

LCA

Athletic

Handbook



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CODE OF ETHICS

A code of ethics is a set of ethical principles and standards designed to guide a group of people in taking acceptable and approved action. The following code of ethics is hereby set forth for coaches:

All coaches are expected:

1. To understand that the purpose of interscholastic athletics is to promote the physical, mental, moral, and social well-being of the students.
2. To set an example of good conduct for his/her team members, students and public by acting in a sportsmanlike manner at all times, controlling his/her temper, abstaining from smoking, chewing tobacco, drinking alcohol, or using profane language while supervising an athletic team.
3. To respect the decisions of officials and remain undemonstrative in accepting these decisions.
4. To be courteous to visiting teams and officials
5. To strive for a good working relationship with the opposing coaches, school personnel, radio persons, and the press.
6. To achieve a thorough knowledge and understanding of the rules (and the spirit of the rules) of the game.
7. To have a fair, unbiased relations with players/be on top of the spiritual well bring.
8. To teach athletes to win through skill and legitimate means only.
9. To prohibit profanity and obscene language at all times.
10. To counteract unfounded rumors of questionable practices by opponents, to establish the truth or falsity of these rumors and to refer them directly to the authorities of the school concerned.

11. To refrain from criticizing the actions of the officials before players, spectators, or press.
12. To attend church on a regular basis.
13. To help build lives.
14. To help build character
15. Not criticizing other coaches to parents. Do not criticize or engage in conversation criticizing parents or coaches.

GENERAL ATHLETIC ADMINISTRATIVE POLICIES AND RESPONSIBILITIES

The coach is completely responsible for the behavior, safety, and welfare of the members of his/her squads during practices and games.

The following suggestions are made to coaches for handling members of their squad in all game and practice schedules:

The coach should expect team members:

1. To attend practices and be punctual unless he/she has a reasonable excuse
2. To practice good health habits such as maintaining a clean locker room, keeping bodies as well as equipment clean, getting plenty of sleep, having proper diet, etc.
3. To avoid horseplay
4. To demonstrate good sportsmanship, both in victory or defeat.
5. To encourage respect for constituted authority on and off the field of play.
6. To be neatly groomed and properly dressed at all times.
7. To refrain from possessing or using tobacco, drugs, or alcohol, and to understand he/she will be dismissed from interscholastic sports competition by violating these rules.
8. To develop good study habits and work to their potential in all subject.
9. To keep their testimony to Christ and teammates.
10. To observe all school rules.

The coach should:

1. Know the health status of players at all times, give proper attention to all injuries, notify parents of a team member about any injury, and accompany student to hospital if no parent is present.

2. Keep readily accessible emergency form for each athlete
3. Maintain complete control of team members at all practices and games.
4. Supervise players at all times, during practices, on the field, in the locker room, and on the bus.
5. Report all problems to Athletic Director.

EXTRACURRICULAR POSITION DESCRIPTION

HEAD COACH

Organizational Relationship:

The athletic director shall be directly responsible to the high school principal for the execution of his/her responsibilities.

Duties and Responsibilities:

1. To assist the athletic director and principal in the hiring and or/retention of assistant coaches.
2. To direct, supervise and evaluate regularly the performance of all assistant coaches of the respective sport.
3. To work cooperatively with the athletic director to assure proper insurance coverage for all athletes.
4. To work cooperatively with other head athletic coaches in order to operate a well-balanced athletic program.
5. To foster among the participants and spectators an appreciation of the values of athletics, a desire to win, and attitude for good sportsmanship, and a sense of pride in self, team, school, and community.
6. To direct the training, conditioning, and performance of the varsity athletic team and to lead, supervise, and assist the assistant coaches in their efforts with teams assigned to them.
7. To act as a positive influence upon the behavior of members of his/her athletic staff and teams.

8. To be present and personally direct the team at all varsity contests and to be present at as many junior varsity and freshman contests as possible. He/she will also be responsible for the supervision of his/her athletes at invitational meets or post-season competition.
9. To advise the athletic director as to the preparation of schedules for his/her respective sport.
10. To advise the athletic director in the selection and performance evaluations of officials.
11. To recommend to the athletic director the type and amount of equipment and supplies needed to conduct the sports program. To provide for the inventory and care of equipment.
12. To advise the athletic director of the condition of athletic facilities and needs for their preparation and maintenance.
13. To assist the athletic director to ensure that lists of all players eligible for athletic contests are prepared and maintained under rules of the official organization.
14. To recommend to the athletic director and/or principal the removal of athletes from the teams(s) when training or eligibility regulation have not been met.
15. To ensure that all athletes have undergone and passed medical examinations before the regular practice season begins.
16. To organize a system for encouraging students to try out for his/her team and to develop and recruit equipment manager(s), score keepers, statisticians, ball runners, etc. for all teams.
17. To collect and keep on file records, statistics, news items and photographs for the athletic teams under his/her supervision.
18. To recommend to the school those students who qualify for varsity letters, and/or certificates and awards.
19. To recommend to the athletic director, upon request, prospective coaches.
20. To perform other duties related to the position of head coach as requested by the principal and/or athletic director.
21. To report games results to local newspapers.
22. To fill out conference/school game reports and arrange for the athletic secretary to fax to league representatives.
23. To have team devotion prior to the game.

24. Report scores to the athletic secretary for posting on conference and school sports web sites.
25. Conduct a summer camp or youth league team.
26. Write a brief summary of each game to post on sports websites.
27. Choose an athlete of the week when requested from the Athletic Director or School Administration .
28. Turn in a roster to the Athletic Director. This roster will be used to collect all athletics fees prior to participation. Athletic fees will be processed through FACTS.
29. To have a detailed plan for each practice.
30. To be aware of legal responsibilities and take precautions against any negligence.
31. To purchase no equipment or supplies without the approval of the athletic director

Compensation:

At the beginning of each school year a budget for coaching compensation will be established. If funds are not available due to operating constraints, this compensation will be removed. All head coaches should discuss this with the Athletic Director before agreeing to coach.

For the 2025-2026 school year. Head coaches are eligible to receive a one time payment of \$300 at the end of the season. This payment is for head coaches only.

List of eligible head coaches;

- JV/Varsity Volleyball
- Middle School Volleyball
- Cross Country
- JV/Varsity Boys Basketball
- Middle School Boys Basketball
- JV/Varsity Girls Basketball
- Middle School Girls Basketball
- Cheerleading
- Girls Softball
- Boys Baseball
- Flag Football

EXTRACURRICULAR POSITION DESCRIPTION

ALL COACHES

Organizational Relationship:

All other coaches shall be directly responsible to the head coach for execution of his responsibilities.

Duties and Responsibilities:

1. To work cooperatively with the head coach in order to operate a well-structured program.
2. To work cooperatively with the athletic department.
3. To attend all meetings prescribed by the head coach during the season.
4. To carry out specific duties designated by the head coach.
5. To recommend equipment and supplies needed for the implementation of sports program.
6. To recommend suggested disciplinary actions regarding players violation training rules and procedures.
7. To foster among the athletes a desire to win, an attitude of good sportsmanship, personal pride, and pride for their school and community.
8. To perform other duties related to the position of assistant coach as requested by the principal and/or athletic director.
9. To read and understand any conference handbook and National Federation rules.
10. To read and understand the Coaches and Student Athletic Handbook for Legacy.

Methods of Coaching and Practice:

1. To use professionally sound coaching methods.
2. To explain carefully and to demonstrate fundamentals.
3. To teach at the level players are able to understand.
4. To consider individual differences in both ability to learn and to perform.
5. To be well acquainted with physical social, mental, and psychological make-up of all players.
6. To hold no practices or meetings with athletes on Sunday.
7. Pray before each practice.

ELIGIBILITY OF ATHLETES

In order for a student to participate on an LCA athletic team each athlete must have satisfied all of the scholastic eligibility requirements prior to participation.

These regulations state that all athletes:

1. Cannot receive money or awards for playing.
2. Cannot sign a contract to play professional sports while they still maintain high school eligibility.
3. Cannot be 19 on or before August 1st of the current year.
4. Must pass five courses the previous semester and be currently taking five courses.
5. Must not have more than a total of eight consecutive semesters of eligibility after he/she enters the 9th grade for the first time.
6. Must abide by the school training rules.
7. Must attend school the day of the game, and must be in school by 10:00 am unless he/she has an administrative excuse or doctor's appointment and provides the school with a doctor's note.
8. Eighth grade students who become 14 years of age by September 1 are eligible for freshman athletics at the high school they would attend.

PREPARATION BEFORE THE FIRST PRACTICE

A meeting will be held for all students trying out for a sport in accordance with VHSL regulations. At this time, training rules, criteria for lettering, expectations and requirements for all athletes will be explained.

Before the first practice, the following forms must be turned in by the student before he/she can start practicing.

1. LCA Athletic Form
2. Physical Form
3. Signed Training Rules/What Expected of Athlete and Parent
4. Post practice schedule a month in advance on the LCA Sports Website (Lcasports.Org)
5. Pay Athletic Fee per sport

Team Morale

1. To create a feeling of team loyalty.
2. To maintain discipline and treat all disciplinary cases consistent.
3. To offer encouragement and constructive criticism when the team is losing and accept defeat as a team without assigning personal blame.
4. To give credit to athletes when the team wins.
5. To prohibit swearing, stealing, lying, drinking, and gambling.
6. To talk frequently to young and inexperienced players to prevent discouragement and to bolster morale.

7. To nurture a pleasant atmosphere and efficient supervision when athletes are dressing.

INJURED PLAYERS

The coach has the responsibility for the welfare and safety of students participating in interscholastic athletics. However it is inevitable that some accidents will occur resulting in various types of injuries. The following procedures for injuries after school hours should be followed:

1. The coach or athletic trainer should take control of the situation. Stay with the injured person, clear the area, and prevent further injury.
2. The coach or athletic trainer determines seriousness of injury or condition.
3. The assistant coach or any responsible person should call for an ambulance if necessary. Dial 911, give location and type of emergency.
4. The coach, assistant coach, athletic trainer or appropriate personnel must apply immediate first aid. Do not move the injured person suspected of having a fracture, back, neck, head injuries or those who are unconscious until trained help arrives with proper equipment and assistance.
5. The coach, assistant coach, athletic trainer or appropriate personnel must call the parent or guardian of the injured person. A list of parent's telephone numbers should be available in the first aid kit for each team.
6. If a doctor is consulted, a player must submit a written release from the doctor before returning to active participation this release must include rehabilitation measures if necessary.
7. It is the athletic trainer's responsibility to keep the first aid kit well stocked and available at all times.

RELEASE FROM CLASS

8. A policy of LCA is to keep the very minimum the number of times a student given permission to leave class for extracurricular activities. The time that students are to be dismissed for athletic events will be decided by the athletic director after conferring with the principal.

BEHAVIOR ON ATHLETIC TRIPS

Remind athletes that they are representing LCA when they travel to visiting schools and, as such, must be properly dressed and at all times demonstrate scrupulous manners. Athletes are

to wear apparel directed by the coach and when not in uniform players are to follow LCA dress code.

USE OF OPPONENTS DRESSING FACILITIES

Coaches should discuss with team members the appropriate conduct when using the dressing facilities of the opponents. Note the general condition of the dressing room both upon arrival and departure to forestall vandalism. Inspecting bags to prevent the removal of items taken as souvenirs may be necessary. In the event of such an occurrence disciplinary actions will be taken.

GO INTO THE LOCKER ROOM WITH THE TEAM AFTER AN ATHLETIC CONTEST. A COACH OR ASSISTANT SHOULD REMAIN IN THE LOCKER ROOM UNTIL ALL PLAYERS HAVE LEFT. MAKE ONE FINAL CHECK OF THE LOCKER ROOMS BEFORE YOU LEAVE.

USE OF ATHLETIC FACILITIES

All uses of the athletic facilities must be approved by the athletic director and/ or principal.

BUILDING AND LOCKER ROOM SECURITY

Throughout the season, the following procedures will help eliminate any security problems:

1. Instruct students and/or athletes on proper security of their personal belongings. Each student should keep his/her personal items in a locked locker while participating in their activity. Large amounts of money should not be brought to school.
2. Secure office, equipment room and exterior doors in the gym area before leaving especially on Saturdays.
3. Never give students keys to enter the building or rooms.
4. Be sure the lights and showers are turned off windows closed before leaving.
5. Do not permit students to be in the building unsupervised.
6. Confine students to the area of the building being used, i.e., gym, auditorium, music room, etc.
7. Put all practice equipment in its proper storage area.
8. Do not permit outsiders or those not directly involved with your activity to loiter in the area of the building you are using.
9. Do not permit "horseplay."
10. Report any problems to the athletic director and principal.

DISCIPLINARY REPORT DURING THE SPORTS SEASON

The head coach, in each sport, must keep a notebook of disciplinary actions taken on each athlete during the course of the season. Any disciplinary actions become a part of the student's scholastic record. The purpose of this notebook is to provide the athletic director with times, dates, and the nature of the problems. This data can support recommendations for dismissal from a team.

1. Anytime during the course of a sport season when a coach discipline an athlete, he/she must make telephone contact with the parent and notify the athletic director. If telephone contact cannot be made, a letter must be sent to the parents with a copy to the athletic director.
2. Procedures for dismissing an athlete from a team after all other avenues have been exhausted include the following.

The coach will meet with the athletic director to give the reason for recommending him/her for dismissal from team.

The athletic director will then inform the athlete, explain the charges, and hear the athlete's response to the charges

The athletic director will make contact with a parent.

The athletic director will then make a decision. If the athlete is to be dismissed, the student and the parents of the athlete will be notified in writing.

POSTPONING GAMES

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices will be followed:

1. The athletic director may confer with the main office and head of transportation.
2. Factors considered in the decision are; Playing conditions of the field, Travel safety for opponents, office, gate workers, students, and fans, Potential damage to playing surface and equipment, Impact on gate receipts, and Safety to spectators and players in or on the school ground, gym, or field.

After considering any or all of the factors, the athletic director and head of transportation will decide to play or postpone game. He/she will reschedule the game as per league

rules on the next possible date and inform the athletic secretary of the change. Athletic Secretary will post on website and inform families.

INCLEMENT WEATHER/HEAT PRACTICES AND/OR GAMES

If bad weather causes schools to close early, or the activity buses are cancelled, or schools are closed, all extracurricular activities will be cancelled.

The only exception to this rule can be made by the principal or athletic director.

Hot/Humid Weather:

The athletic director, in consultation with the athletic trainer, will closely monitor the conditions and determine when to cancel or modify practices or games.

Thunder & Lightning:

At the sound of thunder, all outdoor practices and/or games will cease. All player and coaches will remain in a safe place until weather permits. Thirty minutes after last thunder or sight of lightning is the appropriate time to time to wait before resuming play.

ALL GAMES & SCRIMMAGES

All games & scrimmages shall be made by the athletic director.

OFFICIALS

All officials are assigned by the officials association contracted by the athletic director. The coach shall make recommendation (both positive and negative). In all cases, officials will be hired from the approved list.

Coaches rate the officials after each game while their work performance is still fresh in their mind and keep these ratings on file for future reference.

Athletic Director will contact athletic secretary with names of officials and booster treasurer to write checks.

TRANSPORTATION

All athletes will be transported to and from athletic events on school buses provided by LCA or designated vehicles. All buses and designated vehicles are reserved by the athletic director or and head of transportation. The coach's responsibility is to have the members of his/her squad ready to board the bus at the designated time. The coach must exercise control and maintain proper supervision and discipline of his/her squad at all times.

If at all possible, one coach should be in the front of the bus and one in the rear to alleviate any problems. The coach should have students remove all trash, etc. off the bus at the conclusion of the trip.

The bus driver has the authority to maintain proper discipline while on the bus. Additionally, the bus driver makes the final decision on route of travel, and is responsible for assuring all transportation procedures are followed.

Overnight stays for Athletic Events:

Head coaches are responsible for setting up travel and housing arrangements for any special event they intend to attend.

All athletes are to travel with the team to special athletic events and tournaments. All athletes are to stay in the prearranged housing accommodations. Any exceptions are to be made in writing to the athletic director 14 days prior to the event for approval. If this protocol is not followed, the athlete will not be permitted to compete in the event. Failure could also result in the athletes dismissal from the team, pending a meeting with the athletic director.

Private Transportation:

At no time will athletes or cheerleaders be transported to or from athletic events in private cars unless prior arrangements have been made. Athletes may ride home from events with their parents/guardians. The parent/guardian must tell the coach or sponsor in person when they are leaving.

Bus Transportation Information:

- 1.** The athletic director will work in conjunction with the bus transportation parties to schedule athletic trips on buses.
- 2.** The driver of any school bus must have the appropriate commercial driver's license before operating and will need to be added to the school insurance.
- 3.** The team coach is responsible for maintaining discipline on the bus. Cares should be taken to ensure that the driver is not distracted by passenger behavior.
- 4.** The entrance door, emergency exit door, and bus aisles are to be kept clear at all times.
- 5.** Passengers are to remain seated while bus is in motion
- 6.** Smoking or use of tobacco in any form is prohibited on school buses at all times.
- 7.** Girls will sit in front of the bus and boys in the back on mixed gender trips.
- 8.** The driver of a school bus or van must wear a seat belt while transporting students.
- 9.** Pupils riding in school bus and vans equipped with seat belts must wear them while the bus is in motion.

INFORMATION FOR BUS BREAKDOWNS AND ACCIDENTS

- A. Any transportation of students to school sponsored events must be made on school buses and vans. Private commercial service may be used for certain regional and state level competitions. This source of transportation must be insured by the driver of the vehicle and load capacities must be followed.
- B. Calling List Upon Bus Breakdown:
 1. Coach or driver is to carry a cell phone.
 2. Head of Transportation
 3. Call Athletic Director
 4. Call other drivers if needed

C. Emergency Procedures for Bus Breakdowns:

1. Stop the bus as far to the right as possible or on the shoulder for the road.
2. Activate the four-way hazard lights
3. Contact 911 in need, otherwise call school for assistance. Be prepared to give location and brief description of the problem. Your cell phone must be left on unless otherwise directed.
4. In the event of fire or unsafe location, evacuate the students to a safe area away from the bus.
5. Remove the bus key.
6. Set up reflective safety triangles if available.
7. Stay with the bus.
8. Keep all students on the bus unless you determine that it would be unsafe for them to remain there. If you must evacuate them, direct the uninjured children to a safe area and follow first aid procedures in moving any injured children.
9. Never leave your athletes/students alone on the bus.

D. Accidents

1. Reporting

All school bus related accidents or injuries are to be reported immediately. Whenever a bus comes in contact with another object and there is any type of damage or injury – no matter how minor – Report to the school office.

2 Accident Procedures

- a. Stop the bus immediately.
- b. Be calm and reassure your passengers.
- c. For injuries, fire, severe property damage contact 911. Render reasonable assistance to any person injured in the accident and notify the school.
- d. Assess the scene of the accident; if there is danger of fire or further damage to your bus, determine the safest method of handling students.
- e. Keep all the students on the bus unless you determine that it would be unsafe for them to remain there. If you must evacuate them, direct the uninjured children to a safe area and follow first aid procedures in moving any injured children.
- f. Flags, flares and or reflectors should be placed to warn traffic.
- g. Under typical circumstances, the vehicles involved should not be moved until a police officer directs the removal. For minor property damage only accident vehicles should be moved to a safe area off the traveled portion of the roadway to wait for police assistance.
- h. Information such as names, addresses, license numbers location, time, road and weather conditions, a list of student passengers (including, seat location), and witness should be gathered using the accident report.

- i. Make no admission of guilt or liability or assume responsibility for the accident. Avoid arguments and be courteous and cooperative.
- j. Because the circumstances of each accident will be different, the sequence of decisions and actions will vary. Use cell phone to make contact when necessary.

E. Injury to Passengers

Any injury or complaint of injury reported by a passenger on the bus as being school bus related (falling, being pushed, injured at a bus stop, etc.) is to be reported to the school office. If there is any doubt as to the seriousness of injury, the rescue squad will be called.

EQUIPMENT AND SUPPLIES

Requisitioning Equipment and Supplies

The head coach of each sport is responsible for submitting to the athletic director a list for all of the equipment and supplies for his/her sports at all levels (i.e. Head coach submits for varsity, junior varsity, and middle school teams). The head coach should confer with assistants when preparing the order. The head coach will then meet with his/her athletic director and decide on what is ordered upon approval the Board of Directors.

Issuing Equipment

No athletic equipment issued to squad members may be worn in gym class or outside of game situations.

All equipment issued to athletes shall be recorded and signed by athlete. It is coach's responsibility to see that all equipment is returned in good condition. If assigned equipment is lost, stolen, or damaged, the athlete must pay for the equipment.

Equipment Return

The following are suggestions for equipment check-in at the end of the season:

1. BE organized and ready for equipment turn in.
2. Have all equipment list in hand and collect equipment in a room where you have complete control of who comes in and out.
3. Bring one athlete in at a time and check off his/her equipment.
4. If the equipment is not turned in, make note if it on the card and have the athlete sign the list.
5. Lock up all equipment after it is returned.
6. Within one week, have all uniforms washer, dried, and folded. Turn them in to the athletic director for storage. The Athletic Director will store all uniforms and keep a list of uniforms.
7. Inform athletic director of damaged or delinquent dee and missing items.

Inventory of Equipment and Supplies

At the end of each sports season, the athletic director and the head coaches will take inventory of all equipment pertaining to that sport. The head coach and athletic director will then decide what equipment and supplies will be needed for the next season.

SPORTS AWARD PROGRAM

At the conclusion of the school year there will be an awards program to honor the athletes and teams for their accomplishments.

The date and time will be set by the athletic director. Each coach is to submit a list of athletes and their awards to the athletic director a week after the end of the regular season or meet.

LETTERING AND AWARDS

Special athletic awards shall be given to those teams who win district championship, state championship and/or national championship. The type of award will be determined by the coach and athletic director and subject to budget approval.

Athletic Awards

1. Authority to give Awards

A. The coach shall recommend the members of his/her squad who have met the requirements for a letter; these recommendations are to be approved by athletic director.

B. If any problem arises due to extenuating circumstances, a committee composed of the principal, athletics director, and coach involved shall make the final decision.

2. Letters and achievement awards

A. Types of Letters/awards

1. Boys and Girls Varsity Letters

2. Individual achievement awards will be determined and presented by the Head Coach of the program.

3. Student Athlete of the Year-

This prestigious award is presented to the student-athlete who exemplifies the highest standards of Legacy Christian Academy in every aspect. They demonstrate exceptional sportsmanship, unwavering team support, and dedication to the athletic program. This award also highlights a student's commitment in the classroom and in the community. Athletes will be nominated

by coaches. The award will be voted on by all coaches, the athletic director and school Administration

B. Awarding of a Letter

1. The first time an athlete meets the requirements for letter, he/she shall receive the appropriate sport symbol on a 6" letter. Each additional year is shown a bar.

C. General Criteria in Meeting the Requirements for a letter or Patch

1. Attendance – Athletes shall attend all practices unless there is an excused absence approved by the coach. The athlete must finish the season as a team member in good standing.
2. Sportsmanship – Athletes should realize that they are representing their School and community and shall conduct themselves in such a manner that they are an asset to the school and community.
3. Training Rules – Adherence to all training rules is required.

D. Specific Requirements for Varsity Lettering

1. Flag Football – Play in three quarters of all games
2. Cross Country – Compete in three quarters of all varsity races
3. Basketball – Play three quarters of each game in all varsity games
4. Volleyball – Play three quarters of each game in all varsity games
5. Soccer – Play in half of all halves
6. Baseball & Softball – Play in half of all innings or pitch in half of all innings of all varsity games
7. Golf – Play in half of total matches
8. Cheerleaders – Compete in half the competitions and Cheer at three quarters of scheduled games
9. Special Situations
 - a. Manager – Be present at all practices and games and must fulfill the duties assigned by the coach.
 - b. Two Years in Same Sport – Any athlete, who has participated in the same sport during his 11th & 12th grades and did not meet the specific requirement for a letter, may be recommended for a letter by the coach.
 - c. Injuries – At times, cases will arise which must be decided on the basis of extenuating circumstances. In such cases, the coach may recommend that a letter be awarded.
 - d. The student athlete must be a member in good standing with the team at the end of the sport season.

FILMING OF ATHLETIC EVENTS

All athletic events can be recorded with the athletic department's camera unit. Each head coach locates and trains someone to do this for him/her. Coaches are responsible for care and security of the cameral unit.

COLLEGE BOUND ATHLETES

Be aware of any athlete who has the potential to participate in athletics at the intercollegiate level.

Be prepared to write letters and/or send films to colleges upon request

Be aware of NCAA recruiting and be prepared to counsel and guide an athlete who is being recruited to help him/her face the pressures of college recruiting.

Information for College Bound Student-Athletes and Their Parents

Selecting a college and making career plans are two of the most important decisions to be made by high school student-athletes and their parents. The student-athlete and his/her parents must coordinate the efforts, assert themselves, and work primarily on their own behalf,

Since 1994-95, students must go through the NCAA Clearinghouse. Applications for this process are located in the school office.

The athletic director, coaches and administration will be willing to assist interested students and may offer valuable suggestions for parents and the student-athlete. Upon request they may provide transcripts, schedules, letter of recommendations and game film.

Coaches may advise students to take the following steps:

- Develop a list of prospective schools with help of administration, coaches and athletic director. Consideration should be given to academic achievement and athletic ability.
- Take the required standardized tests—P.S.A.T., S.A.T, and/or ACT
- Begin to refine the list of schools that interest you.
- Update an athletic resume
- Have a coach thoroughly evaluate athletic ability and hopefully recommend an appropriate level of competition.
- Contact college coaches to express an interest in their school and the athletic program. Include an athletic resume and any pertinent information.
- Be prompt in response to college questionnaires or other similar requests.
- Request that letters of recommendation be written by your coach.
- Ask athletic director or main office for a copy of the booklet "NCAA Guide for the College-Bound Student Athlete.
- Become Familiar with the rules and regulations governing recruiting eligibility and financial aid.

- Before a student can participate in athletics his/her freshman year at an NCAA Division I or II College, academic requirements must be met. These initial Eligibility Standards relate to the athletics only and have no bearing on admission to college. Extensive research has shown that the best predictor for academics preparedness and for college success is a combination of test scores and grade-point average in core courses which prepare a student for college-level academic challenges.
- Student-athletes must register with the NCAA Initial-Eligibility Clearinghouse Counselors recommend that the student register early in the senior year. The forms and instruction books are available in the office. A student completed the form, obtains a parent/guardian signature, attaches a check for the clearinghouse fee, and submits the form to the office. The student's transcript is attached and the form is mailed to the Clearing house, which evaluates the information to determine the student's eligibility.
- The Athletic Director and principal have a copy of the school's NCAA Approved Core Courses.
- The Freshman-Eligibility Standards for Division I and II are list on the following page.

Effective Discipline and Discipleship... God's Way

These principles are gleaned from Dr. Robert A. Rohm of Personality Insights

(Modified by Robert C. Quinn)

A problem arises

- A. Remember, a problem that is ignored usually get worse.
- B. Six Steps to Handle an Initial Problem
 1. Get the offending student alone. No one likes to be embarrassed. (Matthew 18:15)
 2. Explain the problem as you see it. (Matthew 18:15-20)
 3. Blame yourself. Ask the question: Am I doing something wrong (Matthew 7:4) God gives grace to the humble.
 4. Ask them to explain the problem as they see it. Keep your focus on asking questions rather than being dogmatic. (Proverbs 10:31). Avoid using the phrases "always" and "never".
 5. Get a commitment to come to a mutual understanding. (Ephesians 6:9) This is a key to effective discipline. You explain it to them and have them explain it to you. Giving threat after treat or warning after warning will not render the results you desire. "Shake" on your agreement.
 6. Remember (Proverbs 10:12) Let the student have a fresh start with you. Keep in mind that you are not sure if the student knew what he or she was doing wrong. Give them the "benefit of the doubt"
- I. What if the same problem arises again?
 - A. Appeal to the conscience
 1. Ask the question: "Does this violate your commitment to me?"

2. Appealing to the conscience is a method employed by Jesus
 - a. John 4:7-29
 - b. John 8:3-11 Verse 9 indicates they were convicted by their conscience.
 - B. Ask for an apology (I John 1:9)
 1. This “clears the air” for their sake.
 2. Clean the “slate” (Romans 8:1) God is not an “if only” God but a “you will do better in the future.”
- II. Other Principles
- A. Extreme Cases call for more extreme measures.
 1. Matthew 18:16
 2. Triangle Principle - This is the key to parent conference.
- Keep in mind that good parents will appreciate knowing if things are not going well in the classroom or in athletic competition. Talk to them together to prevent any supplanting. Experience tell me it is easier to talk to the father of the child rather than the mother the majority of the time. The father should have headship in discipline decisions.
- B. Focus on three levels of discipline (1Cor. 11:29-32)
 1. If they will not confess, maximize the discipline (1Cor. 11:29-30)
 2. If they will confess, minimize the discipline (1Cor. 11:32)
 3. If they came to you telling you of their fault, give no discipline (1Cor. 11:31)
- III. The basis of all discipline is that mercy triumphs over evil. James 2:13.

HANDELING PARENTS PROPERLY

Fifty practical pointers:

1. Parents have the primary responsibility for child training.
2. You are a servant and co-laborer with the parents in child training.
3. Parents may lack experience, training, and spiritual maturity in child training. Be patient and willing to help them grow.
4. The father is responsible for child training and should be involved. This may not be possible in a single parent home.
5. Keep in mind that it is difficult for the parents to be objective. They have a strong bias and you need to be kind, truthful and patient.
6. Remember parents may be already upset when you meet them as a direct result of the conflict they are already having with the child at home.
7. Prevention of a parent problem is easier than the cure. Keep the parent informed Make sure they cannot say to you I never knew there was a problem until well after the problems started.
8. Most questions and upsets can be avoided by good orientation of your parents and loving communication. Minimize the number of surprised they experience.
9. Most every good solution to a parent problem comes as a result of good home and school cooperation.

10. Keep in mind if a parent voices a concern there are probably other parents who have the same concern.
11. If a parent calls your attention to an offense or problem, they are doing the right thing and should be commended.
12. Misunderstandings or problems with a parent can turn into a good opportunity to build a deeper relationship with the child and their home.
13. Discuss problems with parents when they are small don't wait until the problem is critical.
14. When talking with a parent keep your composure no matter how aggressive or emotional they may become.
15. The Lord has the key to every problem. Never deal with a problem without His guidance, presence and help.
16. Engage the power of prayer before, during and after any confrontation.
17. Use the scriptures to guide, help, comfort and heal.
18. Parents are prone to be defensive of any of their child's failures and are capable of subconsciously interpreting the problem as their own personal failure.
19. Focus the parents on the fact that you are a team member with them and you have the same goals they do for their child.
20. Assure parents of your love for their child and your confidence in what God can do for their life.
21. When neither you nor the parents know the answer to a problem, assure them that God does. Tell them that together with much prayer both you and they will discover the answer.
22. Always "hear the parent".
23. When listening to a parent be active, not passive.
24. Be willing to leave some assertions unchallenged. You are not in a debate to see who is right or wrong.
25. Remember you can be right and prove that you are right and still lose the child and the parents.
26. Be ready to consider that you as well as others on the staff may be wrong about the problem and have shown poor judgment. Never give the parent the impression that you are incapable of being wrong.
27. Admit your error or shortcoming.
28. Ask parents for their prayers and assure them of yours.
29. End all confrontations lovingly and in prayer.
30. Leave any difficult situation open ended. Even if the student may have to be expelled from your class a repentant spirit may result in future reinstatement.
31. Learn to think as a parent in every school situation.
32. Be supportive of your fellow staff member and make arrangements to bring them into the conference process if there is a question about their actions.
33. Build the confidence of the parent by being open, loving, concerned, and as wise as possible.
34. Look for the root problem in both student and parent dissatisfaction.
35. Do your best to come to some conclusions and end with a course of action that gives hope and purpose, otherwise discouragement may result.

36. Look to involve the parent in some purposeful project to help them to develop a focus on the school.
37. After you encounter a parent problem reinforce your love to the parent within a week.
38. Keep confidences confidential. Other staff members who are not involved with the problem should not be given details of what happened or what was said.
39. Remember to protect your spouse's attitude toward parents who have had conflict with you or upset you. United prayer for those you conflict with may be best.
40. When you allow parents to become negligent regarding their responsibility with their children, they become critical of the school as a guilt reaction. Keep them kindly informed and responsible to be involved.
41. Have the courage to inform the parents of attitude or action problems you seeing their child. Don't let them be surprised about what you record on the comment section of the report card.
42. Keep hard copy of the facts of parent encounters that potentially may result in withdrawal of child.
43. Encourage parents with vision for Christian Education for their children.
44. Pray for the parents to be able to continue to carry the financial and spiritual burden for their child to be successful in completing their education.
45. Only have the child present in a conference only when it is appropriate. A child should never hear the authority of the teacher or parent being questioned.
46. Avoid generalizations with parents; they need specifics about attitudes, discipline problems and academic neglect.
47. Make sure the child senses that you and their parents are working together.
48. When parents sense you are open to communication, you will lessen the burden of destructive gossip going out to parents.
49. Realize that every parent conference or confrontation is a maturing and learning process that will help you in the future.

See Attachment #1 - ACCIDENT REPORT FORM