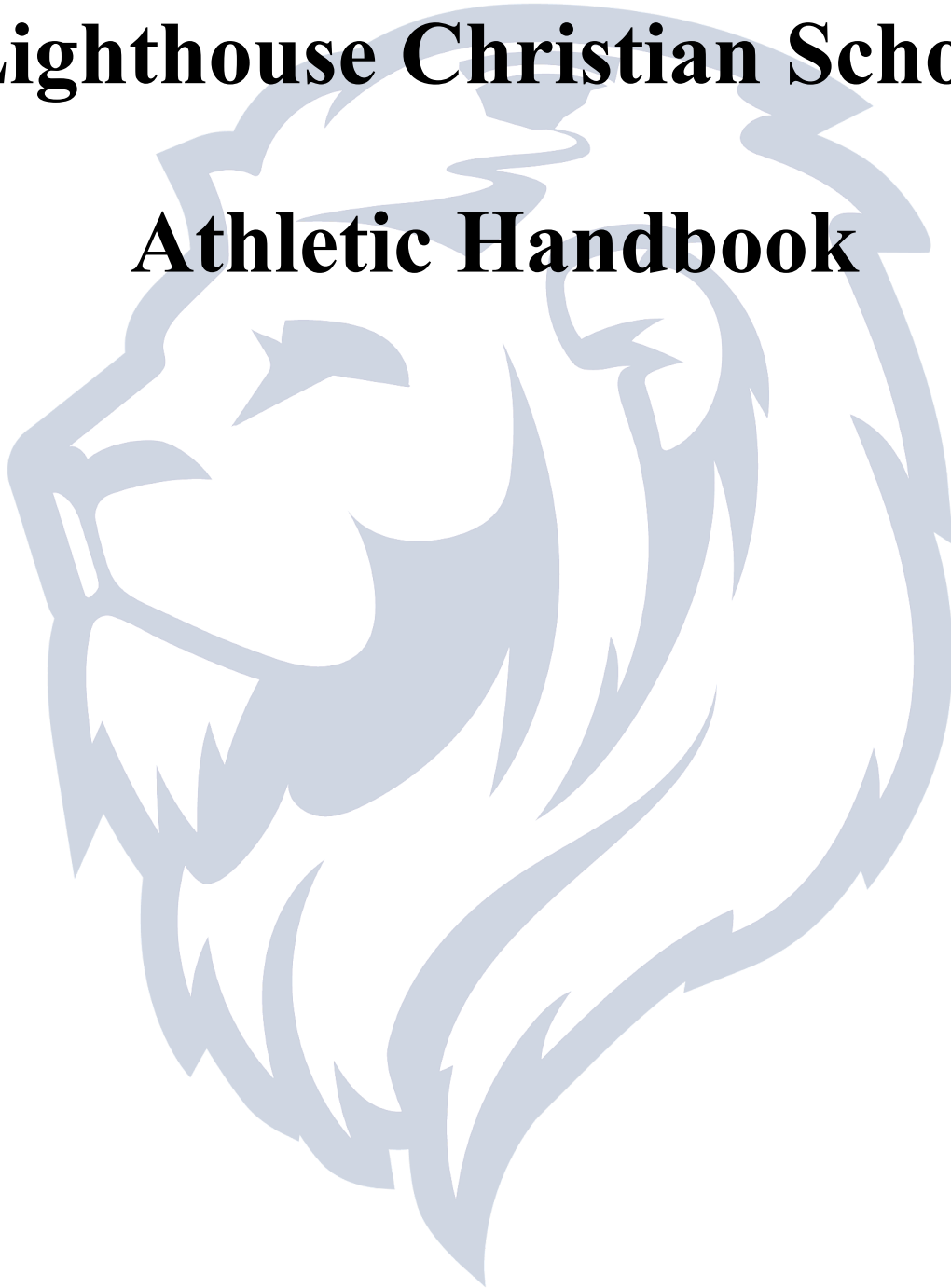


Lighthouse Christian School

Athletic Handbook



Who We Are.

The marks of our athletic program are predicated on the mission and vision of Lighthouse Christian School. Student-athletes should graduate from our athletic program understanding that sport both develops character and offers a venue to demonstrate character. Life principles are often best learned in the athletic arena and it is our desire that students develop spiritually, academically, emotionally, socially as well as athletically.

We must continue working to elevate the level of excitement, commitment, expectation, performance, and recognition in each sport program. We must strive with diligence in order to create and maintain a strong and thriving athletic program. Whether faculty, staff, coaches, parents, students, friends, or family (elementary through high school), let's work together in our pursuit of excellence - trusting that our definitive goal is to glorify Christ in everything that we do.

Leadership

Strong leadership from the varsity head coach of each program is essential. The head coaches will oversee and organize the entire program (varsity, junior varsity, middle school and elementary). The MS and JV programs will be our future and our feeders for the Varsity program, and initiate a system of play and organization that will continue from level to level. This will increase the athletes' knowledge, skill and ultimately the teams' performance throughout the years. Middle School is foundational for the success of our athletic programs and we plan to improve the opportunities for athletic competition from sport to sport. Oversight of the program down in elementary school is vital.

Emphasis on Communication

Coaches should communicate with parents and partners effectively as it pertains to our athletic program and/or the student athlete. This should include plans/dates, goals/expectations, needs, discipline, encouragement, and challenges. We encourage routine and appropriate communication with parents.

Professionalism/Class

Our teams, coaches, and families form a very visible platform for others to form opinions of LCS. We should look and act professionally, responsibly, and respectfully. Our teams will be sharp and organized. This professionalism will be demonstrated as we host events and guests at our school. Most importantly, we are to represent Christ in the community.

Competency and Modeling

LCS coaches are expected to lead, teach and model Christian values in addition to meeting the demands of their sport. They should be faithful, knowledgeable, prepared, relational and growing in all areas of their leadership. They will be evaluated regularly to ensure our pursuit of excellence in all areas. Competent, loving leaders are essential to developing confidence and improvement in our students.

Physical/Mental Development

Athletics are demanding physically and mentally. We are committed to the physical and mental development of our athletes. We are committed to cardiovascular, neuromuscular and the mental development of our athletes to enhance performance. In addition to performance development we are committed to safety, injury prevention, injury rehabilitation and general health. Our athletes will be encouraged and required to exercise, condition, and lift weights as guided by our staff. These goals require in and out-of-season commitments. Some expectations will exceed others depending on the program/sport. Our weight room and facilities will be used for stated goals. Students in 6th-8th grade are not expected to lift weights, but will be strongly encouraged and required at times to train and learn fundamental techniques as directed by our staff.

Community Programs

Varsity head coaches should initiate or promote opportunities for younger students to get involved. This may also include outside programs that participate on campus. Elementary students should be excited and look forward to becoming a Lion athlete. The excitement of Lighthouse excellence should saturate the entire campus and community.

Facility Enhancements

It is our goal to continue towards maintaining and improving our facilities and offering accommodations to our families and guests that are adequate and welcoming.

Summer Camps

Each program should offer some level of summer development. This may include individual camps, team camps or summer practices as allowed by the IHSAA and Lighthouse Administration. We will make every effort to keep this affordable and exciting for families to participate.

Parental Support

We encourage parental support without compromising over-involvement. We must continually find ways to generate “a family atmosphere.”

Outcomes-Success and Failure

Outcomes are determined in the process. The results on the scoreboard are a by-product of the investment made each day during the off-season as well as practice in-season. Whether we achieve the desired outcomes or not, we are committed to remaining competitive and doing our absolute very best at all times. Specifically, at the varsity level we will pursue a victorious outcome; always. But the emphasis is to succeed and fail the right way. The “right way” means succeeding and failing with a commitment to performing at our utmost potential while glorifying Christ and representing Lighthouse’s mission. There will be intentional training towards a successful outcome at all levels. The junior varsity level is preparatory for varsity; for the purpose of training underclassmen prior to their varsity ranks. Middle school programs are developmental in all aspects including learning to compete fiercely. At the lower levels, individual and team development is the priority.

**“It is important to measure your performance against your past success,
but it is even more important to measure your performance against your potential.”
STRIVING FOR EXCELLENCE!**

Objectives of the Lighthouse Christian School Athletic Program

- To Glorify Christ in our efforts, attitudes, and results.
- To provide a positive image of Lighthouse Christian School.
- To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship.
- To provide a superior program of student activities that includes appropriate activities for every student.
- To develop high ideals of fairness in all relationships.
- To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- To be socially competent and cooperate within a set of rules, thus gaining a respect for the rights of others.
- To help student-athletes recognize the privilege of participation and their responsibilities to their school, their sport, their community and themselves.
- To promote school spirit and help all our students, faculty, staff, and parents develop pride in LCS.

Affiliations

LCS is a member in good standing with the Idaho High School Activities Association (IHSAA). As a member of the IHSAA, we agree to abide by all of the rules and regulations of the Association.

Contact us:

[Athletic Department Staff](#)

Phone Number: 208-737-1425

Fax Number: 208-737-4671

E-mail:

rboyd@lighthousecs.org

Athletics@LighthouseCS.org

www.lighthouselions.org

PARENT INFORMATION

Where do we start?

Prior to season starting - you will receive an email communicating when the season starts, when tryouts will be held, when the parent meeting will be, the game schedule, the general practice schedule, and the coach's name along with their contact information. Information available at lighthousecs.org

After tryouts, rosters will be submitted to the finance office for athletic fee processing through FACTS.

Rosters will be submitted to faculty for dismissal/departure purposes.

We will create roster groups in FACTS and print emergency contact information for the coach to carry.

The coach will create email groups to communicate with parents and GroupMe for player communication.

The Athletic Director will be included in the parent communication.

We are proud to partner with parents in the educational development of their child. As student-athletes, students are committed to academic endeavors as well as athletic achievement. Parents should support the mission of Lighthouse Christian School and encourage each student athlete as a collective Lion family. Please help us positively represent LCS accordingly:

- Show respect for the opponent in every way possible; show positive support for both teams;
- Know and understand the rules of the game;
- Maintain self-control at all times;
- Allow the coach to do his job. He/She needs to be the only person coaching the players. He/She should also be the only person having any discussion with the game officials.
- Support game administrators when attending athletic events. Being the parent of a student-athlete is a short-lived privilege. Parents' involvement with their child's athletics should be an enjoyable experience. Support of parents is vital to the student-athlete and the school. For a rewarding and memorable experience, the following are suggestions on a being a supportive parent of a student-athlete:
 - Make every effort to attend games/events/matches. Your presence is important to your child.
 - Be positive and uplifting. Being a part of a team is a rewarding experience for student athletes.
 - Always be supportive of the coaching staff in front of your student-athlete. Nothing will destroy teamwork quicker than student-athletes doubting the abilities of their coaches. If you have concerns, please discuss them at an appropriate time with the coach. After you have talked with the coach, if you still have concerns, please contact the Athletic Director.

- Become involved with other parents. Many lifelong friendships are formed between parents of student-athletes on a team. Talk positively with other parents about the athletic program at LCS. If you hear a rumor or have an area of concern, contact the coach or Athletic Director for clarification.
- Refrain from any negativity regarding the team or coaches on social media.
- Having high expectations for our student-athletes is normal and healthy. In our efforts to achieve these goals, we must also be realistic. Not everyone will receive a college scholarship, nor should the lack of offers be perceived as a measuring stick for success. Our athletic staff will guide and support those who wish to pursue collegiate careers. Our goal, however, is for our student-athletes to be placed into opportunities to succeed. Success by our student-athletes will always be the driving force behind our coaching staff.
- Volunteer: Parents are required to help with concessions and other sport specific needs throughout the year (approximately three times per season). Work with the Athletic Director and PTF to engage in the Lion community.
- Note: Parents will be scheduled seasonally to serve. If unavailable, they are responsible to find a replacement.

Parent/Coach Communication

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach

- Philosophy of the coach.
- Expectations the coach has for your child as well as all the players on the squad.
- Locations and times of all practices and contests.
- Team requirements, i.e. practices, special equipment, out-of-season conditioning, etc.
- Procedure followed should your child be injured during participation.
- Discipline that may result in the denial of your child's participation.

Communication coaches expect from parents

- Concerns expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concerns with regard to a coach's philosophy and/or expectations. As your children become involved in the programs at LCS, they will experience some of the most rewarding moments of their

lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior. It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches

- Playing time.
- Team strategy.
- Play calling.
- Other student-athletes.

Parent-Coach Conferences

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern. If you have a concern to discuss with a coach, the procedure you should follow is:

- Call to set up an appointment with the coach.
- If the coach cannot be reached, call the Athletic Director. A meeting will be set up for you.
- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
- If the parent-coach conference does not provide a satisfactory resolution, you may set up an appointment with the Athletic Director; next step is contacting the Head of School.

Spectators

LCS enthusiastically supports spectator opportunities for the student body. Fan participation enables our students to identify with the school and develop feelings of pride, importance and loyalty. Spectators attending athletic events are expected to provide an environment of respect, dignity, and civility for all of our guests. We do not accept the use of profane or vulgar language or any form of disrespectful treatment of our guests (opponents, visiting teams, officials, etc.). Artificial noisemakers are not permitted at athletic events. Only signs and banners that have been pre-approved by the Athletic Director will be permitted. The Athletic Director will

determine proper location for the signs and/or banners. The sale or distribution of newspapers, brochures, candy, food/drink, raffles, flyers, memorabilia or promotional materials at the site of a LCS athletic event without the advance written approval of the Athletic Director is prohibited.

Spectators are responsible for IHSA requirements due to [unsportsmanlike conduct](#).

Role of the Team Parent

The TEAM PARENT is to help assist and communicate along with the coach for specific needs that better facilitate the needs of the team. The following areas need collaboration and assistance:

- 1) Create a parent contact list, which will include their email addresses and cell numbers.
- 2) Help schedule concessions for your team. A concessions schedule will be generated through the athletic department. Whoever works concessions needs to know the responsibilities involved and must clean up completely after each event. If questions arise please contact Athletics. Please communicate with the athletic department regarding any special events that your team may have that would require more than the normal stocking of supplies, for example a tournament or added game that may not have been on the original schedule.

Note: When applicable JV should serve at V games and the reciprocal (or girls/boys)

- 3) Assist with game day operations. Concessions, Scorebook/Libero, Clock, Line Judges, Chains, Announcer & Spotter, Team Meals, Video (if needed by coach), or anything else the coach may need

Note: The athletic department will create a master list for areas of need

How we use locker rooms

Coaches are to see that these areas are supervised as long as any of their team members are present. All athletes are to use the locker room to change and store personal belongings. All athletes are expected to keep the locker rooms clean and in good order.

How we utilize the facility

It is the responsibility of the coach to make sure that no student is allowed to use any of the facilities at LCS without proper supervision. Current LCS students and alumni will have priority to use our facilities. Groups and other organizations can use the facility with proper permission from the Athletic Director and proper insurance coverage for their activity. Usage from outside groups must be placed on the school calendar in order to avoid scheduling conflicts.

How we use the weight room

Coaches must supervise their athletes at all times. There will be no exceptions. Straighten up the facility and lock securely upon leaving. Approved music and exercises only.

How and why we conduct preseason meetings

It is required that the varsity coach of each sport meets with all student-athletes under his/her guidance and parents to discuss the following:

- Safety requirements/Facility rules/policies
- Team rules /Schedules/Transportation arrangements
- Uniforms and equipment
- Costs (Player Participation Packs, Travel, Camps, Championship Rings, etc.)
- Off season workouts
- End of the season banquet or team party
- Contact Information

Expectation of practices

No practices will take place on a Sunday without permission from the Athletic Director and Head of School. Practices taking place in the gym will need to be scheduled with the Athletic Director or athletic secretary and school events that require the use of the gym. Practice attendance is required (within the coaches discretion). Coaches should clearly establish rules for attending and missing practices and administered consistently.

Expectation of summer workout program

Both male and female athletes at the Varsity as well as the JV level will be offered summer workout programs. This program is conducted through the LCS coaching staff, and will require a specified number of workouts to be completed to be eligible for the upcoming season.

How we prioritize transportation

Every effort will be made to utilize buses for away games. On occasion, for nearby trips, parents may be used to transport students. If a student athlete is riding with someone other than their parent, written permission will be required. Athletes may return home with their parents if the parent is present and the Athletic Director is notified in writing in advance. If parents' cars are needed to transport athletes, it will be the coach's responsibility to make the arrangements. After returning with the bus, it is the coach's responsibility to make sure the bus is clean.

How we organize uniforms and equipment

Coaches are responsible for the inventory, care, and storage of uniforms and equipment. Each coach should have a detailed check out and check in form for uniforms. This will be submitted to the Athletic Director at the end of each season. Each sport should have a well-developed system for accounting for all uniforms and

equipment both in and out of season. A sound inventory of all uniforms and equipment should be updated every year.

Coaches should establish a plan to ensure that all protective equipment meets certification standards and that inspection and needed maintenance or replacement of the equipment is carried out in a timely manner.

Uniforms lost or damaged will be replaced at retail cost by the student-athlete's family.

STUDENT ATHLETE RESPONSIBILITIES

Education for you as a student/athlete must be your first responsibility. The achievement of the best education you are capable of achieving is our goal for you. Lighthouse Christian School feels athletics plays a significant part in your total educational development. With this decision, you as an athlete must assume certain responsibilities to achieve the educational and athletic values, that is to say:

- Striving to achieve sound citizenship and desirable social traits, including emotional control (verbally and physically), honesty, cooperation, dependability, and respect for others and their abilities, including maintaining Christlike character..
- All athletes required to have the appropriate [athletic physical](#) documentation on file.
- Maintaining academic and eligibility standards established by LCS and IHSAA.
 - Cumulative 2.0 GPA by semester
 - Grades will be checked at the beginning of the season and again mid season
 - Student Athletes will be given a two week period to bring up any failing grade.
 - All Athletes on probation are not allowed to participate in games during the probationary period (2 weeks)
 - All Athletes must maintain passing grades in all classes
 - ***Should a student fail to improve during the two week period the result will be: One Semester of Ineligibility***
 - ***(practice participation only at coaches discretion based on academic improvement)***
- Showing respect for authority and property while learning the value of hard work and sacrifice.
- Learning the attainment of physical fitness through good health habits.
- To have the desire to excel to your potential.
- To be willing to accept leadership roles instilled in the athletic programs.
- To follow guidelines and regulations established by LCS and IHSAA.

Academic Expectations

- Students must be in school half of the academic day (11:30) to participate in practices or games that day, unless prior arrangements have been made with the administration.

- Because of travel to away games, it may be necessary for athletes to leave school prior to normal dismissal times. The student-athlete is responsible for any missed work and should work with the teacher to make up work within the time limits set by the teacher.
- Student-athletes should plan their time so they devote sufficient time to their academic workload and so their involvement in an athletic activity does not interfere with their studies. Academic commitments must be met before athletic events take place. Coaches should discuss these requirements with the athletes and monitor their success.

Student Athlete Appearance Policy

- Students may not participate in LCS athletic events and/or activities with exposed temporary body art which is insensitive, derogatory, and/or deemed inappropriate by state officials.
- Students may not participate in athletic events and/or activities with exposed body decorations (piercing). Exemptions would be determined by the IHSA.
- All standards for the school dress code apply to athletics with the exception of athletic apparel approved by the Athletic Director.

ATHLETIC AWARDS

Purpose – Celebration and gratitude for team and individual effort/achievement to God's glory; Recognition of individual who excels athletically at the highest level; Recognition of individual team member who most represents athletic fulfillment of school mission.

Plaques/Trophies

1. AOY Award (Athlete of the Year a.k.a Lion of the year: presented by the AD at the end of the year to top male and female athlete; based on coaches' votes.
2. Team Awards:
 - a. THE LION AWARD – this award best exemplifies the ideal student-athlete in all respects – spiritually, academically, socially, emotionally and athletically (Coaching Staff Choice—may use a team vote/outside input as part of selection)—Should go to the member of the team that exemplifies the fulfillment of our athletic mission the best. Presented at the end of season team banquet
 - b. MVP, MIP given at individual team banquet
 - c. Recognize district/regional/state award recipients at team banquet
3. Varsity Letter Winner: Presented at the end of season banquet
 - a. All full-time Varsity Athletes receive a letter unless the coach determines the player exhibited behavior detrimental to the team. Players must start the season and finish the season with the team. If a sub-varsity player moves up to varsity during the season that player must be exclusively a varsity team member for a minimum of 33% of the season.
 - b. Any varsity athlete competing in 25% of competitive play receives additional recognition each year in the form of a sport pin.

4. Scholar-Athlete: Presented at the end of season banquet

a. LCS athletics will recognize MS and HS athletes receiving A's/B's for the year. Recognition will take place at the banquet.

5. Multi-sport Athlete: presented at the Athletics Awards Ceremony

a. 2 sports

b. 3 sports

TEAM CELEBRATION GUIDELINES

Team Celebrations are an appropriate way to conclude a season in order to:

1. Glorify and thank God for the accomplishments of the team both on and off the field
2. Recognize the team and individual accomplishments
3. Create a unified atmosphere of celebration and appreciation for the effort
4. To express gratitude for the TEAM

The following are team celebration guidelines:

1. Schedule soon after the conclusion of the season.
2. Create a unified team/family atmosphere - Invite JV, MS teams.
3. Keep it affordable so that all family members may attend and even extended family
 - a. Costs covered by families
 - b. Not required to have a meal. (other options: dessert, potluck, catering, etc.)
4. Recognize the team effort first and foremost
5. You may add additional awards unique to your program (not paid by dept.)
6. Recognize letter award recipients - contact the AD for their letter and pins.

*******COACHES INFORMATION*******

As leaders of impressionable young people, all members of the Lighthouse coaching staff should recognize their potential impact on the youth they lead, both for good and bad, and act accordingly.

Within that context the coach shall...

- Be positive in speech and action.
- Be enthusiastic in their coaching responsibilities.
- Be a role model with regard to speech and action in dealing with officials, athletes, coaches and parents.
- Be a teacher both by word and deed.
- Be honest and upfront with parents and athletes at all times.
- Give clear and concise statements as to expectations for the team and individual members.
- Be consistent in the application of all rules for the team.
- Take care of all school equipment.
- Show respect for all athletes within his/her program as well as those in other programs.
- Promote all endeavors of the total athletic program.
- Strive to make every team member feel like an important part of the team.
- Be prompt and appropriately dressed for all practices and games.
- Avoid the use of profanity at any time.
- Never place their hands inappropriately on a student for any reason.
- Never smoke or use tobacco products in the presence of athletes.
- Avoid any action or word which could be construed as inappropriate, including social media.
- Never criticize other coaches or players.
- Encourage all athletes who are interested in doing so to participate in a program of their choosing.
- Publicize their sport for the benefit of the team and individual athletes.
- Take proper care of all equipment and facilities and encourage athletes to do the same.
- Stay on budget and use proper forms to maintain records of expenses.
- Consult with the Athletic Director before starting any fundraising events.
- Support each athlete in an effort to meet his/her potential.
- Coordinate his/her program with others in such a way as to best meet the needs of his/her program without requiring his/her athletes to choose between two teams or areas of interest.
- Condition his/her athletes in such a way as to allow them to be competitive and to provide opportunities for year round conditioning.
- Remain attuned to professional development opportunities.
- Use good judgment and provide care for all athletic injuries.

- Call in all sports scores (win or lose) and see that such scores are available for the media after each contest.
- Demonstrate the highest level of sportsmanship at all times and not harass or otherwise show disrespect to game officials, coaches, or athletes from other teams.
- Do not allow an athlete to practice until a physical and all required forms are on file.
- Adhere to all IHSAA rules with regard to practice and games and make these rules known to all players.
- Help deserving athletes contact colleges when scholarship possibilities exist.
- Call to the Athletic Director's attention any important matter relating to the athletic department in general or his/her program in particular. Coaches should feel free to offer any suggestion he/she feels will serve the best interests of the program.
- Keep accurate statistics, which might help students or teams receive special recognition and maintain records of games played for the purposes of lettering and eligibility.
- Keep the Athletic Director informed of any problems that might arise.
- Do not contact the IHSAA without first consulting with the Athletic Director.
- Attend all pep rallies and ceremonies which involve his/her team members.

Expectations of the Varsity Head Coach/Program Leader

- Serves as coordinator for all teams in his/her program.
- Oversees the program and assistant coaches to assure the compliance with guidelines set in the Athletic Handbook.
- Monitors the academic progress of each student-athlete, working with the Athletic Director and faculty to assure the academic success of each student.
- Abides by the policies established by the LCS Administration, Board of Trustees and the IHSAA.
- It is the responsibility of the coach to make sure that all player guidelines are enforced.
- Varsity Head Coaches should prepare and submit the following to the Athletic Director: a roster for each team, a game schedule for each team, physicals and other necessary forms.
- Christ-focused mindset in all things (permeate the program).
- Disciplined lifestyle with intentions of influencing others by example. Stay fit, organized, self-controlled, etc.
- Responsible for well-being of family (personal and school)
- Initiative – Willing to act first (with Wisdom) and take a proactive approach to everything
- Respect for others (players, parents, administration, faculty, referees, and opponents)
- Personable. Take time to shake hands and greet families. Spend time at athletic/school events other than your sport.
- Pro-active Communicator (open channels); Conduct early parent meeting; Create an environment that parents feel open to ask questions but not question decisions
- Program leader for V, JV and MS teams as well as elementary feeder system; Oversee coaching staff; Build relationships with kids at each level; Lead some practices for other teams; Develop league and camp ideas; Get kids to come to games; Speak or hold devotionals for other teams

- Visionary: One is welcome to lose a sweet disposition when receiving the answer, “because that’s the way we’ve always done it”. Think outside the box; Challenge yourself to new heights; Stretch your thought process; Be willing to consider something new
- Goal-oriented; Establish goals for yourself, staff, program, and team
- Motivator – make people around you better; Firm is fine, but encourage, inspire, motivate, empower
- Teacher (game and education). Understand that at times, the game must be broken down to fundamentals (re-teach). Every day you are teaching life lessons
- Off-season (Pre and Post regiment) preparations
- Direct Developmental Camp (summer); MS age Camp (summer); Team Camp / Activity involvement (summer)
- Ordering team supplies (well in advance of season)
- Assist in hiring of sport staff
- Pre-season program communication with staff (all levels), players, and parents
- Organization of finances and sport related items
- Organization of Alumni game/Alumni relations
- Direct Varsity team
- Maintain appropriate level of discipline (team behavior)
- Dictate appropriate team and fan behavior with positive, respectful sideline demeanor
- Maintain sharp and professional appearance, demeanor, and relationships at all times
- Represent the school in positive manner at all times
- Maintain web page (through Athletic Office) to enhance communication
- Follow all guidelines laid out within Handbook
- Always stay in direct communication with Athletic Director

Expectations of the Assistant Coach or JV Coach

- Specific roles of the Assistant Coach and JV Coach will be determined by the Varsity Head Coach.
- Assistant Coaches/JV Coaches are expected to adhere to the same standards and responsibilities as outlined in the Athletic Handbook.

PRESEASON REQUIREMENTS

1. Responsible for reading and acknowledging the LCS Athletic Handbook.
2. Host a Family Meeting for all Participants.
3. Responsible for fully understanding the IHSAA/District/rules.
 - a. Make sure you have a LighthouseCS email
 - b. Attendance of Rules Meetings for each sport. Rules meetings may be live or held online.
 - c. Completion of the NFHS “[Fundamentals of Coaching](#)” and “[First Aid, Health, & Safety for Coaches](#)” prior to delivering instruction to athletes for non-faculty coaches and classified employees. Instructions for completing the courses through the NFHS website can be found at www.nfhslearn.com
 - d. All Head Coaches and/ Paid or Volunteer Coaches take the following tests:
 - i. [St. Lukes Concussion Course](#) (on even # years), [Student Mental Health & Suicide Prevention](#) (on even # years), [Sudden Cardiac Arrest](#) (on even # years)
 - ii. CPR and First Aid required for at least 1 coach on staff
 - iii. Test available at www.nfhslearn.com or idhssa.org/coaches
4. Attend all Sport/District Meetings
 - a. Discuss district minutes with AD
5. Hire staff and volunteers (with AD)
6. Plan on Hosting a TOURNAMENT/EVENT.
 - a. Submit paperwork to AD to be filed and paid for.
7. Communicate team needs in writing to AD two weeks prior. Needs should include player participation pack, equipment etc.

SEASON REQUIREMENTS

1. CONFIRM GAME SCHEDULE ON WEBSITE

- a. Communicate changes to Athletic Office (AO)

2. Check in with Athletic Office regularly

3. Follow Sports Medicine Protocol

4. Team Photo will be arranged seasonally through the athletic office

5. Turn in requested announcements to AO

6. Coaches dress professionally and appropriate to sport

7. Athletes dress according to school policies

- a. Matching game day apparel or professional dress accepted

8. Oversee coaching staff at all levels

- a. Provide feedback

- b. Instill “system of play”

9. Coordinate summer camps

10. Send scores to AD IMMEDIATELY and update MaxPreps after each game

- a. Call in to paper

11. Facility Care

- a. Clean up

- b. Lock up

- c. Ask AD for specific facility details

12. Work with other sports to host/attend event nights

13. Welcome opponents; create a hospitable environment.

14. Inclement Weather

- a. Follow Alert Specifications

- b. Assure facility and athlete safety; in questionable weather, consult AD before practicing or playing.

POSTSEASON REQUIREMENTS

1. Collect ALL Uniforms and equipment
 - a. After last game have team bring all uniforms and equipment; collect and account for all uniforms
2. Wash and store uniforms and equipment; fill out inventory sheet
 - a. **Don't expect Athletic Office to collect from athletes**
3. Submit team awards to AD
4. Plan End of Season Banquet. Expense is the responsibility of the team.
5. Communicate remarks of gratitude to our families
6. Cast vision for future of program
7. Schedule year end meeting with AD
 - a. Head Varsity Coach
 - b. Self-Evaluation form

BRANDING GUIDELINES

1. All LOGO use must meet the approved guidelines.
 - a. File of appropriate logos and watermarks available in the Athletic Office and online.
 - b. Available LOGOS:
 1. Lighthouse Wordmark
 2. Lion
 3. LC logo
 4. See brand book for all options

❖ APPROVAL THROUGH ATHLETIC DIRECTOR PRIOR TO ORDERING

FACILITY CLOSING

1. Close all fence gates after practice and games
 - a. Unless someone is present to use the facility next.
2. Turn out all lights
3. Outside - close all bathrooms/concession doors
4. Keep facility clean and orderly
5. Never leave campus while someone on your team is waiting for a ride
6. Return used equipment to proper location
7. Report any issues/concerns to the AD

FINANCIAL MANAGEMENT DETAILS

1. Financial Procedure

- a. Review sports budget with AD
- b. CC AD on Email requests through vendor
- c. Vendor will submit a quote/invoice
- d. Get PO signed by AD, then Head of School
- e. Upon approval, PO copy sent to vendor to confirm order
- f. Approve all expenditures assuring receipt of goods (bill to be paid once receipt of product verified)

2. Reimbursements

- a. Turn receipt into Athletic Office using PO for reimbursement

3. Budget Requests

- a. Review future expenses with AD
- b. Review transportation needs with AD
- c. Be prepared to discuss budget needs at Summary Meeting
- d. If need additional funds during year, submit to AD in writing

4. Playoff Expenses/Trips

- a. Spend within budgeted amount (covered by player costs)
- b. Players 4 to a room
- c. Hotels booked through Athletic Office
- d. Buses scheduled through Athletic Office
- e. Per Diem for coaches (establish with AD)

OVERNIGHT TRIPS

Location:

Leaving:

Returning:

Purpose:

Date Submitted:

Expenses

(A) Hotel Rate \$____/night

____ room x ____ nights x ____ rate (A) = \$_____

- 4 students/room
- 2 coaches/room
- Driver room if needed

(B) Transportation Expense

- If local regular season, no cost unless driver needed
- Out of state = \$100/driver; mileage determines gas \$\$

(C) Coaches Per Diem

- \$30/day (breakfast should be covered at hotel)

1. Submit to Athletic Office for review
2. Upon approval, inform families of charge per student-athlete
3. Collect and turn in to athletic office
4. Take credit card and tax-exempt form on trip
5. Turn in all receipts

*Student charge to include coach expense

COSTS

$(A + B + C) / \# \text{ of athletes} = \$ \text{ per athlete}$

SPORTS MEDICINE

1. Receive CPR/First Aid training certification
2. Complete required courses as specified by the Idhsaa
3. All injuries need to be referred to a medical provider.
 - a. Never make an injury diagnosis
 - b. DO NOT reinstate an athlete without approval
4. Carry Medical Forms on road trips
5. Fill out injury report and turn in to Athletic Director
6. Medical kits available for away games
7. Concussion symptoms reported to your medical provider immediately

PROCEDURES

Disciplinary Procedures

All coaches will be expected to adhere to the policies set forth in the Athletic Handbook as well as the Faculty and Staff Handbook. Coaches who fail to follow these school policies will be disciplined in accordance with the discipline procedures set forth in the Faculty and Staff Handbook.

Evaluations

The Athletic Director will evaluate each coach at the end of his/her season. These evaluations are to be used as a tool for positive reinforcement and constructive criticism. The AD and the coach will set up an appointment to discuss the past season and strategies for future success of the program. The AD will report on this discussion to the Head of School. (see appendix)

Lighthouse Christian School

Coach Evaluation

Name/Sport

Position

Year

Evaluator

*** - see comments**

A. SPIRITUAL AREAS

1. Reflect a meaningful daily relationship with Christ as Lord and Savior both on and off campus. ____
2. Follow proper communication/authority channels. ____
3. Encourage spiritual growth and maturity within the students and faculty. ____

B. COACHING AREAS

1. Integrates Christian Philosophy; “why we do what we do”. ____
2. Reflects a mastery of the specific sport; “x’s and o’s”. ____
3. Maintains discipline and demands respect. ____
4. Creates enthusiasm and overall program development. ____
5. Demonstrates mastery of teaching/breaking down the fundamentals (player development) ____
6. Meets the needs of individuals and develops long-lasting relationships. ____
7. Utilizes coach’s training opportunities. ____
8. Is prepared for practice and maintains a structured environment. ____
9. Does appropriate pre-season training and post-season development. ____
10. Utilizes the facilities such as weight room. ____
11. Directs program LS-MS-HS. ____
12. Implements strategy to reach elementary and create feeder programs. ____

C. NON-COACHING AREAS

1. Cooperates with the policies of this school and the Athletic Department. ____
2. Take care of the facility specifically pertaining to your area of involvement. ____
3. Accepts extra-curricular responsibilities as requested. ____
4. Maintains appropriate records for students pertaining to athletics. ____
5. Promotes positive methods of communication with students, staff, and parents. ____
6. Promotes health, safety, and welfare of students. ____
7. Is prompt/thorough in completing necessary responsibilities;(forms, tasks, reports) ____

D. PROFESSIONAL AREAS

1. Develops personal goals which will lead to consistent professional growth. ____
2. Develops and communicates programmatic goals for future success within the sport. ____
3. Provides positive support to professional growth within the athletic department. ____
4. Represents the school in a favorable manner both within and outside the school campus. ____

E. PERSONAL AREAS

1. Shows enthusiasm for coaching. ____
2. Displays the highest levels of integrity. ____
3. Exhibits kindness toward students, parents, and colleagues. ____
4. Applies good judgments in decision-making. ____
5. Is consistently punctual. ____
6. Respectfully submits to authority. ____
7. Maintains personal appearance of cleanliness, modesty, good taste, healthy and professional. ____
8. Maintains positive rapport with students, staff, and parents. ____
9. Is emotionally controlled in trying circumstances. ____

What is your plan for program development next year?

EVALUATOR'S COMMENTS:

This evaluation is CONFIDENTIAL and should not be shared.

I have read this evaluation.

Coach's Signature _____ **Date** _____

Evaluator's Signature _____ **Date** _____

