed assignments. Work not completed according to the arrangement made by the student-athlete and instructor, will be considered late and will follow the instructor guidelines for late or missing work.

HURON VALLEY LUTHERAN HIGH SCHOOL CANCELLATIONS/ANNOUNCEMENTS

Coaches will notify the athletic director when practice sessions are cancelled so the following procedure may be followed.

In the event of a postponement or cancellation, announcements will be made before 1:00 p.m. if at all possible. Please check the Huron Valley Lutheran High School web page for a link to sports changes. All announcements will be made over the p.a.

HURON VALLEY LUTHERAN HIGH SCHOOL MEDICAL CONSENT FORMS

Coaches must have a medical consent card for all athletes in the first aid kits. These cards will be turned in to the athletic office at the end of the season. The card is to be used in an emergency and only by the coaching staff.

HURON VALLEY LUTHERAN HIGH SCHOOL TRANSPORTATION

Athletic teams will travel to and from events using transportation provided by the school. Transportation could range from the school's bus, charter bus service or parent transportation. If a student-athlete plans to travel home by other means than the way he came, a written note from a parent or guardian in advance is required to travel with someone else.

Special occasions may occur that a student-athlete may drive or travel with someone else to and from a contest. Notification from the parent or guardian is required in advance of the event.

Occasions may occur that a contest is scheduled on a day when school is not in session. In this case, each individual student-athlete may be required to find a way to and from the contest.

HURON VALLEY LUTHERAN HIGH SCHOOL TEAM RULES AND POLICIES

One week before the all sports meeting, all coaches are required to turn in to the athletic office their team rules, lettering policy, and any other forms that will be handed out to each parent and student-athlete.

HURON VALLEY LUTHERAN HIGH SCHOOL UNIFORMS AND EQUIPMENT

Each student-athlete is responsible for the uniforms and equipment issued. It is to be returned by the awards banquet for that season unless the team is still playing. If a team is still playing, the coach will make arrangements for the collection of uniforms and the equipment. Uniforms and equipment should be clean and in good condition. If it is not returned, a fee will be assessed according to the uniform or equipment missing. An athlete's grades and/or awards may not be issued until all uniforms and equipment are returned or fees are paid. Athletic uniforms and equipment is to be worn only for games or practices. Uniforms and equipment are not to be worn during school, to other events or places not pertaining to that sport. Any uniform or equipment left in the hallways or other places in the school will be picked up and the school's lost and found policy will apply.

HURON VALLEY LUTHERAN HIGH SCHOOL ATHLETIC/AWARD BANQUETS

Athletic Banquets will be held following each season. Each family attending the banquet will be asked to bring a dish to pass. The athletic department will provide drinks and eating utensils. All awards will be handed out and all uniforms and equipment turned in. (See equipment.) Awards will not be handed out until the student-athlete turns in all his/her uniform and equipment unless arrangements have been made with the coach.

HURON VALLEY LUTHERAN HIGH SCHOOL PARENT MEETINGS

At the beginning of each school year, a parent informational meeting will be held for all sports. Please watch the school calendars for date and time of this meeting. Important information will be disseminated at this meeting and an opportunity will be given to ask the athletic director or coaches any questions regarding each sport. Season schedules, maps to games, common athletic forms, and coaches' expectations are some of the items that will be given out and discussed. Any additional meetings will be set up by the coach of the current season as the need arises.

HURON VALLEY LUTHERAN HIGH SCHOOL MEDICAL POLICY

All athletes must be covered by appropriate family medical insurance. Athletes and parents must be informed of the risk assumed by participation in athletics. HVLHS is not liable for uninsured athletes.

Athletic Injuries

1. The safety and welfare of the athlete must be the coach's prime concern.
2. All student injuries must be reported to the coach.
3. Coaches must keep current on health practices, treatments and policies in their sports along with first aid procedures.
4. First aid should be administered in cases of minor injury. Use caution in delegating first aid procedures to others, and know your own limitations in treatment and first aid procedures.

5. If a doctor withholds a student from participation, he/she will need a doctor's permission to resume activity.
6. Each team will be furnished with a medical kit that must be available at practices and games. This kit must be kept fully stocked and returned to the training room at the conclusion of the season.
7. All medical supplies are kept in the training room located between the two science classrooms.

In the event of a serious injury:

Examples:

1. Dislocations and fractures (except spine)
2. Lacerations
3. Permanent tooth knocked out
4. Eye injury
5. Burns
6. Temporary loss of consciousness following injury
7. Severe abdominal pain

Procedures:

- a. Give appropriate first aid
- b. Notify parents or guardian
- c. Call Westland EMS (911) if necessary
- d. Have parental permit for emergency treatment available
- e. Accompany or assign an adult to accompany the athlete to the hospital and remain with him/her until the parents arrive.
- f. Assure welfare of team.

In the event of a life endangering injury:

Examples:

- a. Breathing stoppage or difficulty
- b. Excessive bleeding
- c. State of shock (pale, cold perspiration, weak, rapid pulse)
- d. Abnormal physical or mental behavior (seizures, drugs, head, neck or spinal injuries, unconscious state).

Procedure:

- a. Assess the situation through examination of the injured athlete.
- b. Give necessary emergency first aid (do not give any treatment unless absolutely necessary)
- c. Call Westland EMS (911)
- d. Notify the parents or guardian of the athlete
- e. Have parental permit for emergency treatment available
- f. Assign duties necessary under emergency conditions to insure the welfare of the team
- g. Go to the hospital and remain there until the parents arrive

Other post-accident procedures:

- a. If the injured person is not a student, get identification
- b. Avoid offering information or statements except to emergency personnel
- c. Notify the Athletic Director and Principal and complete an injury report form
- d. Show the injured party you care
- e. If an accident occurred that could be avoided in the future, inform the AD and the Principal

Protocol for Handling Athletes After a Head Injury

This is a sport-by-sport explanation of the protocol for the return of athletes to competition, which suffer head injury during competition in a sport sponsored by the MHSAA.

Essentially, the official may restrict participation whenever he/she is of the opinion that injury may jeopardize the health and safety of the athlete. Generally, an athlete may return to action after becoming unconscious, provided a doctor (M.D. or D.O.) signs a document stating it is safe for the athlete to return to action.

Coaches and medical personnel are always welcomed onto the field but not until the game officials recognize the need for attention and summon for assistance. Officials have a major interest and concern for the safety of athletes and will beckon coaches and medical personnel onto the field upon recognition of a problem and lack of action in the contest.

The document signed by the physician (M.D. or D.O.) should include the name of the student, the date, and time of day and a statement that the athlete has been examined and is free to re-enter the contest without reservation stating that the injury sustained (by name) will not adversely affect the health or well-being of the athlete.

Some voice concerns that requiring the signature of a physician is too conservative or even unnecessary. However, the concern and focus of this exercise is the health and the well being of the athlete rather than the outcome of the contest. For that reason, the only person who may return to a contest who suffers an injury, which renders him/her unconscious, is a physician.

Baseball and Softball

The Umpire-in-chief has sole authority to forfeit a game, and he has jurisdiction over any rules matters not mentioned in 10-2-1 and not assigned to the field umpire.

Comment: There is not a specific comment in the rules book about this matter.

Basketball

"Determine when a player is unconscious or apparently unconscious. The player may not return to play in the game without the written authorization from a physician."

Comment: "Unconscious player may not return without physician's written authorization: The concern for the health and welfare of a player who becomes unconscious during a game has resulted in addition to the rules that he may no longer participate in the game. The player may not return for the remainder of the game unless there is a physician available who will authorize in writing that he or she may come back in.

The determination of whether the player is unconscious or appears to be unconscious is difficult to write. It has been defined as: "A person who is unable to receive information and/or unable to respond to questions, or whose responses are inappropriate." The injured player may or may not be motionless and his or her eyes may be closed or open. The referee will actually make the determination after or with discussion with the other crew member(s). His decision may also include observation of the player's response to bench personnel called onto the court.

If there is doubt as to whether the player was unconscious, the official should rule that he or she appeared to be unconscious. Trauma to the head and/or neck and the aftereffects may take several hours to appear. Long-term observation away from further contact is essential to evaluate the individual. It is prudent for the officials to protect the welfare of the player. It is accepted that most officials are not medically trained, but they are in a position to observe players in close proximity on the court on a regular basis. It is assumed that the officials' continuing concern for the welfare of all players, the officials will deny further participation for any player whose consciousness is questionable.

The rules call for an apparently injured player, who is attended by the bench personnel, to be removed from the game or the team is charged with a timeout(s). The additional responsibility for determining

unconsciousness can be carried out without going into a complicated medical procedure and without touching the player. Determining whether a player is unresponsive or unable to respond to questions can be accomplished with or without assistance of medical personnel or others who are called onto the court. The decision on unconsciousness may be made before the team bench personnel arrive on the court to assist the injured player. Once the determination has been made, the procedure is in affect. The officials should record the player's number so there is no problem regarding his or her return." (BASKETBALL RULES, "Comments on 1991-92 revisions", NATIONAL FEDERATION, 1991-92, PP 66-68.)

Soccer

"If the injured player is determined by game officials to be unconscious or apparently unconscious, that player may not return to the game without written authorization by a physician. A trainer or a coach shall not enter the field of play without approval of an official."

Comment: An official will be involved in determining if the player is apparently unconscious.

Volleyball

"When a player is rendered unconscious or apparently unconscious during a game, the player shall not be permitted to resume participation that day without written authorization from a physician. When it involves a player in the game, the referee shall determine if the player is unconscious or apparently unconscious."

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION GAME SUSPENSION GUIDLINES

- I. On threatening days, game management should consult with contest officials about steps to be followed if conditions worsen.
- II. When suspending an outdoor contest, officials and game management shall follow these guidelines.
 - A. Lightning necessitates that contest be suspended. The occurrence of lightning is not subject to interpretation or discussion — *lightning is lightning*.
 - B. Severe weather in the form of rain or snow may make the field unplayable.
- III. When a contest is suspended, the home school administration shall attempt to arrange for the security of all participants.
 - A. Contestants and support personnel shall be moved to appropriate indoor facilities.
 - B. When lightning is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes.
 - C. Spectators shall be advised of the action being taken to seek shelter. (Some hosts may be able to offer shelter to spectators but are not required to do so.)
- IV. In considering resumption of competition, the following steps should be followed.
 - A. Suspension for contests scheduled for 10 a.m. to 3 p.m. should not exceed three hours. Delays for contests scheduled for 3:01 p.m. to 6:59 p.m. should not exceed one and one half hour. Delays for contests scheduled for 7 p.m. or later should not exceed one hour. A postponed contest should be rescheduled on a date/time mutually agreed to by the schools involved.
 - B. A decision to resume the contest within the time frame must be made by the officials who will consult the home team administration and visiting school administration present at the contest.
 - C. The home school is responsible for facilities and will be given priority consideration in the final decision if there is not consensus among the three parties.
 - D. The final decision shall consider liability and conditions of facilities as well as future schedules, need to play the contest, and finally the quality of all other options.

NOTE: More restrictive local policies and MHSAA tournament policies would supersede these guidelines and should be shared with the opponents and officials prior to the contest, preferably in writing.

Otherwise, and to the extent allowed by the playing rules code, the official(s) will make the final decision regarding game suspension once the game begins.

**MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION
REGULAR-SEASON CONTEST DELAYS**

When a league or conference does not have a written policy regarding late contest start time, the following MHSAA policy will apply:

1. If a team fails to arrive for a regular-season contest at the time stated on the contract, it will be necessary for the host administration to delay the contest, declare the game forfeited, reschedule the contest, or declare the event “no contest.”
2. If the host management has been notified of the reason for the delay and projected arrival, the officials must stand by for 60 minutes beyond the scheduled starting time.
3. When the team arrives, a reasonable amount of time must be provided for the visiting team to conduct a pregame warm-up. In any case, warm-up may not be less than 15 minutes.
4. If the host management has not been notified that there is a delay and the reason for it, the officials have permission to leave the site, without obligation, 30 minutes after the contracted start time has passed.

(In MHSAA tournament play, the General Information Bulletin for each sport will prescribe the specific action to be taken. For regular-season play, league and conference policy supercedes the policy above, so coaches and officials should inquire with their league to see if any policy exists.)

**MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION
TORNADO POLICY
May 1981**

- I. IF THERE IS A WATCH OR WARNING AT A TOURNAMENT SITE —
 - A. Watch or warning issued **at least three hours** prior to the event:
 1. If the local district policy closes the tournament facility, all participating teams must be called and informed of postponement with information pertaining to next playing date and time included in the call.
 2. If the host district policy **does not** close the facility, all participating schools that have not called the host must be called to be sure all who are scheduled to play will be present. (The participating school local policy must prevail).
 - a. If one team of a dual type competition (i.e. Baseball Tournament) cannot be present by their policy, no contest will be held. The competition for that day/night must be rescheduled on the next possible day, not including Sunday.
 - b. If the competition is multiple team type (i.e. Track, Tennis), the meet will be conducted as long as a reasonable number of teams (60%) can be present.
 - B. Watch or warning **less than three hours** before event:
 1. If the competing teams are enroute, no decision can be made and until both teams in a bracket have arrived or contact has been made, unless local policy forbids use of facility once the watch or warning has been issued.
 2. If competing teams arrive, are on the premises, and local policy permits, play the contest when and if time permits.
 3. If it is not possible that date, reschedule for next playable date, not including Sunday.
 4. Local policy will always prevail.
 - C. Watch or warning during contest:
 1. Suspend play.
 2. Take necessary steps and precautions as directed by local policy.
 3. Resume play at the point of suspension as soon as permitted. If not that day/night, then reschedule for the next possible date, not including Sunday.
- II. IF THE WATCH OR WARNING IS IN AN AREA OF ONE OR MORE COMPETING SCHOOLS AND NOT AT A TOURNAMENT SITE:
 - A. It shall be the responsibility of the competing school to inform the manager of the tournament immediately.

- B. The decision as to play or not to play will be made by the Tournament Manager, based on the information presented and the type of sport event involved.
 - 1. If one or more local policies do not permit travel or competition, the game, games, or tournament will be postponed.
 - 2. If the scheduled competition is of a multiple team nature (i.e. Track and Field), the competition may take place even though all teams are not able to be present. (60% is suggested guideline).
 - 3. The rationale for No. 1 and No. 2 hinges on the fact that in No. 1, both teams of a dual type competition must be present if a contest is to take place. No. 2 permits competition, even though all teams cannot be present.
- C. If one or more schools are on the road to the tournament site at the time of watch or warning, no decision shall be and until contact has been made with all concerned. (An authorized person from the assigned schools).
- D. If one school arrives on site and the opponent cannot travel due to local policy, the game shall be postponed and rescheduled on the next possible date, not including Sunday.

GENERAL GUIDELINE: The local Tournament Manager has full jurisdiction over the policies of the tournament site. If the above guidelines do not cover a certain situation, the decision on the matter shall be that of the Tournament Manager.

HURON VALLEY LUTHERAN HIGH SCHOOL TORNADO WARNING PROCEDURES

In the event of a tornado warning prior to the departure of athletic teams, all contests will be postponed. If a tornado warning should occur when athletic teams are already at the site of the event, the teams should go into the school. If the contests are at Huron Valley Lutheran High School, go to the following hallways:

Location of students

*Chapel Hallway
(Includes science rooms, music room,
chapel, Room 3, and commons)*

Designated safety location

East of Commons on both sides of the hall

Middle Hallway

(Includes rooms 7, 8, 9, 10, library)

East of Room 10 on both sides of the hall

North Hallway

(Includes cafeteria, rooms 15, 16, 17)

East of Room 18 on both sides of the hall

Overflow

North of boys' bathroom in main hall to Pastor's office. Use both sides of hallway.

Once students are to positions, they are to sit on the floor with backs to the wall. Their knees should be drawn up and their head placed between their knees with their hands clasped over the top of their bowed heads. Once the drill or incident is completed, the occupants will receive approval to return to classes.

HURON VALLEY LUTHERAN HIGH SCHOOL SEVERE WEATHER PROCEDURES

PRACTICE

If practices are started or are in progress when a watch is in effect, the coaches will monitor the change in weather and if it becomes at all questionable, the practice will be suspended or cancelled.

GAMES

If games are started or are in progress when the watch is in effect, the coaches and officials will monitor the change in weather and if it becomes at all questionable, the contest will be suspended.

WARNINGS

All practices and contests will be canceled when a warning occurs. All athletes will be directed to a safe location under supervision of the coach. Visiting teams will be encouraged to take cover and at the direction of their coach proceed to follow to a safe location. All student-athletes will be kept in a safe place until the “all clear” is issued.

GOOD JUDGEMENT

Always use good judgement when dealing with the weather. Take no chances with lightning. If there is any doubt – CANCEL!