

LAKWOOD CHRISTIAN SCHOOLS

ATHLETICS HANDBOOK

Athletic Program Philosophy

Athletics are an important part of the overall Lakewood Christian Schools educational experience. Our goal through the athletic program is to teach fundamentals, sportsmanship, and life lessons. Our goal is for every student athlete to discover their God given gifts and to discipline themselves to use these gifts to the best of their ability to honor God, strive for excellence, and work cooperatively on a team.

Athletics provides opportunity for students to develop fully through learning experiences that contribute to their physical, mental, social, and spiritual growth. The goal of every program is to pursue excellence while striving to win, follow the principles of good sportsmanship and embrace the enjoyment of competition. Students at Lakewood Christian Schools have the opportunity to participate in multiple sports that seek to enhance the overall growth of the student athlete.

1 Peter 3:8: "Finally, all of you, be like-minded, be sympathetic, love one another, be compassionate and humble."

Athletic Program Core Values

1. Christ
2. Responsibility
3. Integrity
4. Trust
5. Teamwork
6. Enthusiasm
7. Respect

Athletic Program Key Players

Our Coaches

The coach is the "living curriculum" for the student athlete. Coaches at Lakewood Christian School are the most significant components of the athletic program. They are both teachers and active participants at the same time. They have the responsibility to model Christ-like behaviors and attitudes at all times. In order to be an effective coach and role model, LCS coaches must also be thoroughly knowledgeable in their sport, capable of detailed preparation, able to motivate athletes, able to make adjustments during competition, and work effectively and efficiently. Any concerns regarding coaches need to be brought to the attention of the Athletic Director who provides ongoing guidance to coaches.

Our Parents

Parents of student athletes have a responsibility to both their child and to the team. Without strong parental support the student athlete will not be able to achieve his/her greatest potential, and/or the team may suffer. It is important that parents provide positive reinforcement and understand their role as being part of the team. Parents, as well as players, should be supportive and encourage coaches and teammates at all times.

Parents are not coaches and learning to trust coaches is a key step to learning the value of the life lesson experiences athletics provides. It is also important that parents honor the Lord when attending athletic events. In order for LCS's athletic program to be successful, coaches, student athletes, and parents must make a firm commitment to glorify God at all times.

Our Athletes

Lakewood Christian athletes should be diligent in preparation, give 100% at all times, demonstrate personal discipline, be respectful in all situations, maintain self-control, show humility, and aggressively pursue excellence regardless of the score, opponent, time, referee, or situation. The ultimate and final responsibility rests upon the shoulders of the student athlete, for it is the student athlete who is accountable to his/her parents, coach, and the Lord.

LCS Athletic Department is committed to:

- Discipleship of our coaches and student athletes
- Outreach to opposing teams
- Preparation of student athletes for both competition and life with Christ as our model
- Stewardship of our resources
- Pursuit of athletic excellence

Objectives:

1. To provide a positive experience in a competitive environment.
2. To allow students to learn to demonstrate Christ-like attributes and attitudes as they participate.
3. To provide an opportunity for teachers and coaches to interact with students beyond the classroom.
4. To give experiences beyond the academic to promote spiritual, mental, emotional, social, and physical growth.
5. To provide competition within the Christian Athletic League to develop team unity.
6. To provide training and development for high school levels.

Christian Athletic League

Lakewood Christian Schools is a member of the Christian Athletic League (CAL) and our teams play other local schools also in the league. The league calendar is set each year to reflect games, playoffs, and championships.

LCS offers the following sports:

Fall:

Boys ES Flag Football
Boys MS Flag Football
Girls ES Basketball
Girls MS Volleyball

Winter:

Boys ES Basketball
Boys MS Basketball
Girls ES Volleyball
Girls MS Basketball



1 Timothy 4:8 "For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come."

EXPECTATIONS, PRACTICES & POLICIES for ATHLETES

As stated above, Lakewood Christian athletes should be diligent in preparation, give 100% at all times, demonstrate personal discipline, be respectful in all situations, maintain self-control, show humility, and aggressively pursue excellence regardless of the score, opponent, time, referee, or situation. The ultimate and final responsibility rests upon the shoulders of the student athlete, for it is the student athlete who is accountable to his/her parents, coach, and the Lord.

Eligibility for Participation

Academics

Lakewood Christian Schools acknowledges that academic achievement takes precedence over athletic participation. This standard, as well as specific eligibility/ineligibility information, are as follows:

- a. Grades in all classes will count and will be weighted for Core or Elective classes.
- b. Each LCS athlete is assumed to be eligible for athletic participation until the School Principal or the Athletic Director makes a declaration of ineligibility.
- c. In the event of academic ineligibility, a student's quarterly grades and semester grades will be the sole basis of consideration. Progress reports can help a student regain eligibility but may not be used to declare ineligibility.
- d. Any failing grade ("F") (at quarter or semester) or a quarterly composite of less than 2.0 will render a student athlete ineligible and placed on probation.
- e. Once a student athlete is ineligible and placed on probation, the period of ineligibility will last until the next report card occurs. At that time, the entire academic record of the ineligible athlete will be re-evaluated. The academic criteria applicable for the quarterly grading periods is the same as listed above in (d.). If, however, an ineligible athlete does not re-establish eligibility that athlete will be dropped from the team.
- f. In the event a student athlete has met all academic standards but drops significantly in academic performance during a time period when he/she is in no immediate danger of being declared ineligible, the Athletic Director has the authority to institute measures of accountability to help the student athlete get back on track.

Attendance at School

A student athlete must attend school on the days of an athletic practice and/or game in order to participate in that practice or game. Some specific circumstances are as follows:

1. Students who are absent from part of the school day and are granted a non- illness related excused absence (e.g., a dental appointment) will be allowed to participate in the practice or game that day.
2. Student athletes must be at school by 11:00am or have attended five periods of the school day to participate unless it is due to an excused absence. A student athlete may not participate in a particular practice or game if they do not arrive by 11:00am or have been present for five periods of the school day.
3. Any unexcused absence from school, regardless if it is only for a partial day, will render an athlete unable to participate in the day's events. This would include in- school suspension.

Attendance at Practices and Games

Each member of a Lakewood Christian School Athletic team must assume the responsibilities associated with such a position. The athlete has an ethical obligation to the team and the school. This obligation includes regular attendance at practices and athletic contests.

It is possible, of course, that emergency situations may arise (e.g., illness, death in a family, etc.) that make it impossible for an athlete to attend a practice session or game. Absences should be few and far between and arranged with the coach as early as possible.

Conduct

Each student athlete is expected to conduct his/her life in accordance with the standards and principles set forth in God's Word. This includes adhering to all appropriate LCS standards of student conduct. Violations could affect participation in athletic activities. It is also expected that student athletes will conduct themselves at, during or after practices and games in ways that would glorify the Lord in all that they do or say.

Personal Appearance

The LCS athlete is constantly in the eyes of the public. He/she is a representative of the school and is considered to be in a position of leadership. The athlete's personal appearance not only reflects his/her attitude, but also those of whom he/she represents. Hygiene must be supportive to the athlete's well-being while participating in athletic competition. Athletes will be required to abide by the LCS dress code. Lack of compliance may result in the athlete to be held out of practices or games. Failure to comply after further notification may result in removal from the team and/or removal from athletics by the Athletic Director or principal.

Appropriate practice clothing will be defined by each coach and must be approved by the Athletic Director. An athlete not in dress code will be sent home from practice. Game uniforms must not be worn to practice.

Physical Examinations

All LCS athletes will be required to have a physical examination by a licensed physician. This form must be on file **PRIOR TO THE FIRST DAY OF PRACTICE** for each respective season. It is not necessary for a new physical form to be completed for each sport unless an injury requires a doctor's release for an upcoming sport. A physical is required for each year of athletic participation. These forms will be kept on file in the athletic office.

Romans 12:1- "I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, Holy and acceptable to God which is your spiritual service of worship."

Participation Fees

Participation fees are essential to help fund the cost of LCS athletics; game officials, tournament entry fees and supplementary equipment and supplies. Participation fees are not a guarantee of playing time on a team. This fee is not assessed if an athlete does not make the team. See current Fee Schedule for current costs.



STUDENT ATHLETES – MAKING THE TEAM

All LCS students 5th – 8th grade are eligible to try out for teams. In special circumstances, and with the Athletic Director and Principal's approval, 4th grade students may try out.

In order to participate in the LCS after school sports program, the student must meet the following criteria and follow the procedures below:

1. Each athlete must have good health, a physical by their doctor, and provide an updated medical release form before each season.
2. Students must attend tryouts. Evaluations will be done by the Coach(es) and Athletic Director, and based on attitude, commitment, and ability. Players will be notified within 2-3 days after Tryouts. The roster spots available are as follows: Football – 16, Basketball – 10, Volleyball – 12.
3. A signed registration/consent form stating parent permission, and commitment to attend ALL after school practices and games.
4. Submit the required participation and uniform fees. Fees are non-refundable after the first week of practice.
5. Adhere to all athletic policies and team guidelines, as well as to all school policies, including GPA criteria.
6. All participants must honor the name of our Lord and Savior, Jesus Christ and seek to glorify God in word and deed.

Student Athlete Code of Conduct

It is a privilege to represent our school and our Lord participating in school athletics. We are different at LCS, in that, our number one priority is to glorify God in everything we do. This is a tremendous responsibility, one that our student athletes should recognize at all times.

All LCS student athletes will adhere to the following code of conduct. The code will be enforced by the coach of each sport during the year. A violation can result in suspension or expulsion from an athletic team. The conduct of participants in athletics at Lakewood Christian is as follows:

- Integrity in the keeping of one's word, speaking the truth, carrying out responsibility and respecting authority.
- Respect for self, Lakewood Christian School, coaches, officials, fans and the property of others.
- Courtesy extended in all relationships – athlete to athlete or athlete to coach, stewardship of the property, supplies, and equipment of Lakewood Christian School, as well as care of personal items.
- Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received.

Student athletes are expected to refrain from the following behaviors and characteristics:

- Tardiness to practices or competitions
- Careless and/or reckless behavior
- The inappropriate use of cell phones, cameras and other electronic devices
- Profanity and vulgar or offensive speech and/or gestures
- Dishonesty in any form, including lying, theft, or cheating
- Gambling
- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Harassment or bullying in any form; examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.
- Use or possession of weapons and/or dangerous items on school premises or at any athletic event (i.e., guns, knives, explosive devices, etc.)

Psalm 133:1 How good and pleasant it is when God's people live together in unity!

Playing Time Policy

While our coaches and administration believe it is important to broaden the experience of LCS athletes, and that may be enhanced by playing time, it is also an important goal of the LCS athletic program to strive toward excellence. Therefore, no minimum per game playing time provisions or minimum numbers of athletic meets in which athletes must compete are established at the Elementary or Middle School level. Playing time decisions are left up to the individual coaches but providing meaningful playing time is encouraged

Accidents/Injuries

Coaches are certified in CPR and the use of an AED (Automatic External Defibrillator.) If an accident or injury occurs and is witnessed by a coach or bystander, the athlete will be evaluated by the coach. The coach will submit a written accident report to the Athletic Director within 24 hours. If the injury is serious the coach will call emergency services and the parent(s).

All injuries will be treated with caution and handled with care. The parents will be contacted in the event of all injuries and consulted with in any decisions made in regard to treatment and rehabilitation.

Coaches will treat any acknowledged condition in the confidential manner with which the information is related by the parent or guardian. If an athlete misses practice on the request of a physician, the athlete should have a note of clearance before returning to practice.

Poor Weather

It is necessary at times to cancel games and practices at the last minute due to inclement weather. Cancellations and/or changes to any scheduled athletic event will be communicated as soon as the information becomes available via email.

If it is a home event that we have scheduled, the Athletic Director will make the cancellation call by 2:00pm. If it is an away event, the opponent school Athletic Director makes the cancellation call. As soon as we receive that call the website will be updated. The cancellation will be announced immediately from the respective school office and students will be allowed to call their parents at that time to make arrangements for pick up. Games will be re-scheduled to the best possible time but may cause a conflict another area.



EXPECTATIONS for ATHLETES' PARENTS

Parents of student athletes have a responsibility to both their child and to the team. Without strong parental support the student athlete will not be able to achieve his/her greatest potential, and/or the team may suffer. It is important that parents provide positive reinforcement and understand their role as being part of the team. Parents, as well as players, should be supportive and encourage coaches and teammates at all times.

Parents are not coaches and learning to trust coaches is a key step to learning the value of the life lesson experiences athletics provides. It is also important that parents honor the Lord when attending athletic events. In order for LCS's athletic program to be successful, coaches, student athletes, and parents must make a firm commitment to glorify God at all times.

Communication is a critical part of any program. This success must be based on a Christian understanding of the LCS Mission statement. Parents should expect that coaches and the athletic program will communicate the following:

- Expectations for the child and team
- Location and time of all practices and games
- Team requirements
- Disciplinary and academic standards
- Prompt notification regarding any schedule changes

In turn the coaches deserve the following communication from parents:

- Notice of student illness or injury
- Advance notification of missed practices or games and/or notification if parent is going to be late in picking up the child from a game or practice

If there is a concern with the coach or program, schedule an appointment with the coach first. Do not confront a coach before, during, or after a practice or game. A wait time of 24 hours is recommended to avoid confrontation that will have a negative impact on the child.

Matters that are appropriate to discuss with coaches are:

- Emotional and physical treatment of the child
- Positive methods of developing athletic skills
- Concerns about student behavior

Some matters that are not considered appropriate discussion topics, because they are governed by the professional judgment of the coach are:

- Amount of playing time
- Team strategy
- Play-calling
- Any matters pertaining to other children whether they are team members are not

Confrontation by a parent or guardian in front of the students at a practice or game could result in that parent being suspended from one or more games or from the remaining games of the season. Parents that are suspended from games are subject to be suspended from future games if behavior does not change.

1 Corinthians 1:10 I appeal to you, brothers and sisters, in the name of our Lord Jesus Christ, that all of you agree with one another in what you say and that there be no divisions among you, but that you be perfectly united in mind and thought.

Parents must provide coaches and the athletic director with home and business address, telephone numbers, as well as the most current email address.

All students must be picked up on time from practice and games. Students remaining on campus 10 minutes after pick-up time will be required to check in to Bear Club.



EXPECTATIONS, DUTIES & POLICIES for COACHES

The coach is the “living curriculum” for the student athlete. Coaches at Lakewood Christian School are the most significant components of the athletic program. They are both teachers and active participants at the same time. They have the responsibility to model Christ-like behaviors and attitudes at all times. In order to be an effective coach and role model, LCS coaches must also be thoroughly knowledgeable in their sport, capable of detailed preparation, able to motivate athletes, able to make adjustments during competition, and work effectively and efficiently. Any concerns regarding coaches need to be brought to the attention of the Athletic Director who provides ongoing guidance to coaches.

Selection and Evaluation of Coaches

- Coaches submit an application to the Athletic Director.
- The Athletic Director submits recommendations to the school Principal.
- Upon approval, the Athletic Director will contact coaches and a background check will be conducted.
- All coaches will meet with the Athletic Director to understand program philosophy and expectations

Expectations for Coaches

- Coaches are to attend all practices and games. The Coach must be able to work with the league and school schedule for practice and game days. If the coach must miss a practice or game (in an extreme situation) the Athletic Director must be notified in advance so a substitute can be provided.
- Coaches must be on time for practices and games
- Coaches are to dress in a professional/appropriate attire for all practices and games. This includes athletic shoes.
- Coaches must not leave players unsupervised before, during or after practices or games. They shall remain with players until he/she has a ride home, or sign them into Bear Club.
- Greet all parents (with a smile). Address parents by their name (e.g., Mr. or Mrs. Smith) when possible. Identify where their child is located. Provide positive feedback about their children. Say “Good bye” to all students and parents.
- Coaches should handle all discipline when possible. The Athletic Director should be notified if:
 - a. The coach contacts parents due to disciplinary action
 - b. The coach is considering suspending a player from the team.
- Coaches are to notify Athletic Director when an injury occurs that requires serious medical attention. An injury report must be filed and given to the Athletic Director, and the school principal is to be notified within 4 hours.
- Coaches are to notify the Athletic Director if ejections occur in games.
- Coaches are to plan regular, brief team devotions and open or close each practice with prayer. Coaches are encouraged to lead devotions, though team members may volunteer to lead.

- Coaches are to familiarize themselves with guidelines and rules for their sport.
- Coaches will always act in ways consistent with the mission of LCS
- Coaches will always try to promote athletics and all of the programs at LCS
- A short, written evaluation will be completed by the Athletic Director for each coach at the end of the season to be seen by Administrator.

Meetings

As your sport's season approaches, the Athletic Director will schedule a meeting with the coaches to review the goals and objectives for that season. Coaches must communicate with the Athletic Director throughout the season. The goal is to avoid a surprise call from a parent or another school to the Athletic Department about an incident that took place of which the Athletic Director had no knowledge. At the end of the season a similar meeting will be scheduled to assess progress and address any concerns of either the coach or Athletic Director.

It is also recommended to have at least one more meeting during the season, as well as a post-season meeting to review team goals, progress, and future considerations.

Coaching Duties

- Hold tryouts and send roster for approval to Athletic Director
- Promote the season and post tryout sign ups.
- Hold tryouts and send roster for approval to Athletic Director
- Schedule a parent meeting to go over the season
 - make a contact list
 - hand out paperwork (LCS permission forms, schedules)
- Schedule practices with the Athletic Director. Practices are generally M-TH, once game season begins, then practice is 3 days a week plus the game.
 - Practice protocol:
 - Practices will not be cancelled
 - ANY changes must be communicated to players via the office, and parents via email, phone call and/or website
 - Wednesday must end at 5:00
 - End practices on time
 - Enforce pick up of equipment after practice
 - Stay with players until all leave, or check them into Bear Club
- Get game day schedules from the Athletic Director.
- Assign uniforms and create roster with jersey numbers
- Lead or assign a player to lead regular spiritual growth/devotional/prayer at each practice and game
- Student athlete medical cards must be with coaches at practice and/or games
- Promote a spirit of school pride by cleaning up after practice: playground, picnic tables and bathrooms

- At the end of the season, collect uniforms and turn in an inventory sheet.
- Check condition of equipment/jerseys and let AD know if anything needs to be replaced.
- Awards for participation are handed out at Athletic Ceremony at the end of the year.
- Any questions go to Athletic Director

Uniforms

Uniforms will be distributed by the Athletic Director at a specific time after the start of the season (prior to the first game or match) unless specifically needed prior to the season. Include an initial letter to parents with the proper care involved in washing the uniforms. Students who return uniforms that are discolored or damaged by careless handling will be charged the replacement value of the uniform.

Be alert to uniforms left lying around. Pick up anything you see lying around. Any player who has not turned in all of his or her uniforms and equipment within five school days from the last game of the season will not be allowed to participate in any other practices or games until the uniform is returned or paid for.

Game Days - HOME Game Checklist for Coaches

Before the game:

- Arrange for timers, statisticians with the Athletic Director
- Gather the necessary equipment, i.e., balls, scorebooks, etc.
- Assist with the set-up of the scoring table, benches, flags, etc. when appropriate.
- Check out the game area to make sure everything is in order and safe.
- Greet the opposing coach and team and go over the arrangements for the game.
- Greet officials and check on any rules about which you are unclear or that need clarification between you, the opposing coach and the officials.
- Obtain necessary payment information from all officials. If they do not provide a form of their own, have them fill out one that you will provide.

During the Game:

- Be calm, instructive and encouraging.
- Show self-control in the face of adversity.
- Be positive.
- During a game, if there is a reason to discuss a particular call with an official, it should be handled at a time out, half time or at the conclusion of the game. Remember to be respectful at all times.

After the Game:

- Have your team gather briefly for coaching remarks and prayer.
- Thank officials, visiting team, and opposing coaches.
- Always have players shake hands with the opposing team and coaches.
- Have players assist in collecting all items used for the game.
- Clean the field or gym, leaving it better than you found it.
- Make sure all student athletes are picked up by their parents before leaving school.
- Lock all doors and gates before leaving.

Game Days - AWAY Game Checklist for Coaches

Before leaving:

- Pick up a copy of the directions and double check to see if each driver has the same directions and location as you do.
- Check the scheduled departure time and leave on time. Communicate with your players the day before a game or match regarding departure time, expected return time to school, and the early dismissal time if there is one.
- Make sure you have picked up everything you need in the way of equipment, water, cups, and first-aid kit, and medical release forms in advance of the departure time
- Read off your team list before you leave to make sure you have everyone. If someone is missing, report the student's name to the Main Office before departing.
- Make sure you take a team roster listing emergency contact numbers for all of your players.

At the Host School:

1. Remind your players they are representing Jesus Christ & LCS
2. Follow the guidelines from the home game section.
3. Be the last to leave the playing field and be sure to check for any items left behind. Make sure your area is CLEAN.
4. Take attendance before leaving the host school.

Upon Returning from an Away Game

1. Return all equipment to its proper place.
2. Do not allow any student athlete to be picked up at a host school unless you have spoken to the parents
3. Make sure all student athletes are picked up by their parents before you leave. .

Athletic Discipline Policies

Benching of a student athlete by a coach for disciplinary reasons

1. Benching of an athlete is interpreted as allowing a player to dress in uniform for a game but not being allowed to participate in the game for disciplinary reasons.
2. Prior to the game it is the responsibility of the coach to inform the athlete of the benching and the reason.
3. It is the coach's prerogative to bench a player for one game.
4. If an athlete is to be benched for more than one game, the coach must notify the Athletic Director and parent of the reason and duration of the benching.

Suspension of a student athlete is interpreted as not dressing a player for one or more games.

1. A one game suspension is the prerogative of the coach. All suspensions must be reported to the Athletic Director and parent.
2. For more than one game suspension the coach is to notify the parents/guardians of the athlete stating the reason and duration of the suspension.
3. If a player is to be suspended for the remainder of the season a written notice of indefinite suspension should be sent to the Athletic Director and parent.

Appraisal of Facilities and Equipment

Each coach is responsible for his or her playing or practice area. Prior to the start of practice, you should inspect the area for any inconsistencies on the field or court (i.e. holes, divots, wet spots, abandoned equipment for previous play). If there is an inconsistency or unsafe condition, please report it immediately to the Athletic Director. You should also pay attention to all equipment and take notice if any of it becomes damaged. It is the coach's responsibility to stop using the facility of equipment if it is faulty and to have the equipment replaced or facility repaired prior to an injury occurring.

Emergency Action Plan

In order for efficient and proper care to be rendered during an injury or emergency situation, the Coach must:

1. Provide immediate care to the athlete (establish airway, breathing, circulation).
2. Retrieve the first-aid kit.
3. Upon recognition of emergency or life threatening condition, call 911. Relay the following information to the 911 operator:
 - Your name and title.
 - The phone number and location from which you are calling.
 - Nature of the injuries to the athlete.
 - Location of the athlete (be specific).
 - Request an ambulance be dispatched.
 - Identify where someone will meet the EMS personnel.
4. Choose someone to direct the EMTs to the scene.

If present, the Athletic Director may delegate the above roles to the coach, or a competent parent. In the absence of the Athletic Director, the coach must be able to provide immediate care to the athlete and delegate the other roles to bystanders.

Recognition of Injury: Severe Injuries:

A serious injury is one in which the student athlete will obviously need to be hospitalized. The coach will need to take immediate action. Examples of serious injuries include stoppage of

breathing, severe bleeding, obvious fracture, and possible head, neck or spine injury. In the case of such emergencies, follow the following procedure:

1. Call 911 give the information listed above.
2. The coach in charge attends immediately to the injured athlete following those techniques taught through the American Red Cross First AID and CPR Training.
3. Call the student athlete's parents' emergency phone number and notify them of what happened without giving a medical diagnoses or prognosis.
4. Return to the field and assist at the accident scene unless there is a need to remain by the phone or to direct incoming EMT.
5. Continue to care for the student athlete and monitor his or her condition until EMT arrives.
6. Call the Athletic Director to notify him of the injury, when possible. Turn in a completed Accident/Injury Report Form to the Athletic Director on the morning of the next school day.

Injuries of Moderate Severity:

A moderate injury is one that will require a physician's care but is not considered to be life threatening. When in doubt, always consider the injury to be more severe and treat accordingly. Examples of this type of injury include lacerations that may require suturing, possible fractures, orthopedic injuries (sprains/strains) and sickness. In the event of such injuries, following the following procedure:

1. The coach in charge attends immediately to the injured student athlete. They will then follow the techniques taught through the American Red Cross First Aid and CPR Training.
2. Call the student athlete's parents emergency phone number and notify them of what happened without giving a medical diagnoses or prognosis.
3. Turn in a completed Accident/Injury Report Form to the Athletic Director on the morning of the next school day.

Never let another coach or non-medical professional move an injured student athlete if you suspect head, neck, back or fracture type injuries. If the injured student athlete needs to go to the hospital, the coach must go with the student athlete unless his or her parents are present. If you are the only coach and you need to go to the hospital with an injured player, you should cancel the remainder of the game, notify a school official immediately, and arrange for an LCS staff member to supervise your team. NEVER leave the team unattended.

Follow-Up of Injury

After a practice or game in which a student athlete had been injured, the coach and Athletic Director should check the status of the student athlete. A telephone call from the Athletic Director that same evening to the parents and the student athlete is essential regardless of how minor the injury may be. Any injured athlete who sees a physician is required to submit a written treatment plan and a written release from his or her physician in order to return to participation on their team.

Sports Awards Night

Coaches may assist the Athletic Director to plan and carry out an end of the year Sports Awards Night. This is to be coordinated with the LCS school calendar and added to the church and school calendar.

LCS Coaches will have the opportunity to present various awards. Well in advance of the awards night, coaches will be asked to submit a list of all team members who will be honored. Most Valuable Player, Most Improved Played, and the LCS Coaches Award winners will be submitted by the coach. Attending the Sports Award Night is mandatory for all involved. Parents, of course, will be invited to these ceremonies in order to share in the accomplishment of their children Please make sure to call all parents of award winners to invite them to take part in their child's special evening.

EXPECTATIONS, DUTIES & POLICIES for the ATHLETIC DIRECTOR

The Athletic Director's responsibilities include the following:

1. Direct the interscholastic athletic programs in accordance with the philosophy and goals of Lakewood Christian Schools.
2. Establish and maintain an athletic program that fosters sportsmanship, commitment, and the pursuit of excellence.
3. Work in tandem with the LCS PE, and Bear Club staff.
4. Be the spokesperson and representative of Lakewood Christian School athletics and ensure clear and open communication between the teachers, staff and the school within the context of the athletic program.
5. Maintain high standards for the program through recruitment, evaluation, and professional development of coaches and staff.
6. Develop and implement athletic policies and procedures, maintaining the Athletics Handbook with the school principal.
7. Order, maintain and inventory the uniforms and equipment required for the athletic department with assistance from the coaches and PE teachers.
8. Attend all Christian Athletic League (CAL) meetings, and gather information regarding league fees and requirements
9. Schedule all CAL games with the League, making sure that those games do not conflict with other school events.
10. Complete and mail, fax or email all required paperwork for CAL.
11. Ensure compliance with the standards and policies of CAL.
12. Serve as coordinator of all tournaments hosted by Lakewood Christian School.
13. Arrange transportation for all away games.
14. Hire officials for all home games.

15. Coordinate, in conjunction with the Arbor Road facilities team the up keep of all facilities (playground asphalt, lining, repairing, etc.).
16. Mentor new coaches, as well as support and aid all coaches in their daily tasks. Help coaches become better coaches!
17. Aid in disciplinary matters when needed.
18. Maintain files, books and annual record keeping for use by coaches.
19. In conjunction with the coaches, oversee distribution and return of uniforms and equipment.
20. Invoice parents for all missing and lost equipment.
21. Inventory all equipment and uniforms with the assistance of the coaches.
22. Develop and maintain the athletic budget.
23. Provide general supervision of athletic events and contests.
24. Make coaches aware of clinics and workshops you may choose to host.
25. Hire and evaluate coaches.
26. Pursue professional development through clinics, conferences, professional organizations, etc.
27. Work with Development Director to promote Lakewood Christian athletics.
28. Work with the Home School community to cultivate relationships and welcome participation.
29. Organize end of year Sports Awards
30. Regulate key distribution and collection with coaches
31. Everything else that needs to be done.

Team Selection

It is important the Athletic Director and each coach handles selection on a personal level with proper care and sensitivity. Include objective criteria in your process of selecting the team. There should be some system of analysis that you use to evaluate those who are trying out so that you can support your roster decisions if questioned by a parent. Final rosters will be forwarded by the Athletic Office to the Business Office for the assessment of athletic fees.

Athletic Budget Guidelines - General Philosophy

One of the Athletic Director's responsibilities is to appropriate funds as needed to each sport while staying within the given budget. This is quite a challenge given the school's resources earmarked for athletics, combined with everyone's interest in having first class programs. The general philosophy is to be fiscally responsible (no waste) while striving for excellence in every area of our athletics.

Budget Policy: Uniforms

The athletic director is responsible for ordering, maintaining, distributing and inventorying all LCS athletic uniforms.

Team uniforms should be purchased about every five years. This number may be different for different teams (due to specific uniform durability) and will be determined by the Athletic Director. The Athletic Director will also be responsible for the inventory of these uniforms.

Uniforms will be distributed at a specific time after the start of the season (prior to the first game or match) unless specifically needed prior to the season. Include an initial letter to parents with the proper care involved in washing the uniforms. Students who return uniforms that are discolored or damaged by careless handling will be charged the replacement value of the uniform.

Any player who has not turned in all of his or her uniforms and equipment within five school days from the last game of the season will not be allowed to participate in any other practices or games until the uniform is returned or paid for.

Meetings

As the sport's season approaches, the Athletic Director must schedule a meeting with the coaches to review the goals and objectives for that season. At the end of the season a similar meeting will be scheduled to assess progress and address any concerns of either the coach or Athletic Director.

It is also recommended to have at least one more meeting during the season, as well as a post-season meeting to review team goals, progress, and future considerations.

Game Days - HOME Game Checklist for Athletic Director

Before the game:

- Arrange for timers, statisticians, etc., with the coaches
- Make sure coaches have the necessary equipment
- Greet officials and check on any rules about which you are unclear or that need clarification between you, the opposing coach and the officials.
- Obtain necessary payment information from all officials. If they do not provide a form of their own, have them fill out one that you will provide.

During the Game:

- Be calm, instructive and encouraging.
- Show self-control in the face of adversity.
- Be positive.
- During a game, if there is a reason to discuss a particular call with an official, it should be handled at a time out, half time or at the conclusion of the game. Remember to be respectful at all times.

After the Game:

- Partner with the coach to be sure everything has been taken care of
- Thank officials, visiting team, and opposing coaches.
- Lock all doors and gates before leaving.

Game Days - AWAY Game Checklist for Athletic Director

Before leaving:

- Be sure Coaches have:
 - a. picked up a copy of the directions
 - b. Checked the scheduled departure time and leave on time.
 - c. Everything they need in the way of equipment, water, cups, and first-aid kit, and medical release forms, team roster listing emergency contacts

Upon Returning from an Away Game:

- Be sure Coaches have:
 - a. Returned all equipment to its proper place.
 - b. Made sure all student athletes
 - c. Review any critical game information
 - d.

Emergency Action Plan (*Same as in Coaches Handbook*)

The Athletic Director must train the coaches in the following procedures. During an injury or emergency situation, the Coach must:

1. Provide immediate care to the athlete (establish airway, breathing, circulation).
2. Retrieve the first-aid kit.
3. Upon recognition of emergency or life-threatening condition, call 911. Relay the following information to the 911 operator:
 - Your name and title.
 - The phone number and location from which you are calling.
 - Nature of the injuries to the athlete.
 - Location of the athlete (be specific).
 - Request an ambulance be dispatched.
 - Identify where someone will meet the EMS personnel.
4. Choose someone to direct the EMTs to the scene.

If present, the Athletic Director may delegate the above roles to the coach, or a competent parent. In the absence of the Athletic Director, the coach must be able to provide immediate care to the athlete and delegate the other roles to bystanders.

Recognition of Injury: Severe Injuries:

A serious injury is one in which the student athlete will obviously need to be hospitalized. The coach will need to take immediate action. Examples of serious injuries include stoppage of breathing, severe bleeding, obvious fracture, and possible head, neck or spine injury. In the case of such emergencies, follow the following procedure:

1. Call 911 give the information listed above.
2. The coach in charge attends immediately to the injured athlete following those techniques taught through the American Red Cross First Aid and CPR Training.
3. Call the student athlete's parents' emergency phone number and notify them of what happened without giving a medical diagnoses or prognosis.
4. Return to the field and assist at the accident scene unless there is a need to remain by the phone or to direct incoming EMT.
5. Continue to care for the student athlete and monitor his or her condition until EMT arrives.
6. Call the Athletic Director to notify him of the injury, when possible. Turn in a completed Accident/Injury Report Form to the Athletic Director on the morning of the next school day.

Injuries of Moderate Severity:

A moderate injury is one that will require a physician's care but is not considered to be life threatening. When in doubt, always consider the injury to be more severe and treat accordingly. Examples of this type of injury include lacerations that may require suturing, possible fractures, orthopedic injuries (sprains/strains) and sickness. In the event of such injuries, following the following procedure:

4. The coach in charge attends immediately to the injured student athlete. They will then follow the techniques taught through the American Red Cross First Aid and CPR Training.
5. Call the student athlete's parents emergency phone number and notify them of what happened without giving a medical diagnoses or prognosis.
6. Turn in a completed Accident/Injury Report Form to the Athletic Director on the morning of the next school day.

Never let another coach or non-medical professional move an injured student athlete if you suspect head, neck, back or fracture type injuries. If the injured student athlete needs to go to the hospital, the coach must go with the student athlete unless his or her parents are present. If you are the only coach and you need to go to the hospital with an injured player, you should cancel the remainder of the game, notify a school official immediately, and arrange for an LCS staff member to supervise your team.

Follow-Up of Injury

After a practice or game in which a student athlete had been injured, the coach and Athletic Director should check the status of the student athlete. A telephone call from the Athletic Director that same evening to the parents and the student athlete is essential regardless of how minor the injury may be. Any injured athlete who sees a physician is required to submit a written treatment plan and a written release from his or her physician in order to return to participation on their team.

Sports Awards

It is the responsibility of the Athletic Director to plan and carry out an end of the year Sports Awards Night. This is to be coordinated with the LCS school calendar and added to the church and school calendar.

LCS Coaches will have the opportunity to present various awards. Well in advance of the awards night, coaches will be asked to submit a list of all team members who will be honored. Most Valuable Player, Most Improved Played, and the LCS Coaches Award winners will be submitted by the coach. Attending the Sports Award Night is mandatory for all involved. Parents, of course, will be invited to these ceremonies in order to share in the accomplishment of their children Please make sure to call all parents of award winners to invite them to take part in their child's special evening.