

Lake Central High School Athletic Department

COACHES HANDBOOK



Lake Central Athletics adheres to a structure of Core Values guiding us in making decisions that are best for kids and best for the team. Athletics is a part of the total educational program experience. This should be a positive experience for participants, engaging in high standards and high expectations.

Lake Central High School Athletic Department: Team & Department Information

Hierarchy and Faculties for Decision Making:

The Athletic Director shall be the leader of Lake Central Athletics, utilizing the body of coaches to determine appropriate decisions and to facilitate solutions. The body of head coaches shall function as the board of directors, meeting periodically with the Athletic Director to determine the best course of actions to continue moving Lake Central Athletics forward towards success. The Athletic Director shall be directly responsible to the building principal and to the assistant superintendent.

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CORE VALUES

Commitment to Students	Caring
<ul style="list-style-type: none"> -we see that decisions are based on what is best for students -we utilize strategies that work 	<ul style="list-style-type: none"> -we respect and nurture -we value individual diversity -we demonstrate compassion, empathy and tolerance
High Expectations	Team Player
<ul style="list-style-type: none"> -we have challenging programs -we differentiate coaching strategies -we communicate expectations -we prepare students to compete in all areas of academics & athletics 	<ul style="list-style-type: none"> -we make time to collaborate -we work cooperatively for the good of the whole -we help others in time of need -we embrace diverse thoughts/ideas -we build positive relationships
Integrity	Enjoyment
<ul style="list-style-type: none"> -we follow through (walk the talk) -we are accountable & dependable -we are honest with one another -we behave honorably -we exemplify sportsmanship 	<ul style="list-style-type: none"> -we celebrate success -we actively engage students -we provide positive feedback -we promote a sense of belonging

Mission Statement

Lake Central Athletics commit to doing whatever it takes to maximize academic, social, and athletic achievement of every individual and team.

National Federation of State High School Associations (NFHS)

The Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members.

The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

The coach shall not exert pressure on faculty members to give student special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

IHSAA

Indiana High School Athletic Association

Organized in 1903, the Indiana High School Athletic Association is a voluntary, not-for-profit organization that is self-supporting without the use of tax monies.

The purpose of the IHSAA is to encourage and direct wholesome amateur athletics in the high schools of Indiana. In keeping with this mission, the Association:

- Regulates, supervises and administers interschool athletic activities among its member high schools as an integral part of the secondary education program. A tournament series is sanctioned in 20 sports, 10 for girls and 10 for boys. This school year, more than 160,000 students will compete in IHSAA-sanctioned tournaments.
- Cooperates with all agencies vitally concerned with the health and educational welfare of secondary school students.
- Determines qualifications of individual contestants, coaches and officials.
- Provides written communications to facilitate athletic relations among member schools.
- Establishes standards for eligibility, competition and sportsmanship while providing protection against exploitation of schools or students.

The IHSAA is governed by its legislative body, the Board of Directors, composed of 19 members who are elected by member school principals from three IHSAA legislative districts. The Board of Directors meets annually with the responsibility of establishing the Association's rules and regulations. Within the Board of Directors is the Executive Committee. The Executive Committee meets monthly and is responsible for organizing and directing state tournaments and meets, interpreting the Association's By-Laws, determining penalties for rules violations, and establishing the Association's state office and employing a commissioner and staff to administer the Association.

Fall Sports	Level Offered at LC	IHSAA Start Week
Girls Golf	JV & V	IHSAA week-4
Girls Volleyball	Fresh, JV & V	IHSAA week-5
Boys Soccer	JV & V	IHSAA week-5
Girls Soccer	JV & V	IHSAA week-5
Boys Tennis	JV & V	IHSAA week-5
Boys Football	Fresh, JV, V	IHSAA week-5
Boys Cross Country	JV & V	IHSAA week-5
Girls Cross Country	JV & V	IHSAA week-5
Winter Sports	Level Offered at LC	IHSAA Start Date
Girls Basketball	Fresh, JV, V	IHSAA week-17
Girls Swimming	JV & V	IHSAA week-17
Boys Wrestling	JV & V	IHSAA week-18
Boys Basketball	Fresh, JV, V	IHSAA week-19
Boys Swimming	JV & V	IHSAA week-19
Girls Gymnastics	JV & V	IHSAA week-21
Spring Sports	Level Offered at LC	IHSAA Start Date
Girls Track & Field	JV & V	IHSAA week-33
Boys Track & Field	JV & V	IHSAA week-33
Girls Softball	JV & V	IHSAA week-36
Boys Baseball	Fresh, JV, V	IHSAA week-37
Girls Tennis	JV & V	IHSAA week-37
Boys Golf	JV & V	IHSAA week-37

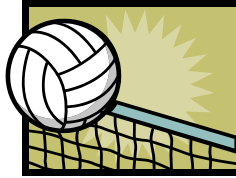
DAC

Duneland Athletic Conference

The Duneland Athletic Conference is comprised of 8 member schools from the Lake and Porter County areas, which include the following:

- **Chesterton**

2125 S. 11th street
Chesterton, IN 46304



- **Crown Point**

1500 S. Main Street
Crown Point, IN 46307

- **Lake Central**

8400 Wicker Avenue
St. John, IN 46373



- **LaPorte**

602 F Street
LaPorte, IN 46350

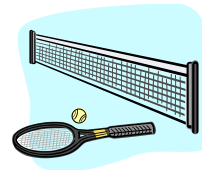
- **Merrillville**

276 East 68th Place
Merrillville, IN 46401



- **Michigan City**

8466 W. Pahs Road
Michigan City, IN 46360



- **Portage**

6450 US Highway 6
Portage, IN 46368



- **Valparaiso**

2727 N. Campbell Street
Valparaiso, IN 46385



Schools in the Duneland Athletic Conference compete against each other in all IHSAA sponsored sports. The DAC is one of the most competitive conferences in the state with many teams regularly ranked in the State's Top Ten.

INTRODUCTION

It is our hope that the athletic department at Lake Central High School can accommodate the interests and abilities of all student/athletes. One of our chief goals is to maximize interscholastic athletic opportunities for the greatest number of participants. Many different athletic programs are available for Lake Central High School students, and we hope that all of our students can benefit from participation in one or more of these activities.

As coaches, we must wholeheartedly endorse the notion that athletics is an important part of a student's development. Through participation in athletics, students have a chance to develop many lifelong skills and positive values. These values include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork, respect for rules and regulations, and how to win and lose with grace and dignity. Of course, the better a coach can teach these values, the better chance our athletes have of adopting them as permanent parts of their lives.

Coaches are the most significant factors in building and maintaining a quality athletic program. As coaches, we are charged with making an important contribution to a significant number of young people. We must utilize communication skills, organizational abilities, enthusiasm, teaching techniques and motivational strategies to help youngsters reach their potential. At the same time, we must work tirelessly to produce top-quality athletic programs, which are characterized by teams that consistently play hard, play smart, play fair, and play together.

In education in general, and in athletics in particular, there are many obstacles, which can deter us from reaching the goals we set. Alcohol, drugs, apathy, and family breakdowns are just some of the problems we face. As teachers and coaches, we must constantly adapt and overcome any obstacles that come our way because the lives of young people depend on it. The challenge ahead is to maintain and improve our programs in the face of these obstacles.

The athletic program at Lake Central High School must continue to be a vital part of the educational experience. Our program must contribute to the education and character development of our young people. As we look back, we can see an athletic program that has found many successes. As we look forward, we need to achieve many more.

PHILOSOPHY AND OBJECTIVES

Philosophy

- I. Lake Central High School seeks to provide an extensive program of interscholastic athletics that will meet the needs and interests of students who desire to participate. The administration and coaching staff are primarily concerned with helping students acquire the educational values inherent in a top athletic program.
- II. Athletic participation at Lake Central High School serves as an integral part of a student's educational experience. Experiences gained through athletic participation contribute greatly to the social, emotional, and intellectual development of the student. It is our belief that athletics provides an avenue for students to become better citizens.
- III. Participation in athletics is a privilege which carries with it responsibilities to the school, team, student body, community, and the athletes themselves. Students are expected to be motivated to be the best that they can be. They must compete with pride and within the ideals of good sportsmanship and fair play.
- IV. Lake Central High School's athletic program is administered under the guidelines and jurisdiction of the Indiana High School Athletic Association, the Duneland Athletic Conference, and the Administration and Board of Education of the Lake Central School Corporation.

Objectives

- I. To develop a comprehensive athletic program as an integral part of the pupil's total school experience.
- II. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of each participant.
- III. To provide a continuous program of school-community relations that emphasizes the values of athletics as an integral part of the total educational curriculum.
- IV. To provide opportunities and activities, which closely meet the needs and interests of the student body.
- V. To complement and supplement the general educational goals of the lake Central School Corporation.
- VI. To encourage students to become active participants in the athletic program and to participate in a variety of sports and activities within the program.

Realities of High School Sports

Participation in Lake Central's extracurricular programs is a privilege. We want Lake Central Athletics to be a model for other athletic teams and programs to emulate. Coaches and Athletes are expected to exemplify sportsmanship behavior both on and off campus. Academics are a priority, and participation in extracurricular programs should compliment a student's academic schedule and not hinder it.

Lake Central students involved in extracurricular activities have fewer behavior infractions, lower truancy rates, and higher grade point averages than the at-large high school student. We praise the academic accomplishments of our student-athletes along with their athletic successes. However, the personal demands of belonging to an athletic team are great. The following are some points to be mindful when joining one of our sports teams:

1. Vacations should NOT be planned during the playing season.
2. There are NO guarantees for playing time.
3. Student-Athletes are expected to be at ALL practices on time (communication with coach)
4. Lake Central provides students-athletes with a cohesive year-round opportunity to train and condition.
5. Our programs require fundraising efforts to operate.
6. Expectations and commitment of time becomes greater within higher levels of competition.
7. FACILITIES: due to the lack of facility space, some practices may begin at 5-AM and some may not end until 9-PM.
8. Studies and homework are expected to be completed for classes even if a weeknight competition brings teams back to LC at late evening hours.

Season Conditioning

Our coaching staff is expected to conduct opportunities for training and conditioning while out of season. These opportunities also extend into the summer months. Students are strongly encouraged to become multisport athletes at Lake Central. Students who participate in more than one of our varsity programs become more well-rounded athletes and help to contribute to the successes of Lake Central. If an athlete is not involved with a seasonal high school sport, they are encouraged to participate with the off season conditioning of their team. These activities may include:

- Meetings
- Camps
- Strength Training (weight room)
- Core Conditioning
- Competition Strategies

Moratorium Week (Includes week of July 4th)

According to Rule 15-3.4 of the IHSAA By-Laws: Each member school shall observe a moratorium week on Monday of the week which includes July 4. During this seven day period, there shall be no contact between athletes and coaches, and no athletic activities, including conditioning, conducted.

There are no LCHS athletic activities scheduled for this week and our facilities will be closed. This is a vacation period for families established by the IHSAA.

HEAD COACH RESPONSIBILITIES

The head coach is directly responsible for the planning, implementing, and evaluation of his/her program from sub varsity to varsity level. The head coach will promote the basic understanding of the Athletic Department's CORE VALUES and Mission Statement while building positive relationships with community and families. The head coach will work towards helping each participant achieve a higher skill level, an appreciation for the values of good sportsmanship, and increased self-esteem. The head coach reports to the athletic director and conducts regular evaluations of facilities and assistant staff.

Duties and Responsibilities of the Position

1. Organize and guide the overall development of the program for the varsity, sub-varsity, and middle school levels.
2. Work with the athletic director in scheduling team competition, officials, transportation, purchasing of equipment, reporting game results, and evaluations of teams and staff.
3. Ensure safety and supervision of all athletes during practices, games, locker rooms...etc. Buildings must be secured and proper supervision provided for athletes until they have departed for home.
4. Understand and accept the knowledge that athletes are adolescents and may not act as adults. Students are not professional athletes, but participate because they enjoy the sport. Our emphasis should be on teaching skills necessary to compete and to improve.
5. Do not attempt to influence a student to select one sport over another. The choice must be up to the student. It is important for as many of our students to participate in our athletic program as possible. Positive support for Lake Central Athletics among our athletes is a priority.
6. Criticizing another member of the athletic department or policies should not be done publically
7. The attitude of the coach is reflected by one's athletes. Be mindful of opinions and attitudes expressed to members of a team, and individual athlete, or athlete's family. Be conscience of areas of perspective versus reality. What you intend may not always be what is perceived.
8. The coach will inform each athlete of the dangers involved with that sport. Each coach will conduct a mandatory athlete and parent meeting before the start of each season to review expectations.
9. Develop reliable and consistent communication with parents and team members.
10. Communicate with the media to provide results, stats, and appropriate program recognition.
11. You are responsible for maintaining current education about your sport, your coaching associations and NFHS policies. Prepare your assistants with equal care.
12. Work in conjunction with the athletic department to verify academic eligibility of student-athletes.
13. Ensure that student-athletes are meeting IHSA and Lake Central participation guidelines.
14. Conduct team meetings that educate athletes about their status as a representative of the school and community. An athlete's conduct in and out of season is a direct representation of team, school, department, and family.
15. Maintain an accurate and up-to-date record of team history, rosters, and awards.

ASSISTANT COACH RESPONSIBILITIES

The assistant coach is responsible for planning, implementing, and program evaluation as directed by the head coach. The assistant will assume many of the same responsibilities as the head coach. The assistant coach will promote the basic understanding of the Athletic Department's CORE VALUES and Mission Statement while building positive relationships with community and families. The assistant coach will work towards helping each participant achieve a higher skill level, an appreciation for the values of good sportsmanship, and increased self-esteem. The assistant coach reports to the head coach and is responsible for performing duties as assigned by the head coach.

STUDENT-ATHLETE CODE OF EXPECTATIONS

Student conduct during the regular school day, during school-related activities, and at other times is subject to the provisions of the Lake Central High School "Code of Conduct". In addition, the conduct of students who wish to participate in school sponsored athletic programs and extracurricular activities are subject to this Code of Expectations. Because participation in such activities is a privilege, the Code of Expectations addresses conduct beyond that applicable to students in general, to further the expectations, purpose, and integrity of athletic or other extracurricular activities.

The Code of Expectations is a four year commitment. Once signed, the Code applies to the student's entire athletic/extracurricular career at Lake Central High School on a 24/7/365 basis to conduct both at school and off school grounds. Applicable penalties will be applied whenever the conduct is discovered. That is, Lake Central administration reserves the right to fully investigate conduct which potentially violates the Code whenever evidence is provided, even if the conduct occurred during prior seasons or school years (e.g., conduct occurring during a student's freshmen year may result in a penalty during the student's senior year if not discovered/ reported until that time).

Academic Achievement Extracurricular activities are open to all full time students; however, IHSAA sanctioned sports impose additional standards. IHSAA rules require a student to pass 6 classes per quarter for grades 10, 11, 12 and 5 classes per quarter for grade 9. In addition, a student is only eligible to participate in IHSAA sanctioned athletics during the first four years of high school. Once high school has begun, a student has eight semesters to complete eligibility. A student whose 20th birthday occurs prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible. (See athletic director or coach for additional information on IHSAA related qualifications and rules.)

Attendance One half day (two periods) of school attendance is required for participation in practices, matches, or performances for all extracurricular and athletic programs. Exceptions include attendance at funerals, required court appearances, college visitation, etc. Any participant suspended (out-of-school) or suspended pending expulsion from school will not be allowed to practice, compete or participate. When a student is absent from school for more than 5 days, a doctor's note must be received before participation in athletic programs may resume.

Students involved in any athletic program or extracurricular activity will be subject to the following expectations:

It is expected that the individual rights of all must be respected and all teammates and participants treated equally. Hazing, harassment, including but not limited to verbal, physical or sexual harassment, intimidation or initiation of athletes or participants in extracurricular activities will not be tolerated.

It is expected that athletes and participants in extracurricular activities will not possess, use, consume or be under the influence of tobacco products, alcohol, controlled substances nor shall they possess related paraphernalia. Substance abuse poses an immediate threat to students and because students involved in athletics and extracurricular activities represent Lake Central High School, they are expected to set positive examples for peers. A program of deterrence has been instituted as a pro-active approach to a drug-free school and student well-being. The purpose of this program is to provide for the health and safety of students and to undermine the effect of peer pressure by providing another legitimate reason for students to refuse to use drugs, alcohol and tobacco which are detrimental to their health. Violation of these expectations, including detection through the random drug testing program will result in the consequences listed below.

It is expected that athletes and participants in extracurricular activities will adhere to standards of decorum and behavior at the highest level as representatives of Lake Central High School. Theft, acts of violence, fighting, poor classroom behavior, and unlawful conduct will not be tolerated. Conduct unbecoming a Lake Central student-athlete will not be tolerated.

It is expected that athletes and participants in extracurricular activities follow rules established for that activity, including but not limited to those regarding tardiness to team or activity meetings, absences from practice, events, or meetings, disrespect to coach or activity sponsor, acts of unsportsmanlike conduct, and verbal abuse of others involved in the activity.

It is expected that during any athletic season, an athlete will only participate on one team (unless mutually agreed upon by the two head coaches involved). If an athlete quits a sport once games have started, that athlete will not be allowed to participate (either at practice or in competition) for any other team during that season. An athletic team has completed its season when that team has advanced one week into tournament play. This rule can be waived at the coach's discretion. An athlete must finish the season in good standing in order to letter, attend banquets, and receive athletic awards. Uniforms, equipment, and other obligations must be met or turned in before moving to the next sport.

It is expected that all athletes and participants in extracurricular activities use transportation provided by the school corporation. Traveling with the team/group is part of the athlete/ participant's obligation to his/her teammates/co-participants and coaching staff/sponsor. Not riding with the team/group should only be done in a family emergency or a situation where undue hardship is caused by traveling with the team/group. In order for an athlete/participant to travel to or from an event by means other than the team/group transportation, he/she must bring a note signed by a parent/guardian stating with whom the athlete/participant will travel. The athlete/participant will only be released to his/her parent/guardian. Friends, relatives or other students **ARE NOT ACCEPTABLE** as travel alternatives. This note must be in the athletic office and with the activity sponsor, as applicable no less than 24 HOURS PRIOR TO THE TRIP.

The chart below outlines procedures for a Code of Conduct violation.

Type One Violation	Occurrence	Penalty
Being arrested for/testing positive/ or possessing, using, consuming, or being under the influence of a controlled substance or possession of paraphernalia,	1st	Expulsion from athletics/ extracurricular activities for 365 days and athletic/extracurricular activity probation for remainder of career. By self reporting and completion of an evaluation program, a student may practice but not compete in contests. One cannot self-report prior to school drug testing procedure
**	2nd	Permanent expulsion from athletic and extracurricular activity participation
Type Two Violation	Occurrence	Penalty
Possessing, using, consuming, or being under the influence of alcohol	1st	33% of current, next, or combined seasons or extracurricular term Example: If 20% of a season remains when violation occurs, 13% of the next season ineligible
**	2nd	Expulsion from athletic/ extracurricular activities for 365 days.
**	3rd	Permanent expulsion from athletic/extracurricular activity participation
Type Three Violation	Occurrence	Penalty
Possession and/or use of tobacco	1st	25% of contests for that season or combined seasons/extracurricular term; Example: same as alcohol except 25%
**	2nd	One full season/extracurricular term; Example: 5 football games played when violation occurs. Penalty would be 50% of the next sport season in which the athlete participates
**	3rd	Permanent expulsion from athletic/ extracurricular participation
Type Four Violation	Occurrence	Penalty
Unlawful conduct, disruptive conduct, hazing, harassment, non- traffic misdemeanor, conduct unbecoming a Lake Central student-athlete	All	Determined by principal, athletic director, class assistant principal, and head coach.

Combination of Offenses Any combination of two of type 2, 3, and 4 violations will result in at least 50% loss of season/extracurricular activity term; any combination of three of these violations will result in permanent expulsion from athletic/extracurricular participation. The second or third offense can be from any category (type 1, 2, 3, or 4).

Carry over Penalty An athlete/extracurricular activity participant must complete the entire season/activity periods in which there is a penalty assessed in order to complete his or her suspension. Example: A fall athlete gets caught for drinking in January. The athlete decides to go out for a spring sport to serve the 33% penalty. After 5 contests the athlete quits the team. It would not count for completion of the penalty.

Penalty Assessment The method used to determine the number of games for a suspension will be varsity total games allowed for a sport. Varsity scrimmages will be counted. Penalty will use scheduled games whether played or cancelled and any calculated suspension of .5 contests or more will be rounded up.

Practice/Travel While Suspended Individual coaches and sponsors will determine whether an athlete/participant is allowed to practice and travel (no overnight) with team/group during a suspension.

Parent Assistance Any parent seeking help or assistance involving his/her child's use of drugs, alcohol, or tobacco, prior to a report or investigation by the school or any involvement with law enforcement, should contact school administration. As a result, the athlete/participant will receive a lesser consequence than what is outlined above. This consequence may include an athletic/participation suspension, drug counseling, and random drug testing. In the case of an athlete, the athletic director and principal will determine the severity of the consequence.

Self Reporting Athletes and extracurricular activity participants are encouraged to seek help and to self report. An athlete or participant can reduce the penalty for a first offense under the alcohol or tobacco provision by 75% if he/she reports the conduct to the Athletic Director, Head Coach, or Sponsor prior to the school's investigation of the conduct and 2) the student successfully completes a substance abuse program. Agencies and counseling resources are attainable from our liaison person in the high school guidance office. Any counseling or services will be at the expense of the parent or guardian. Reduction of penalty through self-reporting can only be implemented on a first offense.

Counseling An athlete/extracurricular activity participant who did not self-report and who is found to have violated the Code under the alcohol or tobacco provision for the first time will be offered the opportunity to reduce his/her penalty by 40% by the successful completion of a substance abuse program. Agencies and counseling resources are attainable from our liaison person in the high school guidance office. Any counseling or services will be at the expense of the parent or guardian. Reduction of penalty through counseling can only be implemented on a first offense.

Appeals Participants may appeal suspensions. All appeals must be submitted in writing within five days after a penalty has been assessed. This request should be submitted to the Athletic Director or his/her Principal, as applicable. A committee consisting of at least the athletic director, one high school administrator, and one varsity coach/activity sponsor, as applicable, will be formed to consider any unique circumstances and to review penalties when deemed appropriate.

Required Participation Forms

Prior to being cleared for athletic participation at Lake Central, student must complete and return the following forms to the high school athletic office:

- A completed IHSA Physical Packet (4-pages)....with both parent and student signatures where applicable
- Insurance Information Form (if family does not have insurance, then participation waiver must be signed)
- A completed Code of Expectations with signatures of parents and student
- Emergency Contact Form for the Athletic Trainer
- Extracurricular Consent Form (drug testing program)
- Concussion Acknowledgement and Information

A student CANNOT begin participating with a sport until all the above forms have been completed and returned to the athletic office. Once these forms have been reviewed by the athletic office, a "White Card" will be given to the student who will then present it to the coach. This card is a small index card that grants administrative approval for the student to begin athletic participation and acknowledges to the coach that all necessary forms are completed and are on file in the athletic office.

Athletic Department Fees

Transportation Fee: to be determined each year

- This is a required fee for each sport in which the student participates during the school year.
- Athletes are expected to ride the team bus to and from competitions. There are no exceptions, unless emergency circumstances warrant alternative transportation.

Fitness Fee (Weight Room & Training Room): to be determined each year

- This may be required fee for each sport in which the student participates during the school year.

Individual Team Fees

Each sport might have an expected cost for its consumables that student-athletes will use and keep. Lake Central athletics strives to do its best to work with the Athletic Boosters and other donors to keep participation costs to a minimal. Fundraiser events conducted by teams are meant to minimize the cost for equipment, travel, tournament fees...etc.

ELIGIBILITY

To Students:

- **Your high school years** will provide some of the most memorable and enjoyable moments you will ever experience. Competition in interschool athletics is a once-in-a-lifetime experience, which will influence you forever.
- **Your participation** in high school athletics is dependent on your eligibility.
- **Keep** that eligibility. Read the following summary of Indiana High School Athletic Association rules which govern your participation.
- **You have 8 semesters** of high school to complete your eligibility.
- **Review** the school rules and team expectations with your parents/guardians. Ask questions of your principal, athletic director/s and coaches.

To Parents:

- **The value** of participating in athletics has been well documented.
- **Participants** earn better grades, have better attendance and have a greater chance for success in later life than non-participants.
- **Students must** meet certain standards in order to maintain the privileges of competition.

At Lake Central High School, athletic eligibility is determined by the following factors:

1. A completed IHSA physical packet is on file in the athletic office
2. Maintaining No Code of Conduct Violations
3. Remaining in good academic standing, which indicates the following:
 - a. A fulltime student who is enrolled and passing subjects totaling 5-credits/classes for grade 9 (freshmen).
 - b. A fulltime student who is enrolled and passing subjects totaling 6-credits/classes for grades 10, 11, 12.
 - c. Academic eligibility is determined each grading period and again at the end of each semester. A student who becomes ineligible due to poor grades will not be eligible until the next grading period and providing the student has earned the expected number of credits.
4. **ATTENDANCE:** (Practice or Competition)—In order to participate in athletics daily, and athlete must be in attendance for 2-full periods of the school day.
 - a. Daily attendance sheets are processed for coaches' verifications.
 - b. Exceptions may include: funerals, court appearances, college visitation...etc.

IMAGE & SPORTSMANSHIP

Academics Comes First.

Athlete's, Coaches', Parents' behaviors on and off the field of play should be exemplary.

IHSAA ELIGIBILITY RULES

To represent Lake Central High School in athletics, a student must meet all eligibility requirements of the Indiana High School Athletic Association as well as all of those set forth by Lake Central High School.

You are **ineligible** by the Indiana High School Athletic Association rules if:

1. **AGE**
 - a. you are 20 years old on or prior to the first date of the IHSAA tournament in your sport.
2. **AMATEURISM**
 - a. you play under an assumed name
 - b. you accept money or merchandise directly or indirectly from athletic participation
 - c. you sign a professional contract in that sport
3. **AWARDS/GIFTS**
 - a. you receive in recognition for your athletic ability any award not approved by your high school or the IHSAA.
 - b. you use or accept merchandise as an award, prize, gift or loan or purchase such for a token sum.
 - c. you accept awards, medals, recognitions, gifts and honors from colleges/universities or their alumni
4. **CONDUCT/CHARACTER**
 - a. you conduct yourself in or out of school in a way which reflects discredit on your school or the IHSAA
 - b. you create a disruptive influence on the discipline, good order, moral and educational environment in your school
5. **ENROLLMENT**
 - a. you did not enroll in school during the first 15 days of a semester
 - b. you have been enrolled more than four fall semesters and four spring semesters beginning with grade 9
 - c. you have represented a high school in a sport more than 8 semesters
6. **ILLNESS/INJURY**
 - a. you are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation
7. **PARTICIPATION**
 - a. **During contest season**
 1. you participate in tryouts or demonstrations of athletic ability in that sport as a prospective college student athlete
 2. you participate as a grade 9, 10, 11, or 12 student in a contest with or against a student enrolled below grade 9
 3. you participate in an organized athletic contest with or against players not belonging to your school
 4. you participate as an individual on any team other than your school team
 5. you participate as an individual without following the criteria for the outstanding student-athlete

6. you attend a non-school camp
 7. you attend and participate in a student clinic
 - b. **During school year out of season**
 1. you participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport, who have participated the previous year in a contest as a member of their school team in that sport.

Basketball - 3	Baseball - 5
Football - 6	Volleyball - 3
Softball - 5	Soccer - 6
 2. you receive instruction in team sports from individuals who are members of your high school coaching staff (exception: open facility).
 - c. **During summer**
 1. you attend a non-school fall sports camp and/or clinic after Monday of Week 4.
 2. you attend any other non-school camp and/or clinic after Monday of Week 5.
8. **PRACTICE**
 - a. you have not completed the required number of separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest.
9. **SCHOLARSHIP**
 - a. you did not pass five full credit subjects or the equivalent in your previous grading period. Physical Education will count as one of the five full credit subjects. Semester grades will take precedence.
 - b. you are not currently passing five full credit subjects or the equivalent.
10. **CONSENT AND RELEASE CERTIFICATE**
 - a. you do not have the completed certificate on file with your principal each school year, between April 1 and your first practice.
11. **TRANSFER**
 - a. you transfer from one school to another primarily for athletic reasons.
 - b. you were not enrolled in your present high school your last semester or at a junior high school from which your high school receives its students unless
 1. you are entering the 9th grade for the first time
 2. you are transferring from a school district or territory with a bona fide move by your parents.
 3. you are a ward of the court
 4. you are an orphan
 5. you transfer to reside with a parent
 6. your former school closed
 7. your former school is not accredited by the state accrediting agency in the state where the school is located.
 8. your transfer was pursuant to school board mandate for redistricting
 9. you enrolled and/or attended, in error, a wrong school
 10. you transferred from a correctional school
 11. you are emancipated

12. you did not participate in any contests as a representative of another school during the preceding 365 days
13. you return to an IHSAA member school from a non-member school and reside with the same parent or guardian
14. you transfer to a member boarding school with a corresponding move from the residence of your parent or you transfer from a member boarding school with a corresponding move to the residence of your parent
15. you are a qualified foreign exchange student attending under an approved CSIET program

12. **UNDUE INFLUENCE**

- a. you have been influenced by any person to retain or secure you as a student or one or both parents or guardians as residents.

DUAL SPORT PARTICIPATION

Definition: *participating in two varsity sports during the same season.*

While not encouraged at LC, dual sport participation is permitted under the following conditions:

- a. the athlete and his / her family are in favor of competing for 2 sport teams
- b. the coaches of the affected sports are in agreement that this is a desirable situation
- c. the coaches of the affected sports, athlete, and athletic director will meet to determine if a schedule for practices and competitions can be mutually agreed upon.
- d. the athlete is expected to practice regularly in both sports.
- e. the athlete will not be permitted to leave practice early in order to attend a practice in the other sport without the permission of both coaches.
- f. the athlete will not be permitted to miss any practices or contests in either sport without the consent of one or both of the coaches.
- g. a prioritized list of contest levels will be established before the first contest of either sport, such as the following:
 1. Contests take precedence over practices
 2. IHSAA tournament games
 3. Conference games
 4. Other tournaments
 5. Non-conference games

The athlete will be required to determine his / her "Primary" and "Secondary" sports. This determination will be used only to resolve scheduling conflicts that arise after the start of the season. If the letter requirements of both sports are met, then the athlete will be eligible to receive letters and awards in both sports. All final authority regarding conflicts and clarification of dual sport participation shall be vested in the Athletic Director.

Changing Sports

- **Same Sport Season**

If a coach cuts a student from a team, the student may join another team or program in that sport season, provided that tryouts for the second sport have not concluded and/or the head coach grants permission. An athlete who quits one sport may join another team in that same sport season, provided that tryouts for the second sport have not been concluded, it is prior to the first interscholastic competition of the original sport, and coaches are in mutual agreement.

- **Different Sport Seasons**

An athlete who quits one sport after the first contest has been completed to join another sport in different seasons may **not do so until the original season is completed**. Special circumstances may dictate exceptions to this practice. Exceptions will be made at the discretion of the athletic director, providing there is mutual agreement among coaches.

Cutting/Try-outs

In some of our sports, cutting a team down to a manageable size is necessary. Each of Lake Central's sport programs will have its own policy on choosing teams and the head coach of the program will be charged with developing and implementing that policy. However, all of our sports should use these principles as contributing factors when determining squad selection: talent, ability, and potential; attitude; attendance; and scholastic performance. Coaches should remind athletes and parents that evaluations are made on a daily basis and those athletes may be cut from a team anytime during the season.

One of the most difficult tasks facing many of our coaches during the first few weeks of practice is cutting athletes from a team. Many of these athletes have chosen to place athletics in a high priority position in their lives. In some cases, athletics has been given the highest priority. A coach must display compassion and sensitivity while conducting this difficult task.

For many reasons, parents have become more visible and involved when judging their son or daughter's ability. Some of these reasons are the following:

1. An over-emphasis on youth sports.
2. The idea that an athlete can receive a "full ride" or partial athletic scholarship to college.
3. The emphasis of sports in the media.

We are not putting down these reasons for parental involvement. Nor are we upset that parents are concerned and interested in what is happening to their children. But with this parental involvement, the coach is now faced with additional responsibility and pressure when making judgments for team selection.

Cutting/Try-outs Cont.

The following suggestions may be useful in heading off potential problems when making team selections. All coaches must keep in mind that the most important element to remember is the well-being of the young athlete who has placed sports in a very high priority position in his or her life.

1. Selection criteria should be set up by the coaching staff and explained to the candidates before try-outs.
2. Allow as many objective methods to be used when evaluating the athletes. Many drills or play-off system can be used where even the athletes have no doubt in their minds.
3. Understand that subjective issues and intangible factors play a role in determining final squad selection. Also understand that while those factors are always present in the coach's mind, they may be difficult for the athlete or parent to comprehend.
4. After the team is selected, the coach should have a short conference with the athlete or athletes that did not make the team and explain the reasons why.
5. Invite the athletes to try-out again next year and encourage them to get involved in church leagues, park districts and summer sports programs. Also encourage them to be a manager or team statistician.
6. Send a form letter to parents stating some of the above information and thanking them for allowing their child to try-out.
7. Cut as early as possible to encourage those cut to get involved in other sports or activities.

Keep in mind that an athletic program does not sell itself. All of us sell our programs. Efforts along these lines can pay big dividends in the future of our programs. Lake Central High School does an excellent job of maintaining a good solid program because of the high caliber of coaches working with our young people.

Student Managers and Trainers

Coaches are responsible for securing student managers for their teams. You are also responsible for their conduct and awards to be presented at the end of the season. It is often difficult to find managers, but a good one is invaluable. Occasionally, a manager might come from the ranks of those athletes who were cut from a team but want to stay involved.

There are a few items to be considered relative to student managers:

1. Take the time to work very closely with your manager.
2. As good as they may be, managers are not adults.
3. Do not allow managers to have your keys for any great length of time.
4. Like your players, a manager has to be supervised at all times.
5. Expect your players to treat your managers with respect.

Student trainers are under the direct supervision of the head athletic trainer. The coach must realize that when the head or substitute adult trainer is not present at a game or practice, the coach is responsible for his/her players. Student trainers can be very helpful and can be an important factor in the success of your team organization. However, student trainers are limited in their abilities, as well as liability. They can provide quality service in the basic training skills such as taping ankles.

HEAD CONCUSSION

FACT SHEET FOR ATHLETIC TRAINERS

New Law

A new law “Student Athletes: Concussions and Head Injuries” (IC 20-34-7) will take effect on July 1, 2012. This law requires that schools distribute information sheets to inform and educate coaches, student athletes, and parents of student athletes concerning the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. The law requires that each year, before beginning practice for an interscholastic or intramural sport, a high school student athlete and the student athlete’s parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete’s coach. The law further states that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may not return to play until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries.

Items to Consider When Developing Your Procedures

1. Discuss the new law requirements and your role with key personnel who could be involved if a student athlete is suspected of having a head concussion – athletic director, principal, medical director, coaches, and school nurse
2. Develop procedures or an action plan of what will occur when an athletic trainer is (or is not) present and a student athlete is suspected of having a concussion
3. Procedures, at a minimum, should consider the following items:
 - Ensure that coaches, athletes and parents are educated about head concussions and the appropriate forms are distributed, signed and returned
 - Ensure that if a student athlete is suspected of having a concussion, he/she is removed from play
 - Ensure that the athlete’s parents or guardians are informed about the possible concussion and are given the “Heads Up” – Concussion in High School Sports – A Fact Sheet for Parents
 - Ensure that if a head concussion is suspected, the athlete is kept out of play the day of the injury and until a licensed health care provider trained in the evaluation and management of concussions and head injuries signs and returns the *Head Concussion Evaluation and Release to Play Form for Licensed Health Care Providers*
 - Ensure that the licensed health care provider’s instructions concerning the return to play recovery/treatment plan is followed
 - Ensure that the athletic director and the school nurse are aware of the suspected head concussion and are informed of the recovery/treatment plan

Questions and Answers – Role of Athletic Trainer Regarding Head Concussion Law

1. *Can an athletic trainer do an initial assessment of a student athlete that has had a bump, blow or jolt to the head or body?*

Yes, if a student athlete has had a bump, blow or jolt to the head or body, the student may be assessed by an athletic trainer, if available. The athletic trainer can make a first assessment of the student athlete at the time of injury. If the student exhibits any of the danger signs associated with head concussion, the student athlete should receive immediate medical attention.

If during this initial assessment, the student athlete does not exhibit any of the danger signs associated with head concussion, but does exhibit any (even one) of the signs or symptoms of a head concussion, a head concussion should be suspected. At that time, the student athlete should be removed from play, the athlete’s

parents should be notified, and the athlete should not return to play until he/she is evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, and the “Head Concussion Evaluation and Release to Play Form for Licensed Health Care Providers” is completed.

2. *Can EMS personnel do an initial assessment for a student athlete that has had a bump, blow or jolt to the head or body?*

No, if EMS personnel are called to the scene, they will document the observed and reported signs and symptoms of the student athlete and provide care following the protocols established by their medical director. If called to the scene, EMS personnel will not determine whether a student athlete may return to play, but will transport a student athlete who is suspected of having a concussion or head injury to the nearest hospital.

3. *Are there important legal considerations for the phrase – “licensed health care provider trained in the evaluation and management of concussions and head injuries”?*

Yes, there are three distinct criteria a person must meet in order to qualify under this definition:

- Must have a license given by a governmental agency that regulates a specific profession
- Must be listed in Indiana Code as a health care provider
- Must have training in the evaluation and management of concussions and head injuries

By law, for a person to be able to sign a written clearance in order for the athlete to return to play after a suspected head concussion, the person must meet **all** three of the above criteria.

4. *Can an athletic trainer write a written clearance to return to play for a student athlete who is suspected of having a head concussion?*

No, an athletic trainer is a licensed health care professional who works under the direction of a licensed health care provider. Because an athletic trainer does not meet the criteria for the definition as a licensed health care provider, they are not allowed to write a written clearance for a student athlete to return to play following a head concussion.

5. *Can emergency medical personnel write a written clearance to return to play for a student athlete who is suspected of having a head concussion?*

No, emergency personnel are certified not licensed health care providers. Emergency medical personnel (EMT’s and Paramedics) do not meet the criteria for the definition as a licensed health care provider trained in the evaluation and management of concussions and head injuries.

Additional Resources

- CDC – http://www.cdc.gov/concussion/HeadsUp/high_school.html
- CDC – Concussion Signs and Symptoms Checklist - http://www.cdc.gov/concussion/pdf/TBI_schools_checklist_508-a.pdf
- IHSAA PROTOCL FOR IMPLEMENTATION OF NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS (NFHS) SPORTS PLAYING RULES FOR CONCUSSIONS - <http://www.ihsaa.org/dnn/LinkClick.aspx?fileticket=IBxNOKFNGyY%3d&tabid=836>
- IHSAA CONTEST OFFICIAL’S REPORT OF REMOVAL OF PARTICIPANT DUE TO POTENTIAL CONCUSSION - <http://www.ihsaa.org/dnn/LinkClick.aspx?fileticket=bfXK2un-uWo%3d&tabid=572>

HEAD CONCUSSION

QUESTION AND ANSWER SHEET

1. *Where can I find a copy of the new Head Concussion Law?*

The law is titled “Student Athletes: Concussions and Head Injuries”. It is listed under Indiana Code as IC 20-34-7 and can be found at the following site: <http://www.in.gov/legislative/ic/code/title20/ar34/ch7.html>

2. *Where can I find the forms and more information regarding this new law?*

The forms and information regarding this law can be found on the Indiana Department of Education Learning Connection under the community entitled “IDOE – Concussion and Head Injury in Student Athletes”.

3. *Does this law apply to all students?*

No, this law does not apply to all students. The law only applies to students that are in grades 9-12, who are participating in an interscholastic or intramural sport.

4. *What is the definition of an interscholastic sport?*

An interscholastic sport is defined as one that is sanctioned by the Indiana High School Athletic Association (IHSAA). These include the following for boys: baseball, basketball, cross country, football, golf, soccer, swimming, tennis, track and wrestling; and for girls: basketball, cross country, golf, gymnastics, soccer, softball, swimming, tennis, track and volleyball.

5. *What is the definition of an intramural sport?*

IHSAA states “an intramural contest occurs when all participants on both teams are members of one school”.

6. *With regards to the Concussion Law, what other types of teams could be considered as an intramural sport?*

Any team, comprised of student athletes in grades 9-12, that is considered a “school-sponsored” team or whose coach is paid, compensated or officially recognized by the school administrator would be considered as an intramural sport.

7. *Is cheerleading considered an interscholastic or intramural sport?*

In Indiana, cheerleading is considered an intramural sport, and thus would apply under this law. In addition, cheerleading is recognized as an interscholastic sport at the federal level by the National Federation of High School Sports.

8. *Are club sports considered intramural sports?*

Club sports would be considered as intramural sports if all the participants of both teams are members of one school, or if the coach of the club sport is paid, compensated or officially recognized by the school administrator.

9. *What about other age students or those that do not fall under the legal definitions of this law?*

For a student athlete, of any age or sport, the recommendation would be for the adults in charge to take head concussions and head injuries seriously. If a head concussion is suspected for any student, the recommendation would be to remove the student from play, notify the student’s parents and recommend that the student be evaluated by a licensed health care provider.

10. *Does a student athlete have to lose consciousness for a head concussion to be suspected?*

No, if a student athlete exhibits any of the signs or symptoms listed on the fact sheet, even if it is just one of the symptoms, he/she should be suspected of having a concussion.

11. *What should be done if a student athlete does lose consciousness, even for a brief time, after a blow to the head or body?*
Losing consciousness is one of the danger signs when a head concussion is suspected. A student athlete should receive immediate medical attention if after a bump, blow or jolt to the head or body he/she exhibits any of the danger signs listed on the fact sheet.
12. *Can an athletic trainer do an initial assessment of a student athlete that has had a bump, blow or jolt to the head or body?*
Yes, if a student athlete has had a bump, blow or jolt to the head or body, the student may be assessed by an athletic trainer, if available. The athletic trainer can make a first assessment of the student athlete at the time of injury. If the student exhibits any of the danger signs associated with head concussion, the student athlete should receive immediate medical attention.
If during this initial assessment, the student athlete does not exhibit any of the danger signs associated with head concussion, but does exhibit any (even one) of the signs or symptoms of a head concussion, a head concussion should be suspected. At that time, the student athlete should be removed from play, the athlete's parents should be notified, and the athlete should not return to play until he/she is evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, and the "Head Concussion Evaluation and Release to Play Form for Licensed Health Care Providers" is completed.
13. *Can EMS personnel do an initial assessment for a student athlete that has had a bump, blow or jolt to the head or body?*
No, if EMS personnel are called to the scene, they will document the observed and reported signs and symptoms of the student athlete and provide care following the protocols established by their medical director. If called to the scene, EMS personnel will not determine whether a student athlete may return to play, but will transport a student athlete who is suspected of having a concussion or head injury to the nearest hospital.
14. *Are there important legal considerations for the phrase – "licensed health care provider trained in the evaluation and management of concussions and head injuries"?*
Yes, there are three distinct criteria a person must meet in order to qualify under this definition:
- Must have a license given by a governmental agency that regulates a specific profession
 - Must be listed in Indiana Code as a health care provider
 - Must have training in the evaluation and management of concussions and head injuries
- By law, for a person to be able to sign a written clearance in order for the athlete to return to play after a suspected head concussion, the person must meet **all** three of the above criteria.
15. *Can an athletic trainer write a written clearance to return to play for a student athlete who is suspected of having a head concussion?*
No, an athletic trainer is a licensed health care professional who works under the direction of a licensed health care provider. Because an athletic trainer does not meet the criteria for the definition as a licensed health care provider, they are not allowed to write a written clearance for a student athlete to return to play following a head concussion.
16. *Can emergency medical personnel write a written clearance to return to play for a student athlete who is suspected of having a head concussion?*
No, emergency personnel are certified not licensed health care providers. Emergency medical personnel (EMT's and Paramedics) do not meet the criteria for the definition as a licensed health care provider trained in the evaluation and management of concussions and head injuries.

Lake Central Athletic Department Awards

Awards sponsored by the athletic department at Seasonal Banquets (Fall, Winter, Spring)

- **Lettering Awards**
 - Criteria: The lettering criteria should be clearly outlined by the coaches of each sport prior to the season and discussed with families at preseason meetings.
 - Junior Varsity (JV/participant): certificate
 - 1st Year Varsity Letter: certificate
 - 2nd Year Varsity Letter: certificate
 - 3rd Year Varsity Letter: certificate
 - 4th Year Varsity Letter: plaque with engraved name plate
- **Most Improved (MIP): patch**
 - Criteria: This is an award that is determined by the coaching staff of each sport and may be presented to any 9,10,11,12 grade student-athlete.
- **4.0 (“A” average): certificate**
 - Criteria: The premise of this award is to acknowledge multiple students who are achieving high standards of academics, rather than just a single scholar athlete award. The award is titled “4.0 or Higher”, but it acknowledges those student-athletes who have an “A” average or better as a cumulative grade point average for their academic career at LC while participating in athletics. Any 9th, 10th, 11th, 12th grade student-athlete can receive this award if they have an “A” average or better for a cumulative GPA. The athletic department will process data for this award.
- **Sportsmanship: patch**
 - Criteria: This award is determined by the coaching staff and may be presented to any 9,10,11,12 grade student-athlete of any sport.
- **Most Valuable Player (MVP): patch & plaque with engraved name plate**
 - Criteria: This is an award that is determined by the coaching staff of each sport and may be presented to any 9,10,11,12 grade student-athlete.
- **Pride, Hustle, Desire (PHD): certificate**
 - Criteria: This award is determined by the coaching staff of each sport and may be presented to any 9,10,11,12 grade student-athlete. You could interpret this as a mental attitude award, unless you have a routine of declaring a mental attitude award recipient as part of other honors (see below).
- **Rookie of the Year: certificate**
 - Criteria: This award is determined by the coaching staff of each sport and should be presented to a student-athlete who is a first-time participant in your sport.

Other Athletic Honors:

- Other awards that your team may recognize (ie: most free-throws, best sprinter, most touchdowns, best freestyler...etc.), but is not directly sponsored by the athletic department are acceptable. Tangible awards for these should be organized and ordered by the coach.

NOTE: Co-award winners are not discouraged by the athletic department, but the best effort should be made by each coaching staff to determine the most deserving single award recipient for each category. Should a co-award winner be determined by the coaching staff, documented justification, such as individual stats should be filed with team records to justify co-ward winners rather than making a decision that is just based on “feeling”.

Special Year-End Senior Awards

These are awards will involve a nomination and voting process by the head coaches. The nomination process for these awards will be conducted at an April head coaches' meeting. Voting for these awards will take place at the May head coaches meeting. The presentation of the awards will be at the Spring Banquet Awards and Recognition evening. The following is an outline of the process:

1. **April head coaches meeting:** Nominations begin for senior awards. Further nominations may be given after this meeting through the first week of May. The process will begin with the nomination of a senior athlete by a head coach. Prior to the May meeting, the athletic department will review current discipline data and code of conduct records for each student. Nominated students should be in good standing with their sport(s) and should have no current discipline or code of conduct violations.
2. **May head coaches meeting:** After a final call for nominations, the athletic director will begin by stating the name of the first student nominated for a senior award followed by a request for the nominating head coach to state a case for this student-athlete to receive this award. After each nominating coach has stated a case, final discussion will proceed followed by an execution of vote. Each head coach will be allowed one vote for each sport coached. Once the votes are tallied, a winner will be determined and informed to all coaches prior to closing the meeting. The process will be same for each senior award. All information, nominations, and award recipients will be considered confidential until they are announced at the Spring Awards Banquet.
3. **June/Spring Awards Banquet:** After the May coaches meeting, letters will be sent home to seniors receiving special year-end awards, inviting them to attend the Spring Awards Banquet. The letter will only state that they have been selected for a special senior award and it will be presented to them at the June banquet. Nominating coaches of each award winner will also need to be in attendance on this evening in order to present the senior with their award.

The following are the categories of Special Year-End Senior Awards

- **Athlete of the Year (Male & Female): plaque**
 - Criteria: This award is THE EXCEPTION, meaning that this award will be open for any 9,10,11,12 grade student-athlete at Lake Central. Special consideration should be taken by coaches when they nominate a non-senior for this award. For non-seniors, one should consider whether the athlete has received All-State recognition. Although the current year's accomplishments should be the focus, coaches are welcome to discuss high school career accolades for a nominee.
- **All-Around Senior Athlete of the Year (Male & Female): plaque**
 - Criteria: This award is open for only seniors and nominees should have lettered in multiple sports during their senior year. Preferably, nominees will also have evidence of participating in multiple sports in multiple years throughout their high school career.
- **Sportsmanship Senior Award (Male & Female): plaque**
 - Criteria: This award is open only for seniors. Nominees may be service personnel (managers) or individuals who have displayed positive attitude and sportsmanship for Lake Central Athletics outside of the team(s) that they belong. These might be students who have displayed positive leadership as a fan while attending events or as a leader for Lake Central Athletics beyond the team environment.
- **Mental Attitude Senior Award (Male & Female): plaque**
 - Criteria: This award is open only for seniors. Nominees should be service personal (managers) or individuals that may have overcome a hardship while assisting in a team's success, or have helped others to overcome their hardships.
- **Scholar Athlete Senior Award (Male & Female): plaque**
 - Criteria: This award is open only for seniors. The athletic department will process a list for coaches of athletes who have a cumulative GPA of 3.66 or higher. Coaches may nominate an athlete for this award who they feel has had a strong/successful varsity athletic career while maintaining a GPA of 3.66 or higher.

Wall of Fame Recognition

The Wall of Fame is intended to recognize and honor recipients of special awards. The following is criteria for athletes to achieve Wall of Fame recognition:

- Athlete of the Year
 - ✓ A picture of the male and female athlete of the year will be taken in June.
- All-Around Senior Athlete of the Year
 - ✓ A picture of the male and female athlete of the year will be taken in June.
- Sportsmanship Senior Award
 - ✓ A picture of the male and female award winners will be taken at the spring banquet
- Mental Attitude Senior Award
 - ✓ A picture of the male and female award winners will be taken at the spring banquet
- Scholar Athlete Senior Award
 - ✓ A picture of the male and female award winners will be taken at the spring banquet
- Top 4 State Medalist Achievement (individual or relay)
 - ✓ Any 9,10,11,12 grade male or female who has achieved a Top 4 State Finish at the IHSAA tournament in an individual or relay event will have a picture taken in June. Relay teams will have a picture taken that depicts the four individuals in that relay.
- All-American Achievements
 - ✓ Any 9,10,11,12 grade male or female who has been recognized by the governing body of their sport as an NFHS All-American will have a picture take in June for the Wall of Fame.
- All-Star Team Selection
 - ✓ Any 9,10,11,12 grade male or female who has achieved All-Star recognition from a sport specific association that is partnered with the IHSAA will have a pictured taken in June.
- IHSAA or Sport Association Special Acknowledgements
 - ✓ Examples include: Miss/Mr. Basketball, IHSAA Mental Attitude Award, Miss Softball, Mr. Baseball...etc.

Athletes having a picture taken for the Wall of Fame will either be pictured in team gear as provide by the head coach or athletic department, or in a formal outfit approved by the athletic director.

Lake Central High School Athletic Award Information

Year: _____

Coach: _____

Sport: _____

Final Record: _____

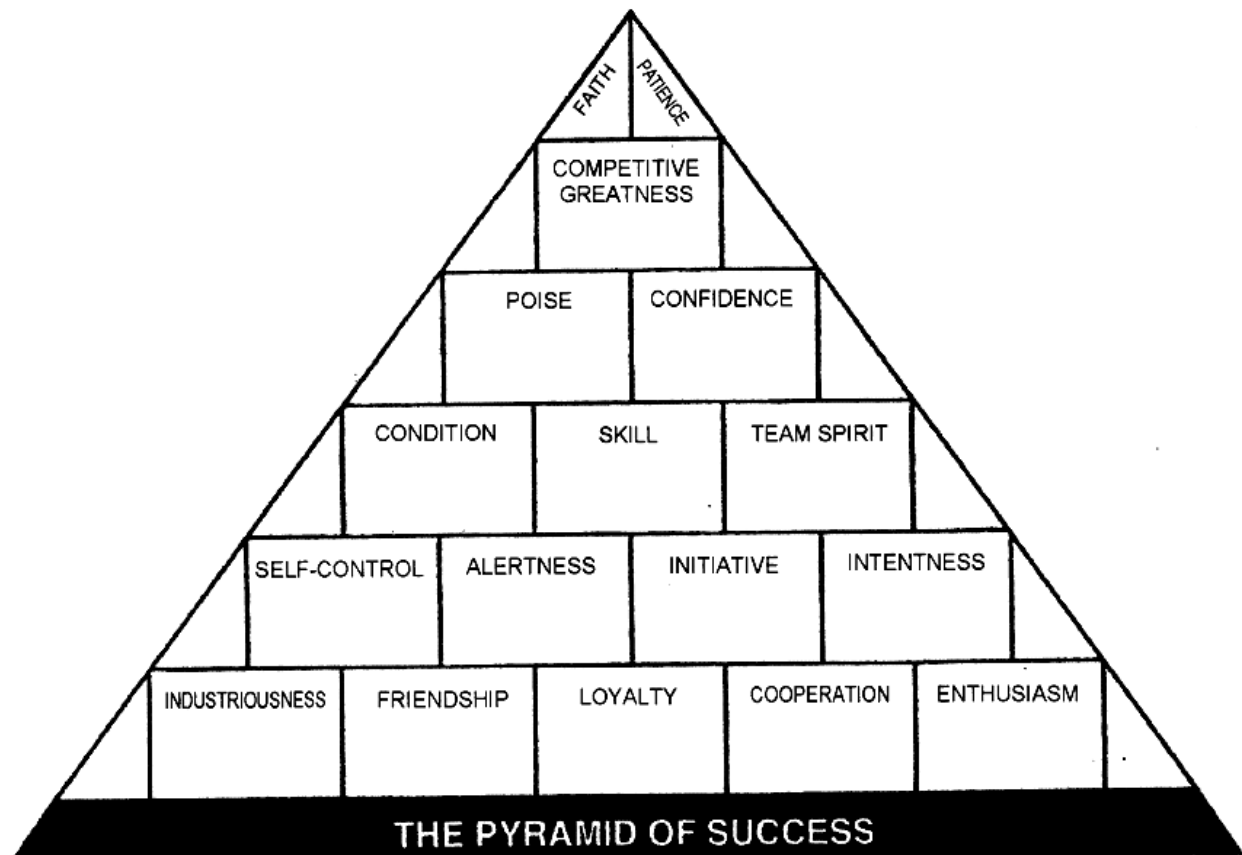
DAC Record: _____

IHSAA Tournament Level: _____

#	NAME	Yr	JV	V-1st	V-2nd	V-3rd	V-4th	MIP	4.0	Sports.	MVP	PHD	Rookie	Other Athletic Honors
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
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Success

Success is peace of mind that is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming.



FORMS

- **Form A:** Pre-Season Checklist **(Page 30)**
- **Form B:** In-Season Checklist **(Page 31)**
- **Form C:** Post-Season Checklist **(Page 32)**
- **Form D:** Evaluation Checklist and Summary **(Page 33-34)**
 - *Head Coach will complete this form for each assistant coach and conduct a post-season meeting.*
 - *AD will complete this form for each head coach.*
- **Form E:** Athletic Hall of Fame (Process and Procedures) **(Page 35-37)**
- **Form F:** Concussion Protocol and Acknowledgement **(Page 38-39)**
 - *Each athlete/parent must complete this form annually before participating*
- **Form G:** Concussion Release to Participate **(Page 40)**
 - *To be completed by athletic trainer to verify release of athlete to participate*
- **Form H:** PO...Purchase Order Request **(Page 41)**
 - *Head coach should complete this form to seek approval of purchases.*
- **Form I:** Fundraising Request **(Page 42)**
- **Form J:** Summary Collection Form **(Page 43)**
- **Form K:** Inventory Report **(Page 44)**
- **Form L:** End of Season Report **(Page 45)**
- **Form M:** Accident/Incident Report **(Page 46)**
 - *To be completed by the coach/staff when an injury occurs at practice or at a competition. A copy of the form should be retained by the head coach. A copy should be given to the athletic office and the athletic trainer.*

Page 44-50: These pages contain information that can be copied and given to families and student-athletes to better educate them about the college recruiting process.

LAKE CENTRAL ATHLETICS

COACHES' PRE-SEASON CHECKLIST

Schedule a meeting with the AD to review your budget, equipment orders, practice schedule, parent meeting date, booster representation...etc.	
Review/Evaluate your Facility (list concerns, problems, solutions)	
Notify the AD office of any repairs or facility needs as soon as possible	
Double & Triple Check your team's competition schedule	
Complete your bus requests	
Receive a "White Card" from the AD office for each student athlete before an athlete can participate in try-outs. No Physical/No White Card = No Practice	
Return Blue Insurance Forms to the AD office	
Complete your athlete Medical Cards for travel (communicate with Trainer)	
Turn a copy of your practice schedule in to the AD and the Athletic Trainer	
Turn a copy of your team selection criteria to the AD	
New Student <u>Athlete Transfer</u> need to be processed and approved by the IHSAA before the student can be allowed to compete on any level of sport	
Make sure the AD office has correct names and contact information of all coaching staff members	
Turn in a master Roster of your Team as soon as possible, including team managers (full names, grade, number, position...etc)	
<u>Eligibility</u> of each athlete must be checked prior to your team's first contest	
Schedule pre-season team pictures	
Discuss with your athletes our Core Values (Sportsmanship)	
Discuss with your athletes the Code of Conduct Expectations	
Discuss with your athletes the harms of Hazing. NO Hazing!	
Prepare for Parent Meeting: team handouts, rules, expectations, schedules...etc. Confirm parent meeting date with athletic director	
Complete Fund Raiser Application Form and seek approval from the AD	
Turn into the AD the individual cost per player of team packets and what is received in your team gear packets	
Complete your Coaches' Association Memberships	
Discuss and Seek Approval for Coaching Clinics you desire to attend	
Give the names of your team's Booster Club representatives to the AD office	
Any request for an over-night trip must have AD and School Board approval	
Organize and Review your Game Personnel (announcer, scorer, timer...etc)	

LAKE CENTRAL ATHLETICS

COACHES' IN-SEASON CHECKLIST

Turn in updated team rosters immediately.	
Make sure monies for fees are turned in to the athletic office asap	
Accident/Injuries: make sure accidents and injuries incurred at a practice or contest have been communicated to the trainer and athlete's family.	
Body Fluids: each coach has the responsibility of knowing the rules concerning body fluids and continued competition by an athlete for the sport	
Coaches Conduct: it is imperative that coaches are continually aware of their appearance, language, body language, and "sideline" behavior. Each of us is a representative of our school, athletic philosophy, and rules of the game. We are charged with the responsibility of being seen, heard, and judged by our actions. We are to be a positive role model for our student athletes, school, and community. If a coach is ejected from a contest, the coach will automatically miss the next game. Subsequent removals may require additional penalties imposed by the athletic department.	
Each coach is responsible daily contest results to the athletic department following each contest. Note any records or outstanding accomplishments.	
All coaches are to carry emergency medical information for their athletes	
The head coach is responsible for confirming the eligibility status of the members of their teams with the athletic department.	
Coaches are responsible for the general care and up-keep of their facilities. Major concerns should have been noted with the athletic director prior to the season. LC custodial and maintenance staff will complete most work, but the coaching staff can assist in many different ways. It is important that you oversee your facility both in and out of season.	
Remember to continually be vigilant against hazing & bullying at any time.	
The head coach is responsible for the timely submission of their IHSAA Tournament Entry Form to the athletic department for tournament competitions. A good rule of thumb is to return the form and have it ready to send one week in advance of IHSAA deadlines.	
Tournament eligibility of athletes has been checked and confirmed with school and athletic department records.	
Complete paperwork for team post-season awards and for All-State, All-America, and Academic All-State awards. Be mindful of the deadline dates for your associations (national, state, and local).	
Acknowledge DAC athlete recognitions to the athletic office.	

LAKE CENTRAL ATHLETICS

COACHES' POST-SEASON CHECKLIST

*Set up a Post-Season evaluation meeting with the athletic director	
Complete staff evaluations of your assistant coaches	
Confirm awards list with the athletic department prior to Banquet	
Collect, Clean, Store uniforms and equipment.	
Ensure that an inventory of uniforms and equipment is on file with AD	
A season summary or scores and results is on file with the AD	
Team records are updated and on file with the athletic office	
Notify athletic office of any banners/signs that need to be updated	
Notify athletic office of any needs/repairs to facilities	
Inform those students that are participating on a non-school team out of season the IHSAA rules regarding the number of participants allowed on a team from one school	
Return training room and med-kit items to the athletic trainer	
Review staffing needs with the AD	
Send St.John sports (stjohnsports@sbcglobal.net) a list of your student-athlete awards (State & DAC) for families to purchase recognition patches.	
For the Good of the Order.....	

EVALUATION PROCEDURES

Each coach will be evaluated each year. The Head Coach will be evaluated by the athletic director in writing with a copy kept by the coach and copy filed with the athletic office. Assistant coaches will be evaluated by the head coach, using the same evaluation tool as provided by the athletic director. Head Coach should also assist the middle school athletic directors with the evaluation of middle school coaches. Pre-season meetings should be scheduled by coaches with the athletic director to review team needs, goals, and financial status. A post-season evaluation meeting will serve to review the season, ascertain the accomplishments of goals, and to discuss areas of improvement. Failure to correct deficiencies may result in termination from the coaching position.

**LAKE CENTRAL'S COACH CHECKLIST
(Evaluation Form)**

Coach: _____ Date: _____

Sport: _____ Coaching Position: _____

Observer: _____ Title: _____

Years of Experience in Current Coaching Position _____ Years of Coaching Experience in the LCSC _____

A ✓/x indicates the practice was observed. All concerns are noted in "Evaluator Comments."

1. Encourages athletes to play by the rules, respect officials, and handle winning/losing in an appropriate manner	
2. Treats players with dignity and respect	
3. Prior to the first contest, communicates with parents and athletes regarding the goals, objectives, and team rules	
4. Takes responsibility for inventories, proper storage, and care of athletic equipment	
5. Maintains reasonable/appropriate supervision of athletes, locker rooms, and athletic areas of responsibility	
6. Exhibits reasonable and prudent conduct in preventing and handling injuries including interaction with trainers and athletic director	
7. Cooperates with coaches of other sports in sharing of ideas, facilities, and athletes	
8. Is fair, understanding, and follows due process with team members	
9. Maintains professional interaction with parents	
10. Cooperates with members of the media to promote Lake Central athletes and programs	
11. Strives for excellence in coaching skills and techniques through professional improvement and regular attendance at athletic department meetings	
12. Maintains an accurate team roster at all times	
13. Is punctual with season ending reports and other information pertinent to the coach's sport	
14. Reports any serious injuries or unsportsmanlike conduct to the athletic office by noon the next school day	
15. Take responsibility for proper conduct on school corporation vehicles following school corporation and athletic department guidelines	
16. Applies the knowledge of skills, techniques, and the rules of the sport by demonstrating the ability to teach fundamentals and evaluate the performance of athletes and teams	
17. Encourages and assists team members in setting personal goals to reach their academic potential	
18. Models the qualities that he/she expects from the players (i.e. sportsmanship, ethical behavior)	

*Coaches' Checklist Cont.***Comments of Observer:****Comments of Coach:**

Coach's Signature _____ Date _____

Observer's Signature _____ Date _____

Note:

*Signature indicates that the coach and the evaluator discussed this evaluation. The signature does not necessarily denote agreement with all items listed in this evaluation. * A separate checklist will have to be created for Assistant Coaches*

Lake Central High School ATHLETIC HALL OF FAME Process and Procedures

The process for election into the LCHS Athletic Hall of Fame is as follows:

- A. Proper completion of the nomination form.
- B. Nomination forms are available in the Athletic Director's office or you can access a nomination form online by going to the Lake Central Athletic website. A printable form may also be downloaded from this site which can be completed and returned to the Athletic Director's office.
- C. A selection committee consisting of the school administration and head coaches shall meet and review the properly completed nomination forms. Consensus of the committee shall determine who is inducted.
- D. A biographical sketch of each nominee must be sent, along with the nomination form, by the nominator. The names of those elected, along with their biographical material will be forwarded to the media. A press release will be created by the Athletic Director and sent to media outlets in the inductees' area of residence. The Athletic Director will then have plaques created for each inductee (one for a display case and one for the recipient).
- E. Induction of members into the Hall of Fame will take place at an appropriate home basketball game (after the first of the year), during half-time of the varsity contest.
- F. A plaque will be presented at the induction presentation and then put on display in a prominent location in the LCHS athletic commons area.
- G. Once nominated, an individual will remain on the active list for a period of 2 years, after which a new nomination form will need to be completed.

DEADLINES:

Nomination forms due to the Athletic Office by October 15th each year.

Selection will be made by the end of November.

Notification of those selected to Hall of Fame and the media will be completed during December and January.

CRITERIA FOR INDUCTION TO THE Lake Central High School ATHLETIC HALL OF FAME

I. GENERAL REQUIREMENTS

General Statement

All members will have been associated with Lake Central High School athletics and / or have reflected honor and achievement unto the athletic program(s) at Lake Central High School.

II. HALL OF FAME CATEGORIES AND REQUIREMENTS FOR EACH

A. Coaches

A coach will be eligible after having made outstanding athletic contributions to the Lake Central High School athletic department for a significant period of years.

B. Player

A player will be eligible for induction a minimum of five (5) years after his / her high school playing career is finished.

C. Volunteer / Contributor

A volunteer/contributor will be eligible after having made significant contributions in time and effort to programs of Lake Central Athletics. These patrons can be defined as team managers, game help, coach/team support staff...etc.

D. Team

Teams will be eligible for induction after a minimum period of five (5) years after the accomplishment of a significant event. Nominated teams must include a list of coaches, players, and detail of the specific accomplishment, including date (year). Significant accomplishments for a nominated team should include IHSAA tournament level success.

III. SELECTION COMMITTEE

A selection committee consisting of the school administration and head coaches shall meet and review the properly completed nomination forms. Consensus of the committee shall determine who is inducted.

IV. NOMINATION PROCESS

Anyone can nominate a player, coach, volunteer/contributor, or team as long as the nominee meets the necessary requirements and the nominator properly completes the nomination form.

Lake Central Athletics
Hall of Fame Inductee Nomination Form

Return this form to:
 Lake Central Athletic Director
 8400 Wicker Avenue
 St. John, IN 46373

Name of Person Submitting Nomination: _____ Date: _____

Phone: _____ Email: _____

Relationship to Nominee: _____

Reason for your Nomination: _____

Name of Nominee: _____ **Age:** _____

Indicate the Following about the Nominee (check one):

_____ Coach _____ Player _____ Volunteer/Contributor _____ Team

Nominee's Phone Number: _____ Email: _____

Nominee's Address (street): _____

(City): _____ (State): _____ (Zip Code) _____

High School Attended: _____ Graduation Year: _____

College/University Attended: _____ Graduation Year: _____

Please list any special high school or college accolades:

**For nominated Teams, list specific accomplishment and year. Attach a list of coaches and team members.*

Describe Accomplishments while at Lake Central

(sports coached/played; years coached; team records; conference/state/local/national awards...etc. Feel free to send clippings or other support data. Attach additional documentation if necessary. Do Not Send Photos at this time.)

Further Comments and Career Highlights: _____

**Attached additional information if necessary.*

Lake Central Athletics Student & Parent/Guardian Concussion Information & Acknowledgement

In order to better protect and inform student-athletes and families, Lake Central Athletics has mandated that all athletes, parents/guardians, and coaches follow the IHSAA Concussion Policy and Indiana State Law, which requires an acknowledgement of having been informed about concussions.

A concussion is a brain injury, and all brain injuries are serious. They may be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head.

A concussion can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications, including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. One cannot see a concussion. Most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show right after the injury or can take hours or days to fully appear. If your child/player reports any symptoms of concussion, or if you notice the symptoms/signs of concussion, seek medical attention right away.

Symptoms may include one or more of the following:

1. Headache.
2. Nausea/vomiting.
3. Balance problems or dizziness.
4. Double vision or changes in vision.
5. Sensitivity to light or sound/noise.
6. Feeling of sluggishness or foggiess.
7. Difficulty with concentration, short-term memory, and/or confusion.
8. Irritability or agitation.
9. Depression or anxiety.
10. Sleep disturbance.

Signs observed by teammates, parents and coaches include:

1. Appears dazed, stunned, or disoriented.
2. Demonstrates short-term memory difficulties (e.g. is unsure of the game, score, plays, or opponent).
3. Exhibits difficulties with balance or coordination.
4. Answers questions slowly or inaccurately.
5. Loses consciousness.
6. Demonstrates behavior or personality changes.
7. Unable to recall events prior to or after the hit.

What can happen if my child/player keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

Concussion cont.**What should I do if I think your child/player has suffered a concussion?**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear. Close observation of the athlete should continue for several hours.

An athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and may not return to play that day until the athlete is evaluated by a medical doctor, or doctor of osteopathy, or certified/licensed athletic trainer, trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider that states the athlete has not suffered a concussion. If it is determined the athlete has suffered a concussion, the athlete may not return to competition that day under any circumstances and thereafter must be evaluated by and receive written clearance from a medical doctor or doctor of osteopathy.

You should also inform your child's Coach, Athletic Trainer (ATC), and/or Athletic Administrator, if you think that your child/player may have a concussion. And when it doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to the following sites:

<http://www.cdc.gov/ConcussionInYouthSports/>

www.nfhslearn.com

Lake Central Athletics' Concussion Protocol will be the following:

- Game or Practice Suspect Concussion →
 - 1) Referee/Official, Coach, or Athletic Trainer notices signs of concussion in an athlete: Athlete is removed from contest/practice and evaluated by health care professional.
 - 2) Should a concussion be determined, an athlete will not be permitted to return to contest/practice until the following steps have been completed:
 - a- Impact Test shows return to baseline (1st test within 72-hrs);
 - b- Athlete has been seen and cleared by an MD or DO to return to participation;
 - c- Athlete is symptom free at rest and at exertion;
 - d- Athlete has demonstrated successful ability to complete the 5-step return-to-play aerobic and agility protocol as monitored by the athletic trainer (ATC).
- At Home Suspect Concussion →
 - 1) Parent or Student-Athlete notices signs/symptoms of concussion while at home: The family should seek medical consultation and notify the Head Coach and Athletic Trainer.
 - 2) Should a concussion be determined, the athlete will not be permitted to return to contest/practice until the above Game or Practice Suspect Concussion steps have been completed.

Signature of Student-Athlete

Print Student-Athlete's Name

Date

Signature of Parent/Guardian

Print Parent/Guardian's Name

Date

HEAD CONCUSSION EVALUATION AND RELEASE TO PLAY FORM

Lake Central Athletics

Student Name: _____ Date: _____

Sport's Team: _____ Grade: _____ Number of Past Concussions: _____

*Brief description of how injury occurred and why concussion was suspected: _____

Athletic Trainer Summary Section

Per Indiana Code 20-34-7, a student athlete who is suspected of suffering a head concussion may not return to play until the student athlete has been evaluated by a **licensed health care provider trained in the evaluation and management of concussions and head injuries** and receives a written clearance to return to play from the health care provider who evaluated the student athlete.

Above mentioned student was evaluated by the following Health Care Provider: _____

The above mentioned student athlete is:

_____ **NOT** cleared to participate in any sports-related activities (including gym class) until the following steps have been completed:

- a- Impact Test shows return to baseline (1st test within 72-hrs);
- b- Athlete has been seen and cleared by an MD or DO to return to participation;
- c- Athlete is symptom free at rest and at exertion;
- d- Athlete has demonstrated successful ability to complete the 5-step return-to-play aerobic and agility protocol as monitored by the athletic trainer (ATC).

_____ May participate in only light activity, but not cleared for competition
(10 minutes on an exercise bike, walking or light jogging; but no weight lifting, jumping or hard running)

_____ May participate in moderate activity, but not cleared for competition
(Moderate intensity activity on an exercise bike, jogging or weight lifting)

_____ May participate in heavy; non-contact physical activity, but not cleared for competition
(Sprinting, running, high-intensity exercise bike, weight lifting; but no contact sports)

_____ Cleared, as of today, to return to all activities, including sports practice and competition, without restrictions

(Signature of Athletic Trainer)

(Date)



PURCHASE ORDER (PO #) REQUEST

Date: _____

Sport: _____

Payable To: <i>(name of vendor)</i>	
Address: <i>(vendor contact info)</i>	
Name of Sales Rep.	

Quantity	Item Description	Unit Price	Total
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Coach: _____

TOTAL: \$ _____

PO # _____

AD approval: _____

******(save this form)******

Invoice Check & Receipt of Order

(Complete and return this form to athletic office with invoices to verify payment)

Date: _____

_____ All Merchandise has been Received

_____ Continue with Payment

_____ Quantities are Correct

_____ Do Not Pay

_____ Pricing is Correct

Coach Signature: _____

LAKE CENTRAL ATHLETICS FUND RAISER APPLICATION

Application Date: _____ Number of LC Students Involved: _____

Name of Sport: _____ Name of Coach: _____

Date(s) of Fund Raiser: (Begin) _____ (End) _____

Length of Fund Raiser (# of days, weeks...etc): _____

Please indicate Time or Periods of Sales: _____

Purpose of Fund Raiser: _____

Type/Method of Fund Raiser/Sales: _____

Location of Fund Raiser (café, foyer,...etc.): _____

Special Equipment/Set up needed (tables, chairs, garden hose...etc.): _____

Financial Information

Expected Cost to LCHS Organization: _____ Expected Gross: _____

Vendor Information (Please Attach a Sales Brochure if Available.)

Name of Vendor: _____ Name of Sales Contact Person: _____

Sales Contact Phone Number: _____ Email: _____

Expected Delivery Date: _____ Delivery Method: _____

Delivery Location: _____ Expected Delivery Time: _____

*******Lake Central Athletics Administrative Information*******

Date Received: _____ Approved: _____ Disapproved: _____

Administrator Signature: _____ Position: _____

Administrative Remarks: _____

Actual Completion Date: _____ Bills Paid: \$ _____ Actual Gross: \$ _____

SUMMARY COLLECTION FORM

(Prescribed by the State Board of Accounts: FOROM SA-8, 2005)

*Hard copies of this form are in the athletic office.

*An excel file for quick calculations can be emailed to you upon request.

This form is to be used for all deposits of monies to the athletic office.

LAKE CENTRAL ATHLETICS
Inventory for Year: _____

Head Coach: _____

Sport: _____

[illegible]

Complete this form indicating an item description (balls-game/practice, warm-ups-tops/bottoms, varsity, jv, nets, various other equipment or gear...etc). Also indicate location of the equipment (such as a locker room or storage cage...etc). After labeling condition, indicate a recommendation of retention or a necessity to seek replacement.

Year: _____

Level: Varsity.....JV.....Fresh.

[illegible]

LAKE CENTRAL ATHLETICS: Accident/Incident Report

Date of Incident	
Day of Week	
Time of Incident	
Location of Incident (facility)	
Event (practice, competition)	
Name of Sport	
Name of Coach/Supervisor	
Name of Injured Person	
Grade/Age	
Date of Birth	
Gender	
Address	
Phone Number	

Details/Description of Incident (How did the injury occur?): _____

Was the parent(s) of the student contacted? _____ : Yes _____ : No

Did the injury require a physician/hospital visit? _____ : Yes _____ : No

Was the school athletic trainer available? _____ : Yes _____ : No

What on-site medical treatment was provided?: _____

How can/will the situation/environment be resolved to prevent future injuries?: _____

Signature: _____

Date: _____

College & Recruiting Information

The following section offers some information regarding the NCAA recruiting process for prospecting athletes. Coach should refer to this section when looking for information and ideas about the recruiting process and when developing dialogue with families and student-athletes about visiting colleges and participating in sports in college.

COLLEGE: The Decision Process

Before finalizing a college choice, the following are thoughts and preparations a student should consider:

→ **School**

- Reflect on your favorite grade/time in school (favorite age)
- What is your favorite subject or class (other than lunch)
- What/who has had influences on you (positive or negative)
- Your grades and study habits

→ **Athletics**

- When did you begin playing sports (fun /vs/ competitive)?
- Why did you stay with your current sport(s)?
- What type of training do you enjoy?
- What type of training benefits you?
- What do you like about high school athletics?
- What do you like about USS/Club/AAU?
- What do you like about competitions?
- How important is it for you to continue doing sports in college? Why?
- What style of coaching do you best respond to? (training /vs/ competition)

→ **Family**

- How important is a financial scholarship to you?
- Is there a need and an opportunity for Academic scholarships and grants?
- What are your family's financial needs?
- Will you require student loans?
- What size of a scholarship do you want/need?
- Scholarship options can limit or direct your college choices.

The following is a list of actions that need to be accomplished before or during the application process to a school:

- Take SAT or ACT or Both (some schools have preference)
- Complete NCAA Clearinghouse (can be completed online)
- Give counselors plenty of notice for transcripts---follow up constantly!
- Determine Top Ten list of schools (give copy to coach)
- Create two lists of questions—one asked by the athlete, one asked by parents.
 - Keep next to the telephone when a coach may call.
- Have blank paper available to write responses to your questions.
 - Document time and date when a school may call

The following are concerns that you and your parents need to address when exploring college opportunities:

→ **School Considerations**

- What type of school is best for you (4 year college or University)?
- Large school near big city? /or/ Small school?
- Far from home? /or/ Close to home?
- What type of campus housing is available? (dorms, apartments, fraternities, athletic housing)?
- What type of campus is best for you (closed, or spread out)?
- Transportation (options, requirements)?
- Do you have career choices—Academic programs? (majors/minors)
- Is tutoring easily available? (for athletes?)

→ **College Athletic Considerations**

- Competitive programs—Why are they? (Coaching? Recruiting?)
- Male coach? /or/ Female coach? (How long has coach been there?)
- What size is the coaching staff—assistants?
- What conference (if any) is the school in? (ranked?)
- Any NCAA qualifiers? (recently?)
- How large, nice, available is the facility?
- Weight room? (access to a trainer?)

→ **What College Coaches May Desire**

- SAT/ACT scores or expectations of testing date
- Dedicated, energetic recruits
- Well-rounded athlete
- Four year commitment
- Honesty
- An athlete who is excited to continue training and making improvements
- Someone who believes in themselves and is coachable
- An athlete who likes being part of a team

The following are some tasks that coach can and will do for you as well as what coach cannot:

→ **What Coach Can Do**

- Counsel you through times of confusion.
- Help to contact a desired coach and program.
- Guide you through the recruiting process helping to secure official or unofficial visits.

→ **What Coach Cannot Do**

- Cannot guarantee money or scholarship.
- Cannot complete the necessary paperwork for you.
- Cannot complete this process without your dedication to your own needs.

The coach's role is simple in that can establish dialogue with a particular coach to help create a path of communication between a college program and your family. I act as a source of verification for the college coach; assuring him of your abilities and hard working desires, but once you and the coach have been able to establish dialogue the process then falls upon your shoulders to sell yourself.

Remember: It is OK to be curious about the recruiting process and you are encouraged to ask many questions about the college and recruiting process to any coach you may speak with. Keep a list of questions by the phone so you don't hang up realizing what you really wanted to ask, but forgot.

College Any One?

Below are some thoughts and categories for the student-athlete and coach to consider when exploring an academic future for after high school, whether planning official or unofficial college visits.

Recruitment→ Coaches of colleges and universities have certain criteria they use when they are looking for potential candidates to join their athletic programs. Coaches also have certain guidelines and rules they need to follow when recruiting athletes. Division I, II, or III schools can offer an **official** visit to you, which means the school will pay for your transportation and a 48 hour stay. The NCAA allows you to take 5 different Division I or II visits. There is no limit to the number of visits you may take to a Division III school. Division I and II schools are the only types of schools allowed to offer athletic scholarships.

College Types→ When considering a school, your family's financial status will be important for you to know. You need to know if you qualify for various state and government aide and grant based on personal and parent income. You also need to decide on the type of school that would best suit you. Do you have a preference for a large state school, or would you be more at home with a smaller private school. Larger schools put the pressure on you to keep yourself focused; they also provide for great and diverse opportunities to make connections and meet new people. Smaller schools (which tend to be categorized as Division III) can provide a rich academic experience, allowing students to personally engage with topics and professors rather than just existing as a number on the campus. Some schools are also classified as a college and some are classified as a university. Schools that are labeled as a university have undergraduate and graduate programs and schools that are labeled as a college usually have undergraduate only programs (bachelor degree). You have to decide if your personal and career needs desire a big school or a little school.

Organize Time and Trips→ Applying early can be a hectic and confusing process, especially if you are still awaiting SAT/ACT scores. Coordinate conversations with coaches as early as possible, and return a coach's call ASAP. There is no set standard for early fall trips being better or easier than spring trips. If you agree to take an official recruiting trip, try to plan your trip so that you may attend Friday classes and stay through the weekend. This will allow you to observe class, study, and social environments. Before your visit, inform the coach about what classes and courses interest you. Try to attend classes that you will have a desire to major in.

Questions for your Visit→ If you attend classes, notice the class size. Is it a large lecture hall where binoculars would be needed to see the professor, or is it like your high school classroom? Would you be comfortable with the classroom environment and the abilities of the professor? Ask your guide student about how difficult it is to balance a student, sport, and social life. Ask athletes that you meet about the practices. How often does the team practice? Is attendance a requirement? Who travels to competitions? Have any of the athletes improved while at this school? Are they enjoying themselves? Do any of the athletes have regrets? Ask what other schools the athletes may have applied, and ask why they chose this school.

Thoughts for the Coach→ When you meet the coach, this may be the first time that both he and you are able to place a face to the voice. Be friendly and energetic (of course, be yourself). When your time with the coach allows for questions, ask what the average GPA is for the team and for the school. See if you could handle the academic demands of the school. Does the coach know what SAT or ACT requirements are needed to get accepted? Does the coach's style fit your comfort zone and expectations? Make sure you see the facilities and meet some people from the team. Would you have access to an athletic trainer? How do your skills match to the team's roster? What are the coach's training expectations? Are there tutors available to help with your academics? What kind of career services and counseling are available to students who attend this school? *Are you willing to make a 4-year commitment to this school and its programs?* What percentages of athletes stay on the team all four years?

How to Behave→ Be yourself. Impress the campus and the coach with your real enthusiasms and energies. Try and view the recruiting perspective through the coach's eyes. Are you presenting yourself as the person a coach will admire each day? Think about the following categories when (your strengths / weaknesses) meeting with a school representative or coach.

- **Potential:** Besides looking at your best skills, coaches are also interested in your potential. Are you someone who has been in a competition or training hole? Keep track of your statistics. They may be a valuable tool for you to show your work ethic and reasons for a plateau.
- **Versatility:** This is a desirable area coaches search for in potential athletes. Versatility is highly desired by small teams of the NCAA. Larger teams can be more selective when choosing athletes.
- **Success:** Be proud of your successes and accomplishments. You are responsible for promoting yourself. Your personal successes may not match every program's needs. However, your successes may help fill another team's weaknesses.
- **Work Ethic and Dedication:** Promote your competition and training accomplishments and the time frame allowed to you as a high school student and athlete to balance your sport and academics. Dedication is a sign of good leadership qualities. Someone who commits to his sport as equally as academics and family shows that he has the motivation to succeed.
- **Academics:** Check that you meet the academic requirements of particular university or college. Coaches want athletes who will be eligible for their 4 years.

Marketing Yourself→ You must think of yourself as a product. You should be an attractive product that universities will want to "purchase" (or reward you with scholarship). Start college research as early as possible. Create a list of possible college choices for yourself. Research what statistics you need to acquire for yourself in order to attend the college of your choice. Begin relationships with coaches as soon as you feel that you would like to attend that school. Completing questionnaire forms is a good start to get your name into their system. You may need to make the first contact with these coaches before they will take a notice to you. Inform coaches of more than just your best accomplishments. Make them aware of progress you may have made in the classroom (academics) or in the arena (competition or practice). Make sure that you sound interested and sincere when you have the chance to speak with a coach. Your answer should never be "NO" unless you are certain about another school you are interested in and you have committed to that school formally. When visiting with a school and a coach remind the coach and school about your interest in them and ask the coach if there are any questions he/she might have for you.

Applications→ Complete as many questionnaires and information packets as possible, and return them to the coach and schools early. For actual college applications, fill out and send the ones that you have a true interest in, but remember not to limit yourself. However, the application process can be a costly one because each school usually requires a fee to process the application. When speaking with a coach, ask if you can have the fee waived. Coaches will often accomplish this for recruits that they are interested in. You will need to have some standardized test information available when completing these forms, such as SAT or ACT results (even if you plan on retaking). Your PSAT results can also be used as a note about your academic performance and achievements.

Refer to these web sites to register and check your eligibility:

www.ncaa.org

www.ncaaclearinghouse.net

NCAA

DIVISION - ONE

RECRUITING

General

You become a "prospective student-athlete" when you start ninth-grade classes. Before the ninth grade, you become a prospective student-athlete if a college gives you (or your relatives or friends) any financial aid or other benefits that the college does not provide to prospective students generally.

You become a "recruited prospective student-athlete" at a particular college if any coach or representative of the college's athletics interests (booster or representative) approaches you (or any member of your family) about enrolling and participating in athletics at that college. Activities by coaches or boosters that cause you to become a recruited prospective student-athlete are:

- Providing you with an official visit;
- Placing more than one telephone call to you or any other member of your family; or
- Visiting you or any other member of your family anywhere other than the college campus.

In addition to general recruiting regulations, no alumni, boosters or representatives of a college's athletics interests can be involved in your recruiting. There can be no phone calls or letters from boosters.

The restriction doesn't apply to recruiting by alumni or representatives as part of a college's regular admissions program for all prospective students, including non-athletes.

You (or your family) may not receive any benefit, inducement or arrangement such as cash, clothing, cars, improper expenses, transportation, gifts or loans to encourage you to sign a National Letter of Intent or attend an NCAA college.

Letters from coaches, faculty members and students (but not boosters) aren't permitted until September 1 at the beginning of your junior year.

Telephone Calls

In all sports other than football and basketball, phone calls from faculty members and coaches (but not boosters) are not permitted until July 1 after completion of your junior year. After this, in sports other than football, a college coach or faculty member is limited to one telephone call per week to you (or your parents or legal guardians), except that unlimited calls to you (or your parents or legal guardians) may be made under the following circumstances:

- During the five days immediately before your official visit by the college you will be visiting;
- On the day of a coach's off-campus contact with you by that coach; and
- On the initial date for signing the National Letter of Intent in your sport through two days after the initial signing date.

In Divisions I-A and I-AA football, an institution's coaches may telephone you once during the month of May of your junior year in high school and then not again until September 1 of your senior year in high school. Also, an institution's football coaches can telephone you as often as they wish during the period 48 hours before and 48 hours after 7 a.m. on the initial signing date for the National Letter of Intent and during a contact period. Outside of a contact period, a football coach may only telephone you once per week.

In Division I men's basketball, an institution's coaches may telephone a prospect one time during March of the prospect's junior year in high school. In addition, an institution's coaches may telephone a prospect one time on or after June 21. Finally, only three telephone calls to a prospect may be made during the month of July following the prospect's junior year in high school, with no more than one telephone call per week.

In Division I women's basketball, an institution's coaches may telephone a prospect on or after June 21 of the prospect's junior year in high school. In addition, only three telephone calls may be made to a prospect during the month of July after the prospect's junior year in high school, with no more than one telephone call per week.

You (or your parents) may telephone a coach at your expense as often as you wish. Coaches also may accept collect calls from you and may use a toll-free (1-800) number to receive telephone calls from you on or after July 1 after completion of your junior year. Enrolled student-athletes may not make recruiting telephone calls to you. Enrolled students (non-athletes) may telephone you as part of a college's regular admissions program directed at all prospective students. Enrolled students (including student-athletes) may receive telephone calls at your expense on or after July 1 after completion of your junior year.

Contacts

A college coach may contact you in person off the college campus only on or after July 1 after completion of your junior year. Any face-to-face meeting between a college coach and you or your parents, during which any of you say more than "hello" is a contact. Also, any face-to-face meeting that is prearranged or that occurs at your high school or competition or practice site is a contact, regardless of the conversation. These contacts are not permissible "bumps."

Currently in all sports other than football and basketball, have seven recruiting opportunities (contacts and evaluations) during the academic year, and not more than three of the seven opportunities may be in-person, off-campus contacts. However, a college coach may visit your high school only with the approval of your high-school principal.

Division I football coaches may contact you off the college campus six times. However, no more than one contact per week may occur during a contact period, regardless of where the contact occurs. Also, a college football coach may visit your high school (with the approval of your high-school principal) only once a week during a contact period.

In Division I basketball, coaches have five recruiting opportunities (contacts and evaluations) during the academic year and not more than three of the seven opportunities may be in-person, off-campus contacts. In addition, a college basketball coach may visit your high school (with the approval of your high-school principal) only once a week during a contact period.

In Division I men's basketball, coaches may make one contact with a prospect during April of the prospect's junior year in high school.

Evaluations

An evaluation is any off-campus activity used to assess your academic qualifications or athletics ability, including a visit to your high school (during which no contact occurs) or watching you practice or compete at any site.

Currently in all sports other than football and basketball, institutions have seven permissible recruiting opportunities (contacts and evaluations) during the academic year, and not more than three of the seven opportunities may be in-person, off-campus contacts. Basketball coaches have five "recruiting opportunities" to utilize on you during any year. In using those five opportunities, a basketball coach may use any combination of contacts and/or evaluations that equal five; however, not more than three of the opportunities may be contacts. Football coaches may not evaluate you more than three times each year (April 15 through April 14 of the following academic year). In football, only one evaluation may be used during the fall evaluation period and only two evaluations may be used during the spring evaluation period (April 15 through May 31). In all sports, competition on consecutive days within a tournament (and normally at the same site) or that involves a tier of a tournament (e.g., regional) counts as a single evaluation. In addition, once you sign a National Letter of Intent, you may be evaluated an unlimited number of times by a college coach from the college with which you have signed.

In football, basketball, softball, women's volleyball and men's lacrosse, there are certain periods when a coach may contact you off the college campus and/or attend your practices and games to evaluate your athletics ability. In all other sports, contacts and evaluations may occur anytime except during a dead period.

Official Visits

In all sports other than Division I men's basketball, you can have one expense-paid (official) visit to a particular campus beginning on the opening day of classes of your senior year. In Division I men's basketball, you may have official visits beginning on January 1 of your junior year in high school. You may receive no more than five such visits. This restriction applies even if you are being recruited in more than one sport. You can't have an official visit unless you have given the college your high-school (or college) academic transcript and a score from a PSAT, an SAT, a PACT Plus or an ACT taken on a national test date under national testing conditions. Your academic transcript may be a photocopy of your official high-school (or college) transcript. [Note: In this instance, the Division I school may use the services of the Initial-Eligibility Clearinghouse to validate your credentials.]

During your official visit (which may not exceed 48 hours), you may receive round-trip transportation between your home (or high school) and the campus, and you (and your parents) may receive meals, lodging and complimentary admissions to campus athletics events. A coach may only accompany you on your official visit when the transportation occurs by automobile and all transportation occurs within the 48-hour period. Meals provided to you (and/or your parents) on an official visit may be provided either on or off the institution's campus.

The complimentary admissions you receive may provide you seating only in the facility's general seating area. You may not be given special seating (e.g., press box, bench area). In addition, a student host may help you (and your family) become acquainted with campus life. The host may spend \$30 per day to cover all costs of entertaining you (and your parents, legal guardians or spouse); however, the money can't be used to purchase souvenirs such as T-shirts or other college mementos. Additionally, during a campus visit, the school may provide you with a student-athlete handbook.

Printed Materials

A Division I college that is recruiting you may provide to you only the following printed materials on or after September 1 of your junior year:

- Official academic, admissions and student services publications and videotapes published by the college;
- General correspondence, including letters and college note cards (attachments to correspondence may include materials printed on plain white paper with black ink);
- Game programs (a college may only give you a program on an official or unofficial visit; colleges may not mail you a program);
- A media guide or recruiting brochure (but not both) in each sport;
- Any necessary pre-enrollment information about orientation, conditioning, academics, practice activities, as long as you have signed a National Letter of Intent or have been accepted for enrollment;
- One student-athlete handbook. (A college may only give you a handbook on an official or unofficial visit. Effective August 1, 1997, a college may mail you a handbook once you've signed a National Letter of Intent or been accepted for enrollment.)
- One wallet-size playing schedule card in each sport.

In addition, a Division I college may show you a highlight film/videotape, but may not send it to or leave it with you or your coach.

Finally, a Division I college also may provide you a questionnaire, camp brochure and educational information published by the NCAA (such as this guide) at any time.