THE POTTER'S HOUSE HIGH SCHOOL



PUMA ATHLETIC HANDBOOK 2014-2015

Potter's House High School

Athletic Office: (616) 249-8050 ext 206

Fax Number (616) 249-8555

www.pottershouseschool.org/athletics

The Potter's House High School, 2500 Newport Street SW, Wyoming, MI 49519

From the desk of the athletic director, Brett Geertsma

The Puma athletic program is one of many exciting extra curricular programs at The Potter's House High School. This is a school that strives to graduate disciplined, responsible, passionate professionals and passionate followers of Jesus. The athletic department is an extension of the school and desires to play a major role in developing those characteristics in our student-athletes. As an extension of the school, we work in conjunction with the philosophy of the The Potter's House:

"The Potter's House provides a Christ-centered education to children of all ethnic heritages and income levels, equipping them to serve God and society to their fullest potential. The Potter's House offers an excellent academic program in an urban environment. Rooted in Biblical principles and values, The Potter's House encourages students to reach their full potential by maintaining a healthy spiritual, physical, social, and emotional life. The Potter's House challenges students and their families to grow in their personal relationship with Jesus Christ."

The Potter's House Athletics primary purpose is to provide student-athletes with an opportunity to increase their love for Jesus Christ and to show that love to others in everything we do. We believe playing fields and gymnasiums are environments where character and morals are formed and molded. Many of the character traits required to be a successful interscholastic athletic participant are exactly those that will promote an exemplary life after high school – teamwork, self-discipline, loyalty, tolerance and perseverance.

The Potter's House Athletic Program is co-curricular in nature. Participants in athletics at The Potter's House recognize that they are students first, and athletes second. One of our primary purposes is to compliment the academic programs by holding our student-athletes to high academic standards; participation in athletics is a privilege that is earned in the classroom.

The Potter's House Athletic Program wants to win as many games as possible. However, Puma Athletics goes beyond the pursuit of victory. Our win-loss record will not define how successful our athletic teams are. The Potter's House defines "success" as a peace of mind in knowing that we gave absolutely everything we had in order to be the best that we could be. With that in mind, The Potter's House Athletics strives to provide a passionate and exciting athletic environment, driven by the desire to be the absolute best we can be on the playing surface.

The Potter's House Athletics Program believes in the lasting difference that athletics can make in students' lives and we wish to make the athletic experience meaningful and exciting for each participant so that they can make life-long memories here at TPHHS. We look forward to a great year in 2013-2014 full of passion and excitement.

Go Pumas!

Brett Geertsma Athletic Director

THE POTTER'S HOUSE HIGH SCHOOL PUMA ATHLETICS MISSION STATEMENT

"The Potter's House athletic program provides a Christ-centered experience to studentathletes of all ethnic heritages and socioeconomic levels, equipping them to serve God and society to their fullest potential. Rooted in Biblical principles and values, we encourage students to reach their fullest athletic potential while building the character of Christ through the highest level of competition and beyond."

THE POTTER'S HOUSE HIGH SCHOOL PUMA ATHLETICS VISION STATEMENT

"The Potter's House athletic program intends to consistently produce teams and studentathletes that maximize athletic potential by becoming the best they can be on and off the playing surface. We desire to accomplish this goal by developing sound fundamentals at the K-8 grade levels, daily improvement through highly effective practices, constructive accountability, and off-season development."



The Potter's House High School Athletic Programs

Fall Sports

Football (Co-op): Varsity

Boys Soccer: J.V. & Varsity

Volleyball: J.V. & Varsity

Winter Sports

Boys Basketball: J.V. & Varsity

Girls Basketball: J.V. & Varsity

Boys Bowling: Varsity

Girls Bowling: Varsity

Spring Sports

Baseball: Varsity

Girls Soccer: Varsity

Boys Track & Field: Varsity

Girls Track & Field: Varsity



Athletic Classification and League

The Potter's House High School is a Class D school and a member of the Alliance League in the Michigan High School Athletic Association (MHSAA).

Alliance League Members:

NORTH

Calvary Schools of Holland "Crusaders" Fruitport Calvary Christian "Eagles" Holland Black River "Rats" Kent City Algoma Christian "Knights"

SOUTH

Byron Center Zion Christian "Mountaineers"
Kalamazoo Heritage Christian Academy "Eagles"
Wyoming The Potter's House "Pumas"

At the completion of each regular season*, the "North" and "South" divisions will be seeded #'s 1-5 (#1 being the top seed, #5 being the bottom seed). Each team from both divisions will then play the same seeded team from the opposite side of the conference in an "Alliance League Cross-Over Game". The conference champion will be determined by the winner of the game between each #1 seed from the "North" and "South"

* Varsity Volleyball has an end of season "Alliance League Tournament" that determines the conference champion.

Serving the Community

It is The Potter's House Athletic program's belief that not only should student-athletes serve each other throughout the year, but also reach out to others outside of TPHHS to show the love of Jesus Christ. Therefore, each athletic team takes part in at least one community out reach activity during the season.

The Potter's House Eligibility Policies

Participation in the athletic program at The Potter's House High School is a privilege that is earned, not a right. Therefore, student-athletes are held to a higher standard of behavior and academic excellence than the student who does not participate in such activities. Because participation in extra-curricular activities is viewed as a privilege, participants are required to meet the standard for eligibility in academic, behavioral and health areas (see below).

Academic Eligibility

Student athletes must be passing all classes and/or have a minimum of a 2.0 GPA.

- 1. If a student-athlete is deemed academically ineligible to participate in athletics during a semester because they don't meet one of the requirements, they will sit out one week and be re-evaluated at the end of that week. If they are eligible at the end of that week, they will be allowed to practice and play the following Monday.
 - 1. Academically ineligible student-athletes are **required to turn in a weekly progress report** to their coach and to the athletic office
 - 2. Academically ineligible student-athletes are **required to attend 8**th **hour** Monday through Thursday until they are academically eligible again. Detentions will be given for each skipped 8th hour.
- 2. If a student-athlete is deemed academically ineligible to participate in athletics at the end of a semester, they are athletically ineligible for the first 60 days of the following semester.
- 3. If a student-athlete is on academic probation they are ineligible to participate in athletics until they are no longer on probation and also meeting the 2.0 GPA requirement and the passing all classes requirement.
- 4. If a student is not failing any classes, but has a GPA lower than a 2.0 but higher than a 1.7, they are eligible for advocacy from teachers to allow athletic eligibility. If the students GPA fits between these two standards, athletic eligibility will only be granted if each teacher in which the student-athlete has a C- or lower advocates for that student-athletes eligibility. Advocacy will be granted based on effort, improvement and attitude.

Behavioral Eligibility

Suspensions:

1. Any time a student is suspended by the school for behavioral issues (in school and/or out of school), they may not participate in any athletic practice or competition during that suspension.

2. Suspended student-athletes may not be in attendance at any athletic event in which the team they are on is participating in until the suspension is lifted (see TPHHS Family Handbook for suspension guidelines).

Alcohol, Tobacco, Drugs, Illegal Acts:

- 1. Student-athletes may not knowingly use or possess alcohol, illegal drugs, or tobacco. Students who violate this rule will be declared ineligible for the remainder of the season.
- 2. A student-athlete may not be present at a gathering where there is knowledge of alcohol, tobacco or illegal drugs being used. Student-athletes who are at such a gathering will miss a minimum of ¼ of the scheduled events for that sport.
- 3. A student-athlete will be declared ineligible for the remainder of the season if he or she is convicted by proper authorities of any illegal acts (weapons, violence, drugs, alcohol, etc).

Repeated Behavior:

1. A student-athlete may lose eligibility if they are habitual repeat offenders of school rules. This will be reviewed, as necessary, by administration and staff members.

Attendance:

1. A student must be in attendance at school for at least the last 4 hours of the day (11:25am-3:25pm) in order to be eligible to participate in a scheduled athletic event that day.

Health Eligibility

Every athletic participant must have a health card on file (physical forms can be picked up in the Athletic Director's office). This physical form must carry the signature of a doctor who has examined and cleared the student for competition, signed permission from a parent and information about the required insurance. No student may represent The Potter's House in any athletic contest until their physical form has been completed and turned in to the Athletic Director. A physical examination given after April 15th is good for the following school year.

Concussion Policy

Any student-athlete who gets a concussion at any time during an athletic season (on or off the playing surface) must have the following before participating in athletics for The Potter's House:

- 1. "Return to Competition" Form Filled out. This form includes:
 - 1. Permission for participation from a doctor
- 2. Permission to participation from a parent/legal guardian
- 3. Wearing a concussion protective hand band in all practices and games

10 Commandments for Student-Athletes

- 1. Show Christ's love and grace to opponents, officials, teammates and coaches
- 2. It's a game, have fun; don't be too hard on yourself or others
- 3. You are a student first, athlete second. Work hard in the classroom
- 4. Be coach-able; be willing to learn and improve every day in practice and games
- 5. Come to every practice
- 6. Arrive to practice 15 minutes early
- 7. Be committed to improving during the off-season
- 8. Be unselfish; be more concerned about the team than your own desires
- 9. Clean up after yourself (weight room, gym, fields, locker rooms, stage, etc)
- 10. Return your uniform within a week of your athletic season's completion

10 Commandments for Parents/Guardians of Student-Athletes

- 1. Give them constant positive reinforcement; don't cause your child to be afraid of failure. Make sure they know that you love them and appreciate their efforts.
- 2. Try your best to be completely honest about your child's athletic capability, competitive attitude, sportsmanship and actual skill level.
- 3. Be helpful, but don't over-coach your son or daughter. It's tough not to, but it is a lot tougher for your child to be overwhelmed with advice, pep talks, and often critical instruction. Let the coaches do their jobs.
- 4. Teach your children to enjoy the thrill of competition and to be passionate.
- 5. Try not to relive your athletic life through your children in a way that creates more pressure on the student-athlete.
- 6. Don't compete with the coaches. Allow the coach to coach his or her team. Never approach a coach immediately before, during, or after an athletic event (unless it is to make a positive comment). It is the coach's job to coach your son or daughter and to make all of the decisions.
- 7. Bring your child to practice and athletic events early. If practice is at 4:00pm, have them there at 3:45pm. Dropping your child off right as practice starts or after practice starts not only disrupts practice and the coach's practice plan, but also hurts your child's opportunity to learn and improve. This will also likely effect playing time.
- 8. Don't compare the skill, courage, or attitudes of your children with other members of the team.
- 9. Adhere to the "24 hour rule". If you're ever want to talk to your son or daughter's coach about a conflict, wait 24 hours to give yourself time to clam down and not to speak on high emotions.
- 10. Remember that young-adults may sometimes exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Conflict Resolution

All parents/guardians are expected to encourage respect, selflessness, loyalty and dedication to the team and to the coach. However, if concerns or conflicts arise during try-outs or during the season, please follow these guidelines:

- 1. The student-athlete should approach the coach in person to discuss the questions or concerns they have.
- 2. If not resolved after the student-athlete approached that coach, parent (s) should then contact the coach directly to discuss the situation.
- 3. Both student-athletes and parents should wait at least 24 hours after the alleged "incident" before contacting the coach so that emotions are not highly involved in the conversation.
- 4. If the student-athlete or parents concern is with a sub-varsity coach, next contact the Varsity Head Coach of that sport.
- 5. If the conflict is not resolved after following all of the above guidelines, contact the Athletic Director to discuss your concerns.

Student-Athlete Practice and Game Attendance

The student-athlete is expected to attend *every* practice and contest, arrive on time to every practice and contest, and to give their full effort both in practice and competition. The student-athlete, the student-athlete's family/guardians, and the coach must resolve any exceptions to attendance at practices and contests prior to the absence. A suspended student-athlete is always ineligible for athletic competition for the duration of the suspension. Each player is expected to adhere to all rules and expectations as outlined by their coach. These expectations are articulated to students prior to try-outs.

Examples of excused absences or tardiness from practice or game competition:

- Sickness - Family Emergencies

- Funerals - College visit (one per semester)

- Court appt - Medical appt

Absences such as family vacation should be planned to coincide with scheduled school vacation time. Any other absence is considered unexcused and that student-athlete will be subject to the consequences.

Consequences for Unexcused Absences, Behavior Issues

1st offense: Coaches choice

2nd offense: One game suspension

3rd offense: May result in dismissal from team. The coaching staff will review situation with AD

All final decisions are made by the head coach, with input from the Athletic Director. A coach may change their consequence decision making based on circumstances

Reinstatement Procedures

Athletes dropped from the team for any reason may appeal in writing, within five school days, for reinstatement. The petition will be made to the head coach, who will refer it to the team for review. If the head coach disagrees with the conditions the team can re-petition for coach's approval. If the head coach agrees, reinstatement will occur. If the head coach disagrees, dismissal from the team will stand. The decision will be made by the head coach within 48 hours of the appeal being received.

Detention and Practices/Games/Travel

If a student-athlete is served a detention or 8th hour that may interfere with practice attendance or potential travel to an away or "home" contest, the following protocol should be followed:

- It is the student-athletes' responsibility to make his or her coach aware of the practice absence or tardiness, or to make their own travel arrangements if a detention interferes with the teams travel plans for the away or "home" contest. It is not the coach's responsibility to make alternative practice plans or travel arrangements for a student serving a detention or 8th hour
- If a student-athlete does not follow this protocol, he or she is subject to an unexcused absence discipline

Quitting a Sport

If a student must drop out of a sport during the season, it must be done in the proper way. The reason for dropping must be made known to the coach personally and all equipment must be turned in. If the sport is dropped after the team has been selected, the student may not participate in another sport that same season (fall, winter or spring) unless he or she obtains a written release from the coach of the sport he or she dropped.

Attendance Requirements

A student-athlete must be in attendance at the last four hours of school on the day of the event in order to participate in the athletic contest or practice (unless he or she is participating in a school sponsored event).

Safety

Accidents/Injuries

Coaches carry physical/medical forms for all players at all practices and contests. If an accident or injury occurs, the coach submits a written accident report to the Athletic Director within 24 hours (accident report form attached.) If the injury is serious the coach will call 911, and the emergency contact listed on the physical/medical form. The coach will stay with the student until help is secured.

Physical Contact

Physical contact should be limited to that necessary and appropriate to teach a skill, treat an injury, console or congratulation a player. In the instance of teaching a skill or working with a teammate, minimal contact should be involved and none which places the adult or teammate in a

position of power or intimidation. Some coaches or student-athletes are expressive -- using their hands to give a pat on the back, a rub on the head, or other sorts of contact to show appreciation or indicate a job well done. In a public setting, those acts are understood. The Potter's House recognizes that there are appropriate times and places for showing such approval. However, even the suspicion of inappropriate contact with a player may be enough to create the impression that it has occurred. Coaches and teammates must think defensively so that there is no question of impropriety.

Athletic Awards

Outside of the awards handed out by the MHSAA each year, The Potter's House Athletic Department will be recognizing a few representatives of TPHHS Athletics for excellence in athletics with the following awards:

- Senior Female Athlete of the Year Award
- Senior Male Athlete of the Year Award

Also, each coach will be recognizing a few representatives of each sport with the following awards:

- Leadership Award
- STUDENT-Athlete Award
- Most Improved Player Award

Scheduling Conflict Policy

In scheduling athletic events and other school activities, every attempt will be made to avoid conflicts. Scheduling conflicts, however, may occur from time to time. In the event of such a conflict, the coaches and/or sponsors affected will meet to determine what is best for both the school and the individual student. The student will be informed of the decision in advance. If the coaches and/or sponsors are unable to reach an agreement, the principal and the athletic director will make the decision.

Weather

If school is canceled in the case of inclement weather **before** the school day begins, a decision regarding practices and/or contests to be held that day will not be made before 1 p.m. If practices and/or contests are to be held, they will be as scheduled and will not take place before 2:40 p.m. A schedule of the evening's activities will be available on our athletic website (www.pottershouseschool.org/athletics/)

If school is cancelled in the case of inclement weather **during** the school day, all practices and/or contests will be canceled that evening.

A. Lightning

Outdoor activities will be suspended with athletes sent into school until the lightning subsides. Practice or a contest may resume after the officials or coach issues an all clear. Games are delayed 30 minutes from each lightning strike.

B. Tornado Watch

If before a practice or contest, events will be canceled unless there is an all clear two hours before the scheduled starting time.

If during a practice or contest, events will be suspended and athletes will be released to leave with parents or using their own car or a teammate's car.

C. Tornado Warning

Suspend the contest or practice at the sound of the warning siren. Take cover in the nearest building on the east and north sides if at an outdoor facility, or in the designated areas in the school if indoors. Practice or a contest may resume following the warning.

D. Snow Storm

Practices or contests may be held at the discretion of the principal and AD. Absences from practice or contest under these conditions will be excused.

Uniform Return and Care

Dates of Use for Team Uniform

Athletes will be issued a uniform by their particular coach before the first contest of their season

The complete uniform must be turned in to their head coach within one week after the final contest of the season or as directed by the head coach. Failure to do so will result in a detention for every two days that it is late.

If a uniform is not returned within three (3) weeks after the completion of the season, the uniform will be assumed lost and the student will be fined to cover the cost to order a new uniform.

Any missing, damaged or unclean uniform pieces will be directly billed to the athlete for replacement or cleaning

Each athlete is required to clean and maintain all equipment. Lost or stolen equipment is each athlete's responsibility.

Laundry Care for Team Uniform

Machine wash cold with mild detergent (no bleach)

Hang dry or tumble dry low

Do not dry clean

Athletes are responsible for avoiding color fading and properly maintaining the uniform issued to them

Places of Use for Team Uniform

The only acceptable place for a uniform to be worn is for school athletic contests, unless directed by coach

Athletes will not wear the team uniform for physical education classes