

# WEST PORTAL LUTHERAN SCHOOL WILDCAT ATHLETICS

200 Sloat Boulevard, San Francisco, CA 94132  
415-665-6330

## Sports Program Handbook

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# West Portal Lutheran School

## Mission Statement

West Portal Lutheran School is dedicated to educating and nurturing students as a whole in their faith and character development, social-emotional growth, and academic excellence in a Christ-centered environment.

## Vision Statement

Students at West Portal Lutheran School will be transformed by the gospel and confident in their God-given design for a purposeful life of learning, service, and leadership for the glory of God in our community and beyond.

## Values

**LOVE** (1 Corinthians 13:4) *“Love is patient and kind; love does not envy or boast.” Love is the foundation for how we engage others. We love others in the belief that each person has value, worth, and dignity.*

**GRACE** (Romans 5:2) *“Through [Jesus] we have also obtained access by faith into this grace in which we stand, and we rejoice in hope of the glory of God.”* Grace says that we are accepted in Christ despite our imperfections. Because of grace, we accept others just as Christ accepts us.

**INTEGRITY** (Psalm 26:11) *“But as for me, I shall walk in my integrity; redeem me, and be gracious to me.”* We strive to do the right things at all times because we want to honor Christ in all that we do. We are honest, authentic, and driven by a clear moral compass rooted in God’s Word.

**RESPECT** (Philippians 2:3) *“Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves.”* Our community is a place where each person is heard and valued as being made in God’s image. We listen to each other, acknowledge each other’s differences and points of view, and we work through those differences with calmness and civility.

## INTRODUCTION

The opportunity to participate in school sports is a necessary source of student enrichment and we at West Portal Lutheran Church and School recognize the interest in and enthusiasm for sports that are shown by our students – both those who participate on the various teams and those who participate as spectators. Therefore, efforts must constantly be made by the West Portal Lutheran Church and School administration and faculty to keep our sports program at its best in order that we may maintain this valuable and enriching co-curricular activity.

While we at West Portal Lutheran Church and School are proud of our young men and women when they bring home a victory, we are equally proud of them when, in spite of dedication, hard work, and fair play, victory escapes them. The West Portal Lutheran Church and School sports program is not concerned with the blind pursuit of victory, rather, we view participation in team sports as a method to instill in our student-athletes Christian values, which apply not only to sports, but to all of life. Therefore, the West Portal Lutheran Church and School sports program must have coaches who not only know the skills of the game, but more importantly know, model and teach the Christian values which we hold here at West Portal Lutheran Church and School. It is necessary, therefore, that the coaches know what is expected of them.

The role of the coach is to teach lifetime lessons in a manner that is compatible with the mission of West Portal Lutheran Church and School. Coaches, through their own behavior and preparation, must instill in their athletes such values as sportsmanship, teamwork, dedication toward a goal, sacrifice of one's personal gain for that of a team, self-discipline, and dealing appropriately with both success and adversity; coaches must not sacrifice their principles for better athletic performance or greater athletic success. Coaches must be aware that these values taught through participation in sports must extend beyond the playing field; coaches must concern themselves with a student-athlete's spiritual, academic, and social growth. Coaches must be demanding of their student-athletes both on and off the field and never lose sight of their responsibility as Christian role models and teachers. Coaches must help their student-athletes realize that it is a privilege to participate in athletics and that appropriate conduct both on and off the field is imperative in retaining that privilege. Coaches must also remember that their sport is just one part of the student-athlete's opportunity to grow as an individual and therefore, should never discourage a student-athlete from participating in another sport, church or school activity.

The objectives, norms, and guidelines presented in this handbook for the coach to read and follow are intended to promote the best possible sports program here at West Portal Lutheran Church and School. However, we do not observe these objectives, norms and guidelines as an end unto themselves.

Rather, these objectives, norms, and guidelines serve as a reminder to all of us here at West Portal Lutheran Church and School that we are servants of Jesus Christ. Therefore, let us follow the example of Brian Won, West Portal Lutheran School Class of 1993, and begin with a prayer of thanksgiving:

Dear Lord,

Thank you for the game;  
the stuff, and the rejection;  
the shot, and the pass;  
the layup, and the tre';  
the monster board; and the quick steal;  
the zone, and the press;  
the players that handle the rock and the ones that shoot it;  
the amazing shots, and the embarrassing missed layups;  
the nothing but net, and the brick;  
the cheering, and the booing;  
the good calls, and the bad ones;  
the players that don't bring their uniforms;  
and the ones that don't play;  
the thrill of winning, and the agony of defeat;  
the happy players, and the teary-eyed ones,  
the teams that give all their hearts,  
the players that try their best,  
the teachers that teach us the game,  
and the one who made this all possible,  
Jesus Christ.

Thank you Lord.

\*Dedicated to the 8<sup>th</sup> grade basketball team and all its supporters.

## I. SPORTS PROGRAM PHILOSOPHY

### A. STATEMENT OF PHILOSOPHY

We at West Portal Lutheran Church and School recognize that in many cases our sports program will be a student's first introduction to organized sports. We also realize that the competition to earn a position on a sports team increases dramatically at the high school level. Therefore, the West Portal Lutheran Church and School sports program seeks to create an environment, which allows all students the maximum opportunity to participate in school sports.

Through participation in school sports, it is our hope that a student will grow in understanding him/herself spiritually, physically, emotionally and socially. Our sports program endeavors to develop the student-athlete to be a Christian leader and understand how to use this earned behavior as an example for others. The environment of such an undertaking is characterized by a concern for the individual and his/her relationship with God and with other members of his/her particular team.

### B. The West Portal Lutheran Student-Athlete Within the West Portal Lutheran Athletic Philosophy

The West Portal Lutheran Church and School sports program exists because of and for the students; the purpose of the program must be defined through its effects upon the students; its goal and objectives must focus on the product of participation in school sports – the West Portal Lutheran Church and School student-athlete.

1. Open to Growth: Through participation in sports, the West Portal Lutheran Church and School student-athlete matures as a person – spiritually, physically, emotionally, and socially – to a degree that reflects a conscious responsibility for his/her growth. Participation in sports begins as a personal choice and continues as an opportunity for the student-athlete to develop his/her body, mind, feelings, and spiritual consciousness always realizing that the ability to participate stems from a gift of God. At every grade level (4<sup>th</sup> through 8<sup>th</sup>) the West Portal Lutheran Church and School student-athlete:

- a) is learning to take responsibility for growth as a person – spiritually, physically, and socially; is developing an understanding of loyalty, pride, integrity, commitment, and the pursuit of excellence within the scope of participation in sports;
- b) is learning how to accept self, both in physical talents and limitations;
- c) is able to control him/herself and maintain an equanimity of emotion in the realm of sports participation;

- d) seeks maximum participation in the sports program; supports other student-athletes within the West Portal Lutheran Church and School community participating on teams other than his/her own;
- e) is receptive to improvement through direction from his/her coaches; is also able to learn from his/her teammates;
- f) recognizes the proper place of athletics within the whole of his/her educational sphere; always must remember that the moral, whole person comes first – even before athletics;
- g) seeks the challenge of competition, even at the risk of failure; accepts success with humility and failure with courage and grace;
- h) is reinforcing the Christian values of the school within the framework of athletic participation;
- i) is open to the broader benefits of athletic participation, the immediate and life-long benefits that extend beyond winning or personal gain as the primary goal of competition.

2. Athletic Competency: Through participation in athletics, the West Portal Lutheran Church and School student-athletes exhibits a progression of physical skills and a knowledge of his/her particular sport itself. While the physical skills required of a specific sport are as varied as the sports themselves, the need for integration of mind and body during participation remains common to all West Portal Lutheran Church and School student-athletes. Wanting to participate, contribute, and be good as his/her God given talents allow and knowing the need for the combination of physical skills and proper attitude in athletics, the West Portal Lutheran Church and School student-athlete:

- a) strives toward mastery of the fundamental skills of his/her sport;
- b) applies those skills and situations drilled at practice to competition; exercises sound judgment in competition; plays within the rules and spirit of the game;
- c) is able to approach practice as a systematic effort to raise his/her level of competency;
- d) takes pride in his/her effort and performance as well as the team to which he/she belongs and the school he/she represents; subordinates personal recognition for the good of the team and the school.

3. Religious: Sports at West Portal Lutheran Church and School includes a religious dimension that should permeate the student-athlete's life; thus, through participation in sports, the student-athlete finds a value in sports as an instrument that can lead him/her closer to God. The student-athlete at West Portal Lutheran Church and School manifests a fundamental orientation towards God in his/her relationship with his/her

team and the large community. With Christ serving as his/her model of human life, the West Portal Lutheran Church and School student-athlete:

- a) makes positive life-style choice (e.g. abstinence from smoking, drinking, drugs, etc.) formed by a Christian conscience and a loving responsibility toward the other members of his/her team;
- b) fosters a sense of Christian community within his/her team and experiences God through both personal and team prayer, worship, and service;
- c) is learning through his/her own failure the need for healing by teammates, family, friends, and the Lord and through his/her successes the affirmation of faith within the community.

4. Loving: As children of God, the West Portal Lutheran Church and School student-athlete is known and loved by God; that love invites a personal response which is an expression of movement within the human heart beyond self-interest or self-centeredness to relationships that insist upon individual care and concern for each person associated with his/her team. Knowing that the response to God's love is found in relationships with others that include attitudes of respect and love, the West Portal Lutheran Church and School student-athlete:

- a) shows a trust in others by displaying faith in his/her coach, teammates, and the Lord;
- b) is aware of the Lord's loving presence during times of difficulty and failure as well as during times of jubilation and success;
- c) encourages love and acceptance of others by better coming to love and accept him/herself;
- d) tries to overcome any personal prejudices or stereotypes by promoting a team unity that supersedes race, nationality, socioeconomic background and athletic ability;
- e) is aware of his/her role within the greater school community and builds that community through involvement in multi-aspects of the Church and School (e.g. regular worship, participation in Christian service, participation in other co-curricular activities, etc.)
- f) establishes and develops deep personal friendships with some teammates, friendships that may continue well into adulthood;
- g) obtains a sense of satisfaction through experiences of sacrifice, commitment, and dedication to team goals.

5. Committed to Christian Service: Participation in the West Portal Lutheran Church and School sports program must not be for selfish reasons or for merely personal satisfaction; rather, such participation and commitment should prepare the student-athlete for further participation and an active life commitment in the Church and community in the service of others. Aware of the need to cooperate with others and use the talents



of each individual for the greater advantage of all, the West Portal Lutheran Church and School student-athlete:

- a) exhibits a sense of selflessness which leads to the treatment of others (opponents as well as teammates) with understanding, acceptance, and generosity;
- b) is becoming aware of the place of sports in society and some of the moral ambiguities that arise in the world of sports (e.g. role models, winning and losing, special treatment, etc.)

6. Pursuit of Leadership Growth: Traditionally, participation in sports has been looked upon as a training ground for leadership; for having a positive influence on others. The athlete takes individual skills and applies them toward achieving team goals. Sometimes this achievement of success can promote a sense of self-importance, a sense that the individual becomes greater than the team; on the contrary, the proper role of athletics at West Portal Lutheran Church and School is to promote leaders in service, to work with and positively influence others for the good of all. Sports, then, must provide an environment in which the student-athlete can develop his/her abilities for the betterment of the community and not for personal gain. Seeking to acquire qualities of leadership within the dynamics of the athletic team, the West Portal Lutheran Church and School athlete:

- a) is learning how to deal with the challenges in his/her sport in a responsible and caring way;
- b) is progressing in analyzing situations and making sound decisions based on his/her knowledge, experience, and practice;
- c) approaches a problem with initiative and courage in the defense of his/her position;
- d) exhibits loyalty to his/her school regardless of adversity and willing to do what is right without being asked despite contrary pressure from others;
- e) is willing to take appropriate criticism from coaches or teammates without emotion and to detach him/herself from personal victory or defeat and place both in their proper perspective with humility;
- f) sees athletics in its proper proportion to the education of the whole student and strives to represent the school within and outside the school with grace and humility, for service to others and improvement of self, not for personal aggrandizement.

The West Portal Lutheran Church and School sports program must seek to encourage, instill, and foster such growth and development in its student-athletes.

### C. PLAYER COMMITMENT:

Commitment is that person living inside the student-athlete who is thankful that he/she has the God-given talents necessary to participate in team sports. The committed player wants to contribute, wants to play, wants to be as good as he/she possibly can be. Toward that end, every participant is going to work as hard as he/she can and give his/her all.

The West Portal Lutheran Church and School sports program challenges its athletes to make a commitment. By the very act of committing him/herself, the athlete contributes to the team and his/her own growth.

Furthermore, when a player joins a team, he/she is making a commitment to the program for a specified length of time, the whole of the season.

### D. THE COACH WITHIN THE WEST PORTAL LUTHERAN CHURCH AND SCHOOL ATHLETIC PHILOSOPHY

The West Portal Lutheran Church and School coach is at once a teacher, a leader, a counselor, a public relations liaison, and a professional. In these capacities, the coach has a obligation to West Portal Lutheran Church and School, to the sport he/she coaches, to his/her players, and to his/her fellow coaches.

A coach is a prime influence on his/her players during their formative years; therefore, the coach should be an individual with high ideals and firm principles. The coach must be dignified, serious, and even-tempered. The coach must have understanding, patience, and a personality that inspires confidence in those around him/her. The coach must be sincere in relationships with players and staff within the framework of his/her moral philosophy. The coach does not have to have been an outstanding player; however, the coach should be mentally attuned to the sport he/she coaches and must be adaptable.

The West Portal Lutheran Church and School coach should be aware of the duties involved. The coach must have a common sense approach to his/her sport, keeping it in its proper perspective within the overall administrative policy. A major requirement for a coach is that he/she be a good teacher.

West Portal Lutheran Church and School teams look to their coaches for organization and leadership. The coach must have sound judgment and the courage and ability to exercise that judgment when the situation warrants.

The West Portal Lutheran Church and School coach must conduct him/herself ethically on and off the field at all times. The coach must play every game within the rules and within the spirit of the game, accepting success with humility and failure with grace. The coach must never bring dishonor upon West Portal Lutheran Church and School, his/her team, and his/her profession by words or deeds. The coach must follow the school's sports policy carefully, remembering that both the school and its teams are being judged by his/her actions.

The coach should realize that his/her players learn by his/her example. The coach should not expect anything from his/her players that the coach him/herself is not capable of giving through his/her leadership. The coach must live his/her philosophy of life and inculcate leadership qualities and a Christian attitude in his/her players.

The coach should be friendly with his/her players but also be certain that they maintain the proper respect toward him/her and the entire coaching staff at the school. The coach should be firm without being dictatorial, friendly without being an equal. The coach should be fair, not ruthless and unyielding in his/her attitudes. As a teacher, the coach must impart knowledge to the players and try to get the most out of them. The coach must be concerned with the players' welfare and moral character.

A coach's philosophy toward sports is an important segment of his/her beliefs. The coach cannot have one attitude toward life and a different one toward sports. A good coach does not blame or ridicule the team, the school administration, or the opposition for the failure or poor spirit of his/her team. The team is what the coach makes it. A good coach gets from his/her team just what he/she puts into it. The players on the team respect the good coach for his/her knowledge, alertness, fairness, understanding, and adherence to sound principles, stability, self-sacrifice, and honest love for his/her players so exemplified in his/her unbounded patience and labor. In short, the team becomes the coach; the team imitates the coach; the coach's spirit becomes the team spirit.

Any adult 18 years of age or older that works with or instructs West Portal Lutheran student athletes during practice, matches or games must be fingerprinted at a school designated livescan facility and also must complete the CYO mandated Shield the Vulnerable online training. Shield the Vulnerable training instructs adults how to recognize and report the signs of child abuse. Upon completion of these two requirements, a copy of both the livescan receipt and Shield the Vulnerable certificate should be given to the Athletic Director. Linespersons, scorekeepers, managers and all other adults not directly working with or instructing our student athletes do not need to complete the two coaching requirements.

In addition, all head coaches and their assistants that are on the bench or sideline with their teams must attend the CYO Coaches Clinic to obtain their coaches card. Coaches are required to have this card at every match or game and must show the card to the official upon his request. Any game or match played can be forfeited if any of the coaches on the bench or sideline has not completed all three coaching requirements.

#### E. ATHLETIC OBJECTIVES OF THE COACH

“Excellence” does not mean simply winning games, for athletic competition is not an end in itself. Rather, it is means for teaching the values that this school holds. Participation in athletics is subordinate to the good of the individual and the good of the school. Hence, it is the coach’s obligation to ensure, insofar as he/she can, that participation in athletics does not harm the participant morally, intellectually, or socially, but rather helps the participant in each of these areas. Furthermore, participation itself should be an important priority for coaches on all levels.

Because all co-curricular activities at West Portal Lutheran Church and School are recognized as both valuable activities for students and rewarding activities for the entire school community, no coach should promote his/her team or sort over other programs within the school. Student-athletes should be afforded the opportunity to participate in all that West Portal Lutheran Church and School has to offer and to experience the benefits of a variety of co-curricular activities if they are willing and capable of doing so.

## II. THE SPORTS PROGRAM AND THE SCHOOL ADMINISTRATION

### A. General School Rules Govern the Sports Program

This policy manual is designed to assist the Athletic Director and Coaches in the smooth administration of the West Portal Lutheran Church and School Sports Program. This manual does not address the broader policies of the school nor is it intended to conflict with the broader school policies in any way. If a conflict unexpectedly arises between the broader school policies and those outlined within this manual, the broader school policy shall always govern.

### B. Policy making and the line of authority

If the coach has a suggestion or problem, he/she feels should be brought to the attention of the school administration, he/she should ask the Athletic Director for help and/or guidance; thereafter, the matter will be carried on up the line of authority. This procedure should be followed with regard to the school administration and to the league. It is important that a coach

take care not to “go over anyone’s head” in order to ensure an orderly process and as a matter of common courtesy and respect. In compliance with the rules of the league in which we participate, no coach should ever contact the Catholic Youth Organization (C.Y.O) directly. All communication and correspondence to the C.Y.O must originate from the Athletic Director.

Following are the lines of authority with respect to the school administration: please note that the line of authority begins with Assistant Coaches and moves upward:

Pastor  
Principal  
Athletic Director  
Head Coaches/Team Manager  
Assistant Coaches

### III. REGULATIONS GOVERNING THE SEASON

#### C. Starting Dates

An organized practice shall be defined as a practice, which is attended by a coach and players and at which the coach directs, instructs, and drills the player, players, and/or team. Organized practices for league seasons shall not begin before these starting dates:

Girls’ Volleyball 4 <sup>th</sup> -8 <sup>th</sup> grades:	August
Boys’ Basketball 4 <sup>th</sup> -8 <sup>th</sup> grades:	November
Girls’ Basketball 4 <sup>th</sup> -8 <sup>th</sup> grades:	February
Boys’ Volleyball 4 <sup>th</sup> -8 <sup>th</sup> grades:	February

#### D. Sign Ups

Prior to each season, the Athletic Director will notify all students (grades 4 through 8) who are interested in participating on a school sports team. No student will be “officially” part of a team until his or her application and the accompanying fee(s) are turned in. The Athletic Director will announce the sign up closing date for each sport to all classes (grades 4 through 8) and will allow ample opportunity for students to respond. Once the sign up period has concluded, students will only be added to teams at the discretion of the Athletic Director and as league rules allow.

All team entries must have volunteer coaches in place before applications can be accepted. In order for a grade to field two teams, two head coaches must be identified FOR EACH TEAM to insure that if applications merit entering two teams, each team will have a coaching staff. It is also the responsibility of the individual grade West Portal Lutheran parents to

obtain the coaches for each team entry.

For girls' volleyball, two coaches per team need to be in place by August.  
For boys' basketball, two coaches per team need to be in place by October.  
For girls' basketball, two coaches per team need to be in place by January.  
For boys' volleyball, two coaches per team need to be in place by January.

Failure to provide coaches by the deadline for any teams will result in no entry.

E. Organization of teams by player ability level – Tryouts and Cutting of Teams

The following is excerpted from the 2016-17 C.Y.O. handbook and shall serve as a guideline for the organization of teams at West Portal Lutheran Church and School:

- 1) The classification of teams for C.Y.O. League play will be governed by the grade system
- 2) The Grade Divisions will be 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>.
- 3) When a program enters two (2) or more teams in a grade division, the team must be entered in accordance with their relative strength, and this information shall be stated as accurately as possible. The strongest (#1) team must play in a higher division than the program's other teams).
- 4) WARNING: A program's second and third teams shall not consist of players whose abilities are equal to or stronger than those of their first team.
- 5) It is the policy of the CYO Athletic Advisory Board that all athletic teams are assigned to that division which provides the most wholesome and competitive level of competition. Therefore, if it is determined by the league that a Program has not entered its teams properly, the league may take such action, as it deems appropriate.  
Examples of appropriate action include but are not limited to:
  - a) Moving a team into a higher division
  - b) Requesting that a player or players be moved to the "higher" team
  - c) Allowing a team to complete the league schedule but not be allowed to participate in the playoffs
  - d) Allowing the team to withdraw without penalty
  - e) Withdrawing the team from league play
  - f) Recommending disciplinary action when there is evidence of flagrant unsportsmanlike conduct on the part of the program's coaches and/or Athletic Director

Based on the above excerpt from the C.Y.O. Handbook, it shall be the policy of the West Portal Lutheran Church and School to conduct evaluations when the numbers of students who wish to participate in a given sport necessitate more than one team. Evaluations shall be conducted using objective criteria and all coaches affected shall be given the opportunity to be involved.

It is the policy of the After-School Sports program to hold evaluations in a closed gym. Only the participants and invited coaches are allowed in the gym while evaluations are held. Parent and guardians will drop off and then return to pick up their child at the end of the session. Notice of a child's placement will be done by email from the After-School Sports program director in a timely manner.

It shall be the policy of the West Portal Lutheran Church and School Sports Program to hold evaluations at the fourth grade level and maintain the sorting of students by their ability throughout their participation. However, the fact that student abilities develop at different rates shall not be overlooked. Therefore, at the conclusion of each season, the Athletic Director will poll each team's coaches to determine if a player skill have developed over the course of the season and he or she might be considered for promotion to the next level team if there is space available on the roster. The decision made by the coach of the stronger team shall be made in an objective and fair fashion and if done so, will be final.

In addition to allowing a student-athlete the opportunity to "tryout" for a higher division team, any student whose skill level develops to such a level that it would be unfair for him/her to continue participating in the lower division team shall, after discussion with all coaches involved, be moved to a higher division team.

Coaches may ask for a tryout if an upper division team has an opening due to a player or players leaving the team. All lower division players will be asked if they would like to try out for an upper division team.

If there is one spot open and there is only one player trying out, he or she can be moved to the team. However, all players that have signed up to play for a sport, can and will be considered for a spot(s) on an upper division team even if he or she cannot or chooses not to attend an evaluation. The only exception would be for the son, daughter (or relative) of a lower division Head Coach whose child or relative will have the option to be part of the evaluation pool. An upper division team could be a B or C team if there are four divisions in one grade.

Coaches may also request a re-evaluation of a grade (after 4<sup>th</sup> grade)

to adjust the rosters to the proper skill levels. Evaluations can be made by the existing coaches or by an impartial coach or coaches or both.

In evaluating a grade, the A team coach will select his or her team, followed by the B, C, and D team coaches (if necessary). If there are two, three, or four teams per grade, the final team's coaches do not have a choice of players except for his or her child. The head coach of a team will always have the option to roster his or her child on the team.

Finally, the West Portal Lutheran Church and School sports program holds as a primary goal maximum participation by all interested students, therefore "cuts" are highly discouraged and must be authorized by the Athletic Director.

Authorization will only be granted in the following circumstances:

- 1) When the number of students who wish to participate in a team sport so out-number the number of positions available that objectively based and fairly judged, "tryouts" are the only fair way to offer any students the opportunity to play.
- 2) When a student-athlete's ability level is better suited to either a lower or higher skill level and such a team exists.
- 3) When a student-athlete has become such a disciplinary problem that his/her continued participation would be detrimental to the team as a whole.

#### F. Assignment of Gym Time

Prior to the beginning of organized practices, the Athletic Director shall poll each coach of the upcoming sport regarding his/her to choices for practice time. The Athletic Director shall make every effort to accommodate all coaches; however, priority for practice time selection shall be determined by the grade being coached. For example, eighth grade coaches will be allowed first choice at gym times followed by seventh grade, sixth grade and so on. In addition, if there are two or more teams entered per grade level, their choices for gym time shall go in reverse order. For example, in the 4th grade there are three teams: A, B and C. The 4th grade "C" team will get first choice, followed by the "B" and then "A" teams.

Once a single practice time has been established for each coach, the remaining gym time, if any, will be distributed, first to in-season sports for secondary practices, and then to out-of-season teams. The same grade based criteria will be observed for this second round of practice times.

All coaches please note: After school practice times from 3:30 p.m. to 5:00 p.m. should show consideration to the West Portal Lutheran After School Care during the rainy season. Coaches should plan to practice as



usual, but must be prepared to release or share the gym time to the After School Program in the event of rain.

#### G. Athletics and Other School Activities

The West Portal Lutheran Church and School sports program challenges its athletes to make a commitment. However, the West Portal Lutheran Church and School sports program has no policy prohibiting or discouraging athletes from participating in other school activities; indeed, the West Portal Lutheran Church and School sports program recognizes its role as part of the total educational environment for the student. Therefore, athletes certainly may participate in other activities, but they must be prepared to balance their involvement in other school activities – especially those which require a significant time commitment of their own – with their obligation to the team. The athlete, once committed, therefore must first be able to recognize the need to fulfill the obligations of that season-long commitment before making any other commitments.

#### H. Quitting a Team/Withdrawal of Application

To emphasize the importance and great degree of commitment asked of the West Portal Lutheran Church and School student-athlete, the policy with regard to a student-athlete who quits a sports team before the end of the season is as follows: If a student-athlete is a member of a particular team and then quits the team, he/she may not try out for nor participate on any other school teams until the completion of the season of the sport which he/she has quit. This ruling also applies to those individuals who are removed from a team because of academic or disciplinary reasons.

It shall be policy that a student/parent may request to withdraw a sports application for a full refund of fees, one week prior to the start of a season or tournament. If the season/tournament has started, no refund will be issued. It is also policy that should a student become academically ineligible, he/she will not be issued any refund of fees.

#### I. Tournaments

Only 6<sup>th</sup>-8<sup>th</sup> grade West Portal Lutheran teams may enter tournaments. No other grades may enter any tournament using the West Portal Lutheran name, Wildcat mascot or West Portal team uniform unless permitted by the Athletic Director. The After-School Sports program pays for all of these tournaments, as they are incorporated into the sign-up costs. A West Portal Lutheran team may not pay to enter an extra tournament. Any other tournament request is at the discretion of the Athletic Director.

#### J. Game Day Attire

Since the West Portal Lutheran Church and School sports program is highly visible, all coaches should make an effort to present themselves in a professional manner, especially on game days.

Likewise, on game days, student-athletes should dress neatly and in a manner that best represents the West Portal Lutheran Church and School sports program. In accordance with general school rules, students shall not wear “slogan” type t-shirts or other clothing when representing West Portal Lutheran Church and School. Furthermore, team members must wear school issued athletic uniforms at all times.

#### K. Off-Season Activities

Off-season shall be defined as that period of time from the last league playoff or tournament game until that sports’ next season starting date. Again, practices shall not begin before the starting dates listed above. However, a West Portal Lutheran Church and School coach may, with the authorization of the Athletic Director, wish to establish an off-season clinic in order to improve the skills of all interested students.

Off-season clinics are secondary to West Portal Lutheran Church and School teams and are subject to the following rules:

- 1) All West Portal Lutheran Church and School rules of conduct are in effect and are to be enforced by the coaching staff.
- 2) Off-season clinics must not conflict with an in-season sport. For example, if an athlete is still competing in a West Portal Lutheran Church and School sports activity, he/she will not be allowed to participate in an off-season clinic until after his/her team has finished the current season.
- 3) Summer off-season clinics may not conflict with Summer School or Vacation Bible School use of the gym.
- 4) Participants in off-season clinics are to be allowed and encouraged to participate in family outing and vacations as well as other school-related activities, both athletic and non-athletic.
- 5) A player’s status on his/her West Portal Lutheran Church and School team during the regular season is not dependent upon participation in or his/her performance during an off-season clinic.

#### IV. ACADEMIC ELIGIBILITY REQUIREMENTS for Extra-Curricular Activities

As stated in the School Parent Handbook:

For all school and church extra-curricular activities which includes the following:

- After-School Sports (CYO league for girls and boys, tournaments, post-season play, track and field)
- Music programs (choir, handbells, orchestra, concerts)
- Drama/musical plays
- Yearbook
- Student Council

The West Portal Lutheran student in grades 4 through 8 shall not have two grades of D or lower (D, D-, any F) in core subjects (English, Mathematics, Social Science, Science, Foreign Language and Religion) at the end of any quarter. If a student does attain two grades of D or lower, he/she is academically ineligible from participating in extra-curricular activities for the next full quarter. If the student's grades improve after one quarter, he/she may resume extra-curricular activities.

If a student in Kindergarten through grade 3 is underperforming in class, the child's teacher will contact the parent to see if the child is over-scheduled with activities and perhaps should consider dropping extra-curricular activities.

If a student in grades 4 and 5 is underperforming, the child's teacher will contact the parent to discuss the student's struggles and communicate their concerns with the family.

If a student in grades 6 through 8 is underperforming, the core subject teacher will monitor the student's grade and contact the parents as well as the homeroom teacher to discuss the student's grades.

To help our faculty and administration, each WPL Church and School extra-curricular activity head should submit a roster to be distributed and updated as needed throughout the school year. This will help our faculty and administration identify all participants.

When a child is academically ineligible to participate in an extra curricular activity, the teacher and/or administration will notify the child's parent (not the child) and then the supervisor of that particular extra-curricular activity.

All the heads of our extra-curricular activities will fully support the opinion and decision of our faculty and administration whom believes a student is academically "at risk" and therefore should not participate in WPLS extra-curricular activities.

An "at risk" student could be one with average grades, but has a D in **one** of the core subjects. While this example does not meet the criteria for two grades of D or lower, if it is the opinion/decision of the teacher and administration that the child not participate in extra-curricular activities, it will be supported.

## CYO ELIGIBILITY

Only students currently attending West Portal Lutheran School are eligible to play CYO sports for West Portal Lutheran School as per the CYO Athletic: San Francisco Athletics Guidebook. Children attending West Portal Lutheran Church may also participate in CYO sports provided that they attend church on a regular basis, and enroll in and complete West Portal Lutheran's Catechism curriculum to be confirmed in the Lutheran faith prior to 8<sup>th</sup> grade graduation.

When West Portal Lutheran School offers a specific CYO sports program, a student may not play for another CYO Catholic Parish team. This includes both the Sunset and Sloat campuses that reside within the boundaries of CYO Catholic Parishes.

However, in the event that a CYO sport is not offered by West Portal Lutheran School, a child may play for a Catholic Parish team affiliated with CYO, provided that the child's parent or guardian lives within the Parish boundaries. Proof of residence may be required and is subject to approval by the Parish Athletic Director and/or administration and CYO Athletics. Written requests must be presented to the West Portal Lutheran After-School Sports Program Director before contacting a Catholic Parish organization.

## IV. PARENTAL CONCERNS

From time to time, a parent may question or raise objections to a coach on matters such as a particular coaching policy or team selection choice.

In evaluating players for a team, a parent or guardian may request a response from the coach(es) pertaining only to the placement of their child. Any written notes from an evaluation regarding all players are considered private and confidential and cannot be shared.

In such instances, the matter should best be resolved through an amicable meeting between the parent and the coach. If such a meeting does not resolve the issue, the matter should be brought to the attention of the Athletic Director, who will meet separately or together with the parent and the coach. Should a problem still exist, the concern should be addressed along the "Line of Authority" within the school as discussed above.

## CYO PARENT CODE OF CONDUCT

**As part of the West Portal Lutheran After-School Sports application, each player's parent or guardian must sign the CYO Athletics Parent Code of Conduct (see below).**

**CYO ATHLETICS  
PARENT CODE OF CONDUCT  
(NATIONAL YOUTH SPORTS SAFETY FOUNDATION)**

THE ESSENTIAL ELEMENTS OF CHARACTER-BUILDING AND ETHICS IN SPORT ARE EMBODIED IN THE CONCEPT OF SPORTSMANSHIP AND SIX CORE PRINCIPLES:

- TRUSTWORTHINESS
- RESPECT
- RESPONSIBILITY
- FAIRNESS
- CARING
- GOOD SPORTSMANSHIP

I THEREFORE AGREE:

1. I will not force my child to participate in sports
2. I will remember that **children participate to have fun** and that **the game is for youth, not adults.**
3. I will inform the coach of any physical disabilities or ailment that may affect the safety of my child or the safety of others.
4. **I will learn the rules of the game and the policies of the league.**
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. **I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.**
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. **I will teach my child that doing one's best is more important than winning**, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. **I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.**
13. I will emphasize skill development and practices and how they benefit my child over winning.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority before, during and after games and will never question, discuss, or confront officials and/or coaches at the game field or gym. **If I have a concern, I will take time to speak with my child's coach at an agreed upon time and place.** I will **contact my child's athletic director** regarding my concerns.
16. I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and I will refrain from their use at all sports events.
17. **I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.**

I ALSO AGREE THAT IF I FAIL TO ABIDE BY THE AFOREMENTIONED RULES AND GUIDELINES, I WILL BE SUBJECT TO DISCIPLINARY ACTION THAT COULD INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:

1. Verbal warning by official, head coach, gym director, board member and/or CYO Director of Athletics.
2. Written warning.
3. Parental game(s) suspension with written documentation of the incident kept on file in the CYO Office.
4. Game forfeiture through the official, sport chairperson and/or Director of Athletics
5. Parental season suspension.

**I UNDERSTAND IF I AM REMOVED FROM A GAME FOR UNSPORTSMANLIKE CONDUCT I WILL BE AUTOMATICALLY SUSPENDED FOR THE REMAINDER OF THE SEASON, PLAYOFFS AND CHAMPIONSHIPS. REFUSAL TO LEAVE WILL RESULT IN FORFEITURE OF THE GAME.**

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## V. \_\_\_\_\_ SPORTS AWARD NIGHT

### A. Team Appreciation Event

At the conclusion of each sports season, the Athletic Director will circulate Sports Award Night ballots to individual players. Players will write individual appreciations about their coaches/team, which will be presented at the Appreciation Event. The Appreciation Event will be planned and held on a date as announced by the Athletic Director. In addition to writing appreciations, individual players from each team will receive one vote to choose a peer for the following award (1 award per team):

Margaret Finley Sportsmanship Award

### B. Coach Awards

In addition to the student awards, each coach and 1<sup>st</sup> assistant coach will be recognized and presented with a “thank you” gift selected by the Athletic Director.

### C. The Plato Mak Award

The highest honor the West Portal Lutheran Sports Program awards to a student is the Plato Mak Award. This award was established to honor the memory of Plato Mak. It recognizes outstanding Christian Leadership by a graduating eighth grade student within the realm of athletic competition. The following criteria, written by Coach Dick Bass, is sent out seasonally to the eighth grade head coaches:

*Plato was a very special young man. Despite physical handicaps he worked hard at basketball, led his team in the true spirit of sportsmanship, and never gave up. The respect and dignity with which he approached his opponent set an example for all with whom he came in contact. Plato was not the best athlete in his class, but his gentle nature, determination, physical effort and Christian example leave much for each of us to emulate. Therefore, as an eighth grade coach, I am asking you to suggest the name of one team member who has best exemplified those character traits found in our young friend Plato. From your suggestion, one name will be selected by the Facility for this award.*

After the Athletic Director has polled each team's 8<sup>th</sup> grade coach(es), the names of the nominees will be turned over in April to the school faculty. The school faculty will then select one 8<sup>th</sup> grade boy and girl as the Plato Mak Award winner.

Once both a male and female recipient has been selected, the West Portal Lutheran School administration shall contact the Mak Family and their representative Mrs. Christine Woo and provide them with the opportunity to be recognized at the 8<sup>th</sup> Grade graduation and be included in the presenting of the awards. Each award winner will be presented with an individual plaque and his/her name will be inscribed upon the perpetual plaque, which is displayed in the school foyer.

#### D. Invitations

As will all official school functions, the appropriate invitations should be extended to school faculty, church and school staff and the members of the West Portal Lutheran School Board. Historically, our Principal has been invited to offer the opening welcome and the closing prayer, and our Pastor has been invited to offer the opening devotion.

### VI. EVALUATION OF ATHLETIC DIRECTOR

In an effort to keep our sports program at its best, it is important that coaches be provided an opportunity to contribute their comments, concerns, and constructive criticism. The Athletic Director will provide each Head Coach with a form entitled "Evaluation of Athletic Director". A sample of this form can be found as an attachment to this policy manual.

The Athletic Director shall encourage each Head Coach to meet with his/her assistants and any other interested parties for the purpose of completing the evaluation and offering advice, which would benefit the West Portal Lutheran Church and School Sports Program.

### ACKNOWLEDGEMENTS

Permission granted by Mr. Robert Vergara, Associate Athletic Director at Saint Ignatius College Preparatory allowed this policy manual to be prepared using the Saint Ignatius College Preparatory Athletic Department Handbook as a model. We are deeply grateful for this assistance and guidance.

We also thank Mr. Dan Lang, a West Portal Lutheran graduate, teacher at Saint Ignatius and West Portal Lutheran who as West Portal Lutheran's Athletic Director put together this Sports Program Handbook.

Finally, we thank former West Portal Lutheran teacher, Vice-Principal, Principal and Athletic Director, Mrs. Margaret Finley, for many years of dedicated service to both church and school. It was Margaret who set the tone for our fine After-School Sports program.



# APPENDIX

## STATEMENT OF DESIRED OUTCOMES

A student involved in sports at West Portal Lutheran Church and School:

1. is learning to take responsibility for growth as a person - spiritually, physically, and socially; is developing an understanding of loyalty, pride, integrity, commitment, and the pursuit of excellence within the scope of participation in sports;
2. is learning how to accept self, both in physical talents and limitations;
3. is able to control him/herself and maintain an equanimity of emotion in the realm of sports participation;
4. seeks maximum participation in the sports program; supports other student-athletes within the West Portal Lutheran Church and School community participating on teams other than his/her own;
5. is receptive to improvement through direction from his/her coaches; is also able to learn from his/her teammates;
6. recognizes the proper place of athletics within the whole world of his/her educational sphere; always must remember that the moral, whole person comes first - even before athletics;
7. seeks the challenge of competition, even at the risk of failure; accepts success with humility and failure with courage and grace;
8. is reinforcing the Christian values of the school within the framework of athletic participation;
9. is open to the broader benefits of athletic participation, the immediate and life-long benefits that extend beyond winning or personal gain as the primary goal of competition;
10. strives toward mastery of the fundamental skills of his/her sport;
11. applies those skills and situations drilled at practice to competition; exercises sound judgment in competition; plays within the rules and spirit of the game;
12. is able to approach practice as a systematic effort to raise his/her level of competency;
13. takes pride in his/her effort and performance as well as the team to which he/she belongs and the school he/she represents; subordinates personal recognition for the good of the team and the school;
14. makes positive life-style choices (e.g., abstinence from smoking, drinking, drugs, etc.) formed by a Christian conscience and a loving responsibility toward the other members of his/her team;
15. fosters a sense of Christian community within his/her team and experiences God through both personal and team prayer, worship, and service;
16. is learning through his/her own failure the need for healing by teammates, family, friends, and the Lord and through his/her successes the affirmation of faith within the community;
17. shows a trust in others by displaying faith in his/her coach, teammates, and the Lord;

18. is aware of the Lord's loving presence during times of difficulty and failure as well as during times of jubilation and success;
19. encourages love and acceptance of others by better coming to love accept him/herself;
20. tries to overcome any personal prejudices or stereotypes by promoting a team unity that supersedes race, nationality, socioeconomic background and athletic ability;
21. is aware of his/her role within the greater school community and build that community through involvement in multi-aspects of the Church and School (e.g., regular worship, participation in Christian service, participation in other co-curricular activities, etc.);
22. establishes and develops deep, personal friendships with some teammates, friendships that may continue well into adulthood;
23. obtains a sense of satisfaction through experiences of sacrifice, commitment, and dedication to team goals;
24. exhibits a sense of selflessness which leads to the treatment of others (opponents as well as teammates) with understanding, acceptance, and generosity;
25. is becoming aware of the place of sports in society and some of the moral ambiguities that arise in the world of sports (e.g., role models, winning and losing, special treatment, etc.);
26. is learning how to deal with the challenges in his/her sport in a responsible and caring way;
27. is progressing in analyzing situations and making sound decisions based on his/her knowledge, experience and practice;
28. approaches a problem with initiative and courage in the defense of his/her position;
29. exhibits loyalty to his/her school regardless of adversity and is willing to do what is right without being asked despite contrary pressure from others;
30. is willing to take appropriate criticism from coaches or teammates without emotion and to detach him/herself from personal victory or defeat and place both in their proper perspective with humility;
31. sees athletics in its proper proportion to the education of the whole student and strives to represent the school within and outside the school with grace and humility, for service to others and improvement of self, not for personal aggrandizement.

The West Portal Lutheran Church and School sports program must seek to encourage, instill, and foster such growth and development in its student athletes.

## **EVALUATION OF SPORTS DIRECTOR**

Sports Director: \_\_\_\_\_

Coaches' Name: \_\_\_\_\_

(You may complete this evaluation anonymously and return it to the school principal)

Sport: \_\_\_\_\_

Ratings as follows:

1= Needs Improvement 2= Satisfactory 3= Good 4= Excellent N= Not observed

\_\_\_ 1. Adheres to and supports the philosophy of the West Portal Lutheran Church and School Sports Program.

\_\_\_ 2. Makes decisions that are for the good of the Sports Program and the school as a whole.

\_\_\_ 3. Represents the Sports Program in a professional manner.

\_\_\_ 4. Carries out his/her duties on time and in an efficient manner.

\_\_\_ 5. Communicates well with me and the other coaches in my sport.

\_\_\_ 6. Is available to meet with me when I need to see him/her.

\_\_\_ 7. Seeks input from me and the coaches in my sport on matters that affect my sport.

\_\_\_ 8. Is interested in and supportive of my sport.

\_\_\_ 9. Attends games.

\_\_\_ 10. Demonstrates concern for the well-being of the athletes.

\_\_\_ 11. Demonstrates a workable knowledge of sport and league rules.

\_\_\_ 12. Disseminates information to me and the coaches in my sport in a timely manner.

\_\_\_ 13. Conducts meetings in an efficient manner.

\_\_\_ 14. Maintains, issues, and collects equipment and uniforms efficiently.

Please use the remaining space below and the reverse side of this form to forward your suggestions for improvement. Thank you for your time and the effort necessary to complete this form.

## **EVALUATION OF COACH(ES)**

Please return to Sports Director

Sport: \_\_\_\_\_

Grade and team: \_\_\_\_\_

Head coach: \_\_\_\_\_

Assistant coach(es): \_\_\_\_\_

Ratings as follows:

1= Needs Improvement 2= Satisfactory 3= Good 4= Excellent N= Not observed

Yes or No when applicable

### Conducting Practice

\_\_\_ 1. Did you feel that the coach(es) used their time wisely?

\_\_\_ 2. Did the children understand the skills being taught? And, were they able to execute the skill sets?

\_\_\_ 3. Did the children have fun?

\_\_\_ 4. Were the children allowed breaks?

\_\_\_ 5. Did the children learn teamwork and sportsmanship?

\_\_\_ 6. Was each child given an equal chance to improve?

### Team/Parent

\_\_\_ 1. Did the coach go over the Parent Code of Conduct in a team/parent meeting?

\_\_\_ 2. Did you understand and abide by the Parent Code of Conduct rules?

\_\_\_ 3. Did the coach explain his own team rules to the parents/players regarding players being late for/or missing practice or games?

\_\_\_ 4. Was the coach available to talk with parents regarding their child's development?

### Game time

\_\_\_ 1. Did the coaches exhibit good sportsmanship towards officials and opposing coaches and players?

\_\_\_ 2. Were all the players treated the same during the games?

Positives: Please list collectively or individually your thoughts on the coaching staff on the reverse side of this evaluation.

Improvements or concerns: Also please list on the reverse side

Thank you for your time and consideration in filling out this evaluation. If you would like to discuss this, please contact the Sports Director.