

# LHS Athletic Handbook



Revised 23 March 2011

Lakenheath High School Department of Athletics  
**LHS Athletic Handbook**



The primary purpose of our competitive sports program is to provide experiences that will enable our students to progress toward established educational objectives. These objectives include the following qualities: physical strength, endurance, vitality, neuromuscular skills, courage, alertness, resourcefulness, good sportsmanship character, high moral standards, loyalty and a healthy self-concept. Our coaching staff is dedicated to helping the student athlete reach these goals. Both the physical and psychological growth of each student is conscientiously considered when planning and implementing our athlete program.

Our coaches are aware of the individual needs of our youth as well as the social implications of being able to work as a member of a team. Students will be given the opportunity through extensive training, excellent equipment and facilities, and skilled instruction to reach their maximum athletic potential if they dedicate themselves to our program.

Our goal is to also produce young men and women who have the capacity to be successful citizens in our highly competitive society. We are committed to achieving this goal. We want our athletes to leave Lakenheath and be able to say that they are proud to have been a “Lancer.”

### **ACADEMIC ELIGIBILITY**

To be eligible to compete in DoDDS sponsored interscholastic athletics event at LHS, the following criteria must be met:

Student athletes (this includes all 9<sup>th</sup> graders and 7<sup>th</sup> and 8<sup>th</sup> graders who are participating in the authorized individual sports) who meet the 2.0 GPA and 1 “F” requirements are eligible, but **must be monitored on a weekly basis.**

- a. Any “eligible” student athlete who has more than 1 “F” during a weekly monitoring period will be ineligible for all scrimmages and DoDDS-E scheduled games, commencing on Wednesday at 0800 hours through the following Wednesday at 0800 hours.
- b. Eligible students can regain and lose their eligibility on a weekly basis.

**INELIGIBLE STUDENTS: An athlete’s GPA is checked as follows: fall sports based on previous spring semester GPA; winter sports based on 1<sup>st</sup> Quarter GPA; spring sports based on 1<sup>st</sup> semester GPA. Freshmen are checked after 1<sup>st</sup> semester.**

If a student athlete does not meet the 2.0 GPA/1 F requirements, then he/she must adhere to the following:

- a. The student is ineligible for **the first THREE (3) weeks** of the season and will continue to have his/her GPA checked every 3 weeks throughout the entire season commencing on the first official day of the season. These 3-week checks must be done throughout the entire season, even though the student may meet the GPA requirement at the end of the first three-week or second three-week period.

- b. He/she may still practice during this time, but participation in all scrimmages and DoDDS-E scheduled games is prohibited. Ineligible athletes cannot dress-out or travel with the team.
- c. Coaches should encourage tutors and additional study time for these students so that they may regain their eligibility at the end of each 3-week period.

NOTE: There is no requirement, during the ineligibility period, for these students to be monitored weekly. However, it is highly suggested that this be done to determine progress and provide assistance where necessary.

- d. At the end of the first three-week period at the beginning of the season, if the student has not met the 2.0 GPA/1 F requirements, the Principal has the right to grant an additional three-week ineligible period. If, at the end of the six-week period the athlete has still not met the requirement, he/she will be removed from the team for the remainder of the season.

### **Freshman athletes are not checked for 2.0 eligibility until 2<sup>nd</sup> semester.**

#### **Transfer students:**

If a student enrolls in school without a transcript or any previous school record:

- a. The student must be monitored on a weekly basis. If the student has more than 1 F at the end of the weekly monitoring period, then the student is ineligible for that week.
- b. Because the athlete has no previous semester GPA to determine if the GPA requirement has been met (this is only for students in grades 10 - 12) then this student must also meet the three-week GPA check. If, at the three-week check, the student has a 2.0 GPA or higher and no more than 1 failing grade, then he will be ELIGIBLE for the next three-week period (he must continue to be monitored weekly). If we still do not have an official transcript by the 5<sup>th</sup> week to determine the GPA eligibility requirement, then again, at the 5<sup>th</sup> week a GPA check must be done. If the GPA requirement is not met, the athlete will be ineligible for the next three weeks.

**Local procedure:** Eligibility is based on grades submitted at the close of business on Tuesday.

Reports are run on Wednesday morning. If a student appears ineligible within the report, the Athletic Director will clarify the grades, then notify, in writing, coaches, administration, athlete and parents no later than 1200 on Thursday.

#### **ACADEMIC ELIGIBILITY APPEAL**

If an athlete feels a grade is improperly reflected, s/he will contact the Athletic Director who will contact the teacher and once again, clarify the grade. The Athletic Director will then confer with the principal who has the final decision on the athlete's eligibility.

#### **ACTIVITY BUSES**

Students who participate in sports and live off base may ride the activity bus that departs the high school promptly at 1730 (1800 during the spring sports season) Monday to Friday on school days. The buses do not duplicate the stops the morning buses do but have general stops in the villages and towns that would be central to all. Athletes may only ride the bus on which they are registered. Again, athletes are expected to comply with all Lakenheath Community bus rules

- Riding the activity bus is a privilege not a right. Abuse of this privilege can result in the loss of the ability to ride the activity buses. Personal transportation arrangements will have to be made.
- Athletes will receive separate activity bus passes to use during the season. The Athletic Director will take up the athlete's normal day bus pass and give the athlete the new pass. At the end of the season, the normal day pass will be returned to the athlete and the activity bus pass returned to the Athletic Director.
- Activity Bus pass colors change each season. They will not be allowed to carry over to the next season. There has, historically, been a one-week grace period before an athlete is refused to ride with an old activity pass.

### **APPEAL PROCEDURE**

In the event that an athlete is removed from a Lakenheath High School sports team, the following process will be in effect:

1. Student will inform the athletic director of his/her intention to appeal the removal. This may be either verbally or in writing. IF the Athletic Director is not available then the request should be submitted through the school administration.
2. The Athletic Director will then convene an appeal panel as soon as possible. The panel will have the following representation: 1 academic teacher, 1 coach not in season, president of the student council, president of the National Honor Society, and the chairperson to be the assistant principal. The assistant principal is to vote only in the case of a tie.
3. The chairperson may invite the coach and/or the sponsor of the activity involved to provide information about the infraction or the removal from the team.
4. The chair or person selected will explain the details of the incident that led to the dismissal. The student will then be able to make a statement on his/her behalf; the panel may ask questions of the student and/or the coach/sponsor. At this point, the student and the coach/sponsor will be asked to leave and a discussion will take place among the panel members. The panel will then vote by secret ballot to determine the outcome of the appeal. The student will be notified the next day as to the decision.

### **ATHLETE BEHAVIOR**

Student athletes are expected to maintain proper standard of behavior during the school day, practices, contests and travel. Our athletes are expected to be leaders and exemplary representatives of our Lakenheath High School Community and country. Expected behavior includes:

- Complying with all rules and regulations in the student handbook
- Being courteous and showing respect for others.
- Showing a willingness to cooperate with team members, coaches, teachers and community members
- Complying with the requests and directions of all coaches and adults.
- Showing respect to foreign cultures when traveling.
- Using appropriate language; no cursing or use of obscene gestures. Inappropriate language, body language or behaviors will not be tolerated.
- Complying with the controlled substance policy
- Refraining from Public Displays of Affection (PDA)

## **ATHLETIC CONTESTS**

Athletic contests are where teams show the final result of their hard work and dedication. All the long, hard hours of work can pay off if you are mentally ready to compete. Fans from the local and visiting communities will judge athletes, coaches, school and our community by the way we perform and by our behaviors. Be ready to accept the challenges that arise during competitions. Compete and conduct yourself like the champion you can be.

**Competition Appearance:** Athletes will wear school-issued uniforms (including warm-ups) for competition and other team events as directed by the coach. Uniforms will be properly fitted and worn appropriately. During competition, athletes will wear jerseys tucked in their shorts unless otherwise designed. Hats, caps, headbands or other head apparel are not to be worn unless they fit within the uniform design. Athletes will be groomed and travel to the coaches specifications. Headphones will be worn only at appropriate, non-game times.

**Always remember when you are at a contest in Lancer uniform, you are no longer merely an “individual,” but a representative of your team, school, and community. Always show Pride and Class!**

## **ATTENDANCE POLICY**

Participation in athletics is a privilege, not a right. The athlete must earn this privilege through dedication, desire and discipline. Without pursuit of these, the athlete can do no justice to him or herself or our school. The athlete must discipline himself to be a good citizen and student in order to achieve athletic excellence. Our coaching staff believes that a tradition of winning is established and maintained based upon these principles. To achieve a determined course of action for the pursuit of athletic achievement and the character training of young people, the following policies and procedures must be understood and followed by the athlete:

- Athletes are expected to be at school and in class on time each day. Failure to attend class will result in poor grades leading to ineligibility. Unexcused absences during the week may result in forfeiture of the right to play.
- Athletes must be in school **all day** if the contest is on a school day in order to participate. If the contest is on Saturday, athletes must be in school all day on Friday. The athlete is also expected to be in school all day on the **day prior to traveling** to an away game. Tardiness and or late arrival are not excused. Exception to this would include a pre-booked medical appointment. All absences must be approved by the principal in advance.

### **Coaches are responsible for athletes after school. With that in mind:**

- Practice is mandatory. Athletes are to report directly to their respective assigned areas at the beginning of their athletic period. Loitering in the school buildings or areas is not acceptable. Athletes are expected to be at practice each day and practice as if they would play during a game.
- An athlete, who, for some reason, cannot make a practice, should notify the coach before missing. The method of dealing with the athlete's absence is the responsibility of each coach.

- If athletes must miss all or part of practice for academic work with a teacher, they should alert the coach before missing and bring a written note from the teacher citing the time they left their tutelage.
- An athlete cannot be absent from school and attend practice except for an excused absence approved by administration in advance.

**An athlete or team participating in the DoDDs Interscholastic Athletic Program is expected to participate in all DoDDs scheduled events and practices for the sport in which s/he participates. Participating in a non-DoDDs event in lieu of a scheduled DoDDs practice or event is not permitted. Any athlete or team who misses a practice or game for a non-DoDDs athletic activity loses the privilege of continued participation for that season.**

### **BUS RULES**

Athletes are expected to comply with all Lakenheath Community bus rules. LHS stresses the following when traveling to sporting competitions:

- Always enter and exit the bus through the front entrance unless instructed to do differently.
- Drivers will be treated with respect and requests obeyed immediately.
- Place trash in a trash bag; do not throw it on the floor of the bus. Trash will be disposed of in the dumpsters at the school (by the gym), not the trash bins in the front. Upon return from a trip, the buses will be cleaned before athletes are dismissed to leave.
- Do not climb or sit on the top of the seats.
- No “external noise” music/video. Headphones only.
- Two to a seat only. No movement on the bus while it is moving.
- Sit where instructed by the coaches.
- No horse play
- No sodas or canned drinks allowed. Only re-closable drinks are allowed.
- Food is allowed on the buses only with the permission of the bus company.

### **CONTROLLED SUBSTANCES AND MIND ALTERING SUBSTANCES** *(Policy applies to all athletes regardless of age)*

All participants in DoDDS-E will adhere to DoDEA and DoDDS-E regulations concerning unlawful possession, use, or distribution of controlled and mind altering substances.

Possession, use, or distribution of tobacco, alcohol, mind altering substances, or drug paraphernalia expressly prohibited by federal, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances by athletes is prohibited at any time. Improper use of controlled substances by athletes is prohibited at any time.

**Case I:** Members of an athletic team who, during the season (the 1<sup>st</sup> day of practice through the awards ceremony), violate this policy during the school day, on or off school property (to include while riding to or from school, school events or school busses) or while attending/participating in a DoDDS-E function under the jurisdiction of the school, are subject to the following:

1. First offense during the school year: Team member is removed from the team for the remainder of the season.
2. Second offense during the school year: Team member is removed from athletic participation for the remainder of the school year.
3. Any athlete in violation of the policy during (departure from school until the championships are over and the team has returned to school), the post season championships will be immediately suspended from the championships, removed from the team, and will not be permitted to participate in the next season. Removal during the spring championship will be carried over to the next year. Parents are responsible for providing transportation from the championships when their athlete violates this policy.

**Case II:** Members of an athletic team who, during the season (the 1<sup>st</sup> day of practice through the awards ceremony), violate this policy outside of the events as stated in 21.2, are subject to the following:

1<sup>st</sup> Offense: Team member is suspended from all competition for the next seven calendar days. If the suspension occurs during a time period when games are not scheduled, the team member will miss the next scheduled competition. If traveling on an overnight trip, team member will miss the entire weekend of competition.

1<sup>st</sup> Offense: If the offense occurs at the end of a sport season, the seven calendar days and one athletic competition will be carried over to the next season that the athlete participates.

1<sup>st</sup> Offense: The student athlete must show proof of attending one counseling session prior to returning to competition and scheduling and attending at least two more counseling sessions within the next three weeks.

2<sup>nd</sup> Offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

### **ELIGIBILITY REQUIREMENTS**

To participate in athletics, a student must:

- Be enrolled as a student at Lakenheath High School or home schooled in the community
- Be a student in good standing, with no significant discipline problems and maintain academic eligibility.
- Have on record in school: a current physical, a signed power of attorney, Lakenheath Athletic Code and a parent consent form.
- Not reached or passed his/her 19<sup>th</sup> birthday on **August 1** of the current year. Students beyond their eighth semester of high school are ineligible to participate in interscholastic athletics

### **EQUIPMENT RESPONSIBILITIES**

Athletes will be responsible for any equipment and/or uniforms issued to them during a sport's season. The athlete will be responsible for the **replacement cost** of anything that is lost or stolen. Athletes will be made aware of these costs at the beginning of the season.

## **INJURIES**

There is always an inherent possibility of injury when participating in competitive sports. Coaches conduct practices to condition athletes appropriately and teach the proper methods of play to help avoid unnecessary injuries. Officials, to the best of their ability, control games to prevent injuries. However, in the event of injury, care will be taken of your athlete.

- You will be contacted by the coach as soon as s/he safely can.
- Powers of Attorney are on file to allow coaches to take your athlete to medical facilities.
- In the event medical attention is needed, LHS will need a statement from the attending physician that your athlete is cleared for participation. This holds true especially for head injuries. Athletes who sustain head injuries are expected to be cleared by a doctor at a follow-up appointment.
- Parents are responsible for all medical expenses as a result of injury. The parent is also responsible for providing transportation and/or other costs for a student athlete who does not return to Lakenheath with the team bus.
- Please provide the coaches and school offices with proper phone numbers and email addresses. Please keep these numbers updated. Also, let coaches know if emergency contact changes.

## **LETTERING POLICY**

Varsity and Junior Varsity recognition may be earned by meeting or exceeding the criteria established by the coaches for the various programs and activities sponsored by LHS. The criteria include the following: attendance, discipline, observation of team rules and performance standards established by the individual coaches and cleared by the athletic director and the school administration.

- A varsity athlete may receive one chenille letter during his/her high school career. Subsequent awards will be bars or team pins. JV athletes will receive certificates of participation.
- An athlete who does not complete the season, including post-season tournaments or games should not expect to letter. Injuries and PCSing can be taken into account.
- All uniforms and/or equipment must be cleared before post-season awards can be given.

## **MEDICAL REQUIREMENTS**

A physical is required annually prior to practice or competition in any sport. The completed physical form must be kept on file by the school nurse. Appointments may be made at our 48<sup>th</sup> Medical Facility or on the British economy.

## **NOISE MAKERS**

Noisemakers, such as horns and bells are not allowed at games. The use of noisemakers would be grounds for removal from games.

## **PERSONAL APPEARANCE**

Our student athletes are constantly in the eyes of the public and are a representative of the school, community and country. The athlete's personal appearance not only reflects his or her attitudes, it



also reflects that of the team, the school, and our U.S military community. Athletes are expected to dress in an appropriate manner.

### **PLAYING TIME**

All teams at LHS are established to provide young athletes the best competitive experience. Teams will play to win in the fairest, competitive, sportsmanlike way. Coaches will do their best to see that all athletes get game time, but sometimes, in a very competitive varsity game, this may not be possible.

### **SEXUAL HARASSMENT/ INTIMIDATING /HAZING**

No student shall be subjected to sexual harassment or intimidation by any school employee or other students.

- “Sexual harassment” means any unwelcomed sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose of substantially interfering with the student’s educational performance or creating an intimidating, hostile, or offensive environment.
- “Sexual intimidation” means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.
- Incidents of sexual harassment/intimidation may be:
  - ✓ verbal, such as derogatory comments, jokes, slurs, or remarks/questions of a sexual nature;
  - ✓ physical such as unnecessary or offensive touching
  - ✓ visual such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks or gestures

Student athletes who are guilty of sexual harassment or intimidation other athletes or any student in school, will be removed from their team for the remainder of that season and may face both school and community discipline.

### **SPECTATOR CONDUCT**

Spectators, both students and adults, are an important part of DoDDS athletic events. They serve to validate the positive values learned through athletic experiences, and to support the personal efforts and successes of individual athletes.

At DoDDS-E athletic events, it is inappropriate for spectators to engage in:

- Violence
- Obscenity or obscene gestures
- Harassment of officials
- Verbal abuse
- Possession or use of alcohol and tobacco
- Using illegal substances
- Vandalism

- Throwing objects

Artificial noise makers to include, but not limited to, air horns, trumpets, drums, and cow bells are not permitted to be used before, during, and after DoDDS athletic events.

Under the direction of the school music department a school band may perform at appropriate times. Appropriate times are half times, time-outs, between quarters, and before/after games.

### **SUSPENSION/SATURDAY SCHOOL POLICY**

If serving a Saturday detention, athlete cannot participate that day. Any student suspended from school is not eligible, at the minimum, for the next scheduled DoDDS-E competition.

### **TRAVEL**

Lakenheath HS teams will often travel to the continent for competitions. We travel primarily by bus but will, on occasion (and with approval from the area office), fly to competitions. Please note that in some cases not all members of a team travel.

**IMPORTANT: Athletes will not be allowed to travel outside the UK without a valid passport and VISA stamp. Please contact your coach immediately if this is an issue.**

- All team members are required to travel and return on the team bus unless written **arrangements have been made with principal** by the parent and/or sponsor **prior to the trip**.
- During regular season, teams sleep on the gym floors of their host schools. During final competitions, teams stay in hotels near their competitions. Athletes are chaperoned at all times and future travel depends upon behavior on the trips. There will be times that athletes are allowed to be within government facilities and not be directly with their coach but within "line of sight." They are expected to travel in groups of three while on base and stay within the prescribed areas allowed by the coaches.
- Return times to school after trips to the continent are often very early in the morning. Please be prepared to pick-up your athlete as soon as you receive the call they are at the school. If you will be unable to do so, please make alternative arrangements and alert the coach to any changes.
- When flying to our destinations, we must strictly adhere to our weight restrictions as determined by the airlines. Please help your athlete with his/her packing. Any cost for excess baggage is the responsibility of the athlete.

**Basic Travel Kit** (for bus travel. This may be restricted when flying)

Sleeping bag	Pillow	Toiletries
Weather appropriate clothing	All uniform and game equipment	Towel
Water bottle	Snacks	Study aids
Ear phoned-music/video equip	Any other equipment as required/directed by the coach.	

**Important: Before making family travel plans to go to watch your athlete play, please make sure s/he is eligible!!** Eligibility is announced by 1700 Wednesday. LHS cannot be responsible if you have made previous plans and grades prevent your athlete from traveling!

### **TRYOUTS**

Tryouts will last a minimum of three days before cuts are made. This is to insure that all athletes are given a fair chance of making the team. Although coaches do not like making cuts, due to large numbers, it is sometimes necessary. Every effort will be made to give each athlete an equitable chance at making the team.

For student-athletes arriving after the beginning of the season, every effort will be made to allow them an opportunity to try out for the team. However, to prepare for competitions, at some point tryouts must be concluded. Every effort will be made to accommodate students arriving late or after sports seasons have commenced.

**Each athlete must have a valid physical on file with the school nurse before being allowed to try out. It is sometimes difficult to get appointments in a timely fashion. Coaches try to be understanding, but seasons are short and competitions begin within three weeks of initial tryouts. All prospective athletes should strive to get their physical appointments weeks before seasons actually begin.**

### **WEAPONS**

The carrying of weapons is considered serious. Anything that can be construed as, used as or resembles a weapon is STRICTLY forbidden while on any team, at any game or while under the jurisdiction of LHS personnel. Possession of weapons will be grounds for immediate dismissal from the team.

<b>High School Sports Offered</b>			
<b>Sport</b>	<b>Boys</b>	<b>Girls</b>	<b>Season</b>
Cross Country	<u>X</u>	<u>X</u>	<b>Fall</b> Beginning of school until approximately the first week of November.
Football	<u>X</u>	<u>X</u>	
Volleyball		<u>X</u>	
Tennis	<u>X</u>	<u>X</u>	
Golf	<u>X</u>	<u>X</u>	
Cheerleading	<u>X</u>	<u>X</u>	<b>Fall and Winter</b>
Basketball	<u>X</u>	<u>X</u>	<b>Winter</b> —Mid November until @ 1 March
Wrestling	<u>X</u>	<u>X</u>	
Soccer	<u>X</u>	<u>X</u>	<b>Spring</b> Mid March until approximately 1 June
Baseball	<u>X</u>		
Track and Field	<u>X</u>	<u>X</u>	
Fast pitch Softball		<u>X</u>	