

# **The Potter's House Middle School**



## **2011-2012 Athletic Handbook**

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## **The Potter's House Middle School Student Athlete Handbook**

### **Philosophy**

Our goal is to promote excellence, participation, good sportsmanship, and to give our student-athletes the opportunity to be imitators of Christ on the athletic field as well as in other areas of life.

Our desire is to provide opportunity for proper skill development to compete well. Our students are expected to display Christ-like attitudes that honor God, representing the core values of The Potter's House in their attitude, behavior, and language. We want our students to enjoy developing their skills and abilities, learning life-lessons in victory and defeat. We want them to build strong, positive camaraderie with other Christian schools, learning from healthy competition. Our students should learn the benefits of being disciplined and determined to balance developing themselves academically, academically, and spiritually. Our program is inclusive; our desire is to provide opportunity for everyone to participate within the guidelines and expectations of the school.

### **General Information**

The Potter's House Middle School athletic program will be conducted according to the existing policies, rules, and regulations of The Potter's House.

**League Affiliation** – The Potter's House Middle School participates in the River Valley Conference. The area conference includes the following schools: Tri Unity Christian, Hudsonville, Freedom Baptist, North Pointe Christian and Muskegon Catholic Central. We hope to continue to develop positive relations among the schools within our conference as well as schools in other area leagues. Presently we are working together to address the following challenges:

- (a) **Scheduling:** We are now able to provide a more well-balanced schedule of one-two games per week, along with one-two practices. Additional practices may always be called at the coaches discretion. The Potter's House will play each school in our league twice then schedule non-conference games as we see fit.
- (b) **Facilities:** For both basketball and volleyball we are able to host home games. For soccer our home games will take place at either Lamar or Jackson Park
- (c) **Rules:** Every conference game and non-conference home game will follow the guidelines and rules of the River Valley Conference. In the event that

we are visiting a non-conference school for an event, we will follow the specific rules set by that school.

- (d) **Playing time:** Our goal is to provide opportunity for all players to play during games. Coaches are expected to abide by our philosophy of wanting all students to enjoy developing their skills and abilities, regardless of the score; winning is not the ultimate goal. We want to provide balanced opportunities for players of all skill levels to be involved.
- (e) **Individual Sport Rules –** Coaches may establish additional rules and regulations, with the approval of the school administrator, for their respective sports. These additional rules will be put in writing and will be included with the Athletic Handbook that is signed by students and parents.

### **Requirements for Participation**

1. **Parental and Student Acknowledgment of Athletic Policies –** At the beginning of the season each student will be presented with this Athletic Handbook. Each parent or guardian and athlete must read the material and certify that they understand the athletic eligibility rules and policies of The Potter's House Middle School. This signed document will be filed in the school office.
2. **Physical Examination –** A yearly physical is not needed but is recommended for participation in Middle School Athletics. Any physical that is completed should be done so before the first game for that particular season and a copy should be handed into the Middle School office.
3. **Emergency Medical Authorization –** Emergency Medical forms will be obtained from the Middle School office and used in the case of an emergency. The form will be kept with the head coach for availability at all practices and games. It is understood that the school will pursue medical treatment for an athlete only in case of an emergency. Parents will be contacted as soon as possible.
4. **Insurance –** The Potter's House Middle School does not carry insurance to cover student athletic injuries. Parents must also accept responsibility for any injury incurred during participation, agreeing not hold the school or any supervising adult liable or responsible for health related complications and/or injuries.
5. **Equipment Responsibilities –** All athletes are responsible for the proper care and security of equipment and uniforms issued to them. School furnished equipment is to be worn only for contests and practices. All equipment not

returned in good condition at the end of the season will be subject to a financial penalty.

6. **Academic Eligibility** – Once a student is a member of an athletic team he/she must meet the academic and behavioral expectations of The Potter’s House Middle School. A student will be allowed to participate if:
- (a) They are able to maintain a C- or above in all core classes.
  - (b) They are able to demonstrate the core values of SERVE each week, which will be monitored by way of serve sheets.

Eligibility Procedures (Sports Ticket)

- (a) At the beginning of the season each student will be given a sports ticket for the year. This will be signed each Friday by the student’s core teachers. The ticket then will be turned into the Middle School office by the end of the day on Friday.
- (b) If a student is maintaining a C- or above in each of their core classes and display the core values of SERVE they will be eligible to participate for the following week. If the student has a grade lower than C- or their behavior does not represent the core values of SERVE, that student is put on probation for one week. If after the one week probationary period the student still has lower than a C- or their behavior does not represent the core values of SERVE, that student has made him or herself ineligible.
- (c) Probation is a one week period where the student has an opportunity to get their grades or citizenship up. If the student still does not have adequate grades at the next check, they have made themselves ineligible. While on probation the student may practice, but playing time will be given at the coach’s discretion. Ineligible means they may practice at the coaches discretion, but they may not play or dress for games or travel with the team to away games. If the student does not have adequate grades for the third check in a row they may be removed from the team temporarily or permanently after a meeting with the athletic director.
- (d) Eligibility results are binding for the one week period following the check. The status of the student may not be altered except in the case of computational error by the teacher. Turning in missed work, retaking a test/quiz or other methods of raising the grade will not be allowed after the form is filled out; the results of that check will stand for one week. The principal or athletic director will inform students of their ineligibility. The principal or athletic director will provide coaches with a list of ineligible students. Manipulation of the system is strictly prohibited. **The time for parents and athletes to be concerned about their grades is before, not after, the results of the eligibility check are in.**
- (e) The results of the check stand from the Monday after the ticket is signed until the next Monday when the next ticket is signed. Students may be

made eligible in extreme cases if both the building principal and the athletic director see clear and distinct advantages for the students' participation, despite their grades and behavior. This clause is primarily for special needs or behavioral problem students and they would have a continual probationary status, which is subject to change if the Athletic Director determines that it is not beneficial to the student or the school.

**(f) Any forging of signatures will result in immediate termination from the sport being played.**

8. **Grades Participating** – The athletic program at The Potter's House is available for students in the 7<sup>th</sup> and 8<sup>th</sup> grades. In the event that a team is low on participating students, 6<sup>th</sup> graders will be allowed to participate on that team.
9. **Standards of conduct and behavior** – All athletes are expected to represent God, our school, and themselves in a worthy manner. As we seek to promote positive values and Christian behavior in our students, we require that each student's Christian character be reflected in his or her behavior in order to participate in extra-curricular activities. Athletes must act with respect toward others and exhibit good sportsmanship at all times. Any conduct that results in dishonor to the athlete, the team, the opposing team, or the school will not be tolerated.
  - (a) Students may not use or possess alcohol, illegal drugs, or tobacco. Students who violate this rule will be declared ineligible for the remainder of the season.
  - (b) A student loses eligibility if he or she commits any illegal acts.
  - (c) Repeated violation of school rules may result in a loss of eligibility. Any student-athlete referred to the office of the principal for a school rules violation may be denied the privilege of participation in all athletic activities for a period determined by the principal.
  - (d) Fighting and flagrant unsportsmanlike conduct will not be tolerated. Fighting and flagrant unsportsmanlike conduct may consist of an invitation to fight; following an opposing player during a disturbance; making menacing or taunting gestures or sounds; punching; and wrestling or tackling an opponent as part of an altercation. In addition, no player may leave the player bench or bench area to approach an altercation. Any athlete who becomes involved in fighting or flagrant unsportsmanlike conduct will be removed from the contest in which he or she is involved and will be suspended for at least one additional contest.

10. **Travel** – All athletes must travel to and from out-of-town athletic contests in transportation provided by the school unless parents make previous arrangements. While traveling with the team:
  - (a) Athletes will remain with their team and under the supervision of the coach at all times.
  - (b) Athletes that miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances.
  - (c) Dress should be appropriate, in good taste, and in keeping with the school dress code.
  - (d) Students who are not directly involved with the team may not ride the bus. Exceptions will be made for siblings of students or those who need to ride for car pool purposes. This has to be cleared with the Athletic Director before the day of the game.
  
10. **Fan Participation** – Our philosophy again is to promote excellence, participation, good sportsmanship, and to give our student-athletes the opportunity to be imitators of Christ on the athletic field as well as in other areas of life. As spectators, we have the responsibility to help our students follow this philosophy. Just as we are expecting our students to follow this philosophy we expect spectators to do as well. Fans, Parents, and Spectators are expected to promote the same philosophy as our student-athletes.
  - (a) Students are expected to attend games and stay and watch these games. Students should stay near or in the gym at all times and will not be allowed to walk upstairs or roam the halls. Students also will not be allowed to leave the school unless a parent or guardian either accompanies them or gives written permission to do so. Any permission slips to do so must be signed and given to the Athletic Director before the game or games are played.
  
11. **Attendance** – Students who miss a school day (full or half day) because of illness must not participate in a contest or practice on that date. Students missing school for other reasons must have a written excused absence in order to participate. A student who is unexcused for all or part of the day will not be allowed to participate in any practice or contest on that date.
  
12. **Practices and games** – Being part of a team takes commitment from all players and coaches. When a player is not able to be at practice it affects

the entire team. For this reason we have a “3 strikes and you’re out” philosophy regarding practices and games. If a student has an unexcused absence, miss practice and/or a game because he/she is falling behind academically, is serving a detention, or is not giving his/her very best effort during practice, he/she has earned a strike.

### **Student-Athlete Responsibilities**

Being a member of an athletic team is an important activity for the student. Despite its importance, it is only one part of the responsibilities of the student-athlete. There may be occasions when the athlete will have conflicts of responsibility.

We suggest the athlete follow the prioritized list below when determining his/her prime responsibility:

1. Home and church responsibilities
2. Academic responsibilities
3. Athletic responsibilities
4. Other school and social responsibilities

Despite all scheduling efforts by the administration, conflicts will develop between extracurricular activities. The Athletic Department recognizes each student should have the opportunity for a broad range of experiences in all extracurricular activities. If a conflict should arise, it is the ATHLETE’S responsibility to report the conflict to her/his coach. The Athletic Department will do everything it can do to work out all conflicts to the satisfaction of all parties concerned.

#### **A. Athletic Code of Conduct**

Not all students are fortunate enough to have the opportunity in their lives to participate in athletics. Therefore, being an athlete carries with it a tremendous responsibility. Since the conduct of athletes is closely observed in many areas of life, a very important responsibility of the student is to act in a mature, respectful and responsible manner at all times.

1. On the field of competition the athlete’s behavior must always be beyond reproach, always showing respect for the opponent and the officials.
2. In the classroom the athlete must try to be a good student. Student-athletes at The Potter’s House Middle School are expected to put forth their best effort in the classroom as well as on the practice field. Classroom behavior and academic performance are important responsibilities for all students, including athletes.
3. The way athletes look and act at school and in the community is of great importance. Athletes should be leaders and fellow students must be able to respect and follow them.

4. The athletes must also demonstrate respect and take pride in school equipment and facilities by helping to properly maintain and care for athletic equipment and uniforms.
5. The student-athlete is also expected to abide by all rules and regulations set forth in the Middle School Handbook.
6. The athlete must recognize the value and meaning of sportsmanship. In the endeavor to win, the athlete must realize there is no dishonor in losing and learning comes from defeat. The athlete must always adhere to the rules of the game. Fair play should always supercede his/her desire to win. The student-athlete must realize he/she represents not only him/herself but also coaches, parents, peers, school and community.

### **Disciplinary Action**

Any participant whose conduct is determined to be a discredit to him/herself, the team or the school during the middle school career shall be subject to disciplinary action as determined by the coach, Athletic Director, and/or Principal.

Suspension from a team – Temporary suspension of participants may be made by the coach of the sport and the Athletic Director and/or Principal. Suspension from a team results in non-participation in **play/practice during the entire period of the suspension.**

**Removal From Participation** – A student athlete may be removed from his/her team for the reasons listed below. The Athletic Director and/or Principal will confer with the coach prior to removing a participant from a team.

1. Continued violations of The Potter's House Middle School student handbook.
2. Repeated violations of school, athletic, or team policies.
3. Personal misconduct that involves police or court action during the sport season either before, during or after school hours.
4. Verbal or physical attack upon any individual.
5. Continued acts of poor sportsmanship.
6. Continuous weekly ineligibility as determined by Athletic Director and coach.
7. Refusing to participate in athletic practices or contests.

Any athlete or team member suspended or removed from a team under this section will have the opportunity for a review of the disciplinary action taken. Administration will arrange a meeting with parents, coach (es), athletic director, and other staff deemed necessary. The purpose of the review will be to bring about acceptable decisions that are mutually supported and understood by all individuals.





**The Potter's House Middle School Sports Program  
Parent Permission for Participation  
2010-2011**

My son/daughter, \_\_\_\_\_, has permission to participate in the sports program at The Potter's House. I/we have read The Potter's House Middle School Student Athletic Handbook and are willing to abide by the guidelines, policies, and procedures established by the school.

I/We accept responsibility to pay \$10.00 for each sport that my/our son/daughter participates in at The Potter's House. This fee helps cover any portion of expenses for running our sports program: simple uniforms, referee and coaches' pay, equipment, and transportation.

I/We understand that the \$10.00 needs to be paid BEFORE the first game of each season is played.

Please check below the sport teams your son/daughter may choose to participate in if eligible and provided:

\_\_\_\_\_ Soccer      \_\_\_\_\_ Basketball      \_\_\_\_\_ Volleyball

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Parent/Guardian Signature

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Student Signature

Grade

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Date

## **Coaching at The Potter's House Middle School**

Serving as coach for the student-athletes of The Potter's House Middle School is a tremendous opportunity as well as a great responsibility. All coaches are expected to conduct themselves and lead their team in such a way that God is glorified and that the experience is a positive one for the students and for the school. Coaches agree to abide by the following code of ethics:

1. I will seek to glorify God and imitate Christ through my conduct and my coaching.
2. I will coach in such a way that all members of my team are expected to demonstrate Christian character and good sportsmanship at all times.
3. I will treat each player, opposing coach, official, parent, and administrator with respect and dignity.
4. I will show due diligence to learn the fundamental skills, knowledge, and attitudes necessary to promote excellence through the athletic endeavor.
5. I will become thoroughly familiar with rules governing my sport.
6. I will uphold the authority of officials who are assigned to the contests that I coach, and I will assist them in every way to conduct fair and impartial competitive contests.
7. I will learn the strengths and weaknesses of my players so that I might place them in situations where they have a maximum opportunity to achieve success.
8. I will conduct practices and coach in games so that all players have an opportunity to improve their skill level through active participation.
9. I will communicate to my players and parents the rights and responsibilities of players and parents on my team.
10. I will cooperate with the administrator of our school in enforcement of all rules and regulations and will report any violations or irregularities.