

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 maximizing academic, social, and athletic achievement of every individual and team.

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

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 office 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 IHSAA 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.
16. Complete and turn in evaluations on all assistant coaches (paid and voluntary) to the athletic office. These should be discussed in a meeting prior to turning in.

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 5 classes per quarter for grades 9, 10, 11, 12. 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 School attendance (**3 of 4 periods, end of 1st period or 5 of 7 periods, end of 2nd period**) 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 products and electronic or battery operated devices. These devices include but are not limited to vaporizers, electronic cigarettes, MODS, etc.	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:

- Register on FamilyID, <https://www.familyid.com/organizations/lake-central-high-school>
- A completed IHSAA Physical Packet (4-pages)...with both parent and student (April 20th 5-8 PM, LCHS Physical Night) signatures where applicable (regardless of whether the sport is governed by IHSAA)
- Insurance Information Form (if family does not have insurance, then participation waiver must be signed)
- A completed Code of Conduct 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 in 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. This is to be completed through the FamilyID link: <http://www.familyid.com/lake-central-high-school>

Athletic Department Fees (\$60.00)

Transportation Fee: for 2017-2018 the fee is \$30.00 (per sport)

- 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): for 2017-2018 the fee is \$30.00 (per sport)

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

Lake Central School Corporation Fees (\$100.00)

- This is a required annual fee for any student participates in athletics during the school year. This fee is separate from all other fees. Fee is payable online at the LC online store or a check to Lake Central School Corporation.

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 IHSAA 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 grades 9, 10, 11 and 12.
 - b. 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 3 of 4 periods, end of 1st period or 5 of 7 periods, end of 2nd period.
 - a. Daily attendance sheets are processed for coaches' verifications.
 - b. Exceptions may include: funerals, court appearances, college visitation...etc.

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.

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.

LCSC Policy on Coaching Certification Requirements (Grades 5-12)

MUST BE COMPLETE PRIOR TO WORKING WITH ANY STUDENT-ATHLETE

- A. All Football, Cheerleading and Soccer Coaches, (head coaches, asst. coaches and volunteers)
 - a. Must complete and submit certification(s) of the following NFHS courses annually to their assigned Athletic Department, all certificates must be submitted at least one week prior to the first official practice:
 - i. Concussion
 - ii. Equipment Awareness (Football only)
 - iii. Heat Emergency Preparedness (Football and Soccer)
 - iv. Proper Technique (Football Only)
 - b. Valid CPR Certification (every two years)
 - c. Must be completed prior to coaching an athlete in any sport
- B. All other Head Coaches, asst. coaches and volunteers (Interscholastic and Intramural)
 - a. Must complete and submit certification(s) of the following NFHS courses bi-annually to their assigned Athletic Department, all certificates must be submitted at least one week prior to the first official practice:
 - i. Concussion (All coaches)
 - ii. Heat Emergency Preparedness (Baseball, Softball, Cross Country, Track & Field, Tennis and Golf)
 - b. Valid CPR Certification (every two years)
 - c. Must be completed prior to coaching an athlete in any sport
- C. The Athletic Department will distribute the list of approved coaches by the:
 - a. 1st official day of practice for the Fall Season for Lake Central High School
 - b. 1st Day of school for the Middle Schools
 - i. These will be updated throughout the school year to ensure new coaches are compliant with this policy.
- D. All NFHS required courses are free of charge and can be located at: <https://nfhslearn.com/courses>.

Lake Central Camp Policy

- A. All teams are encouraged to offer a camp to our community members. This is a great way to build a positive relationship with parents and students as well as the opportunity to financially support your program
- B. Worker Compensation
 - a. No more than fifty percent (50%) of the camp fees collected may be used to pay for worker compensation. Head coaches are free to determine the amount each worker is paid.
 - b. Any extenuating circumstances as it pertains to the pay of workers may be brought to the attention of the Athletic Director for final determination of additional pay above the fifty percent (50%).
 - c. The remaining balance will be used to pay for any items provided to the campers and deposited into your team athletic account.
 - d. Payment must be for services rendered throughout the camp dates.

Lake Central Athletic Attire Expectations

- A. Background
 - a. With a public school of approximately 800 student athletes and the amount of visitors, community members, contractors and school staff that both observe and come into contact with our student-athletes we need to be cognizant of our appearance and how others view the items that we wear during in-season practices/events and off-season conditioning programs. We also often train in mixed company and since the majority of our student-athletes are minors we must protect them from situations that could be deemed inappropriate. School approved uniforms are always permitted to be worn at practices and/or events.
- B. Expectation
 - a. Boys
 - i. Activity appropriate shorts/pants are to be worn. Compression shorts/pants can be worn as an undergarment.
 - ii. Activity appropriate shirts must be worn at all times, shirtless is not an option.
 - iii. Activity and area appropriate shoes must be worn at all times.
 - b. Girls
 - i. Activity appropriate shorts/pants are to be worn (compression shorts/pants, leggings and spandex are acceptable).
 - ii. Activity appropriate shirts must be worn at all times, sports bras must be worn as an undergarment.
 - iii. Activity and area appropriate shoes must be worn at all times
 - c. Weight Room and Cardio Room
 - i. T-shirts with sleeves and shorts must be worn as a minimum; skin contact with the benches should be minimized to prevent the potential spread of skin diseases. Equipment that is utilized must be disinfected upon completion of the workout.
 - ii. Activity and area appropriate shoes must be worn at all times.

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 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. June Email Nominations: Nominations begin for senior awards. Further nominations may be given after this meeting through the first week of July. The process will begin with the nomination of a senior athlete by a head coach. Prior to the August 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. August 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 a Ceremony during a Fall Athletic Event.
3. Fall Awards Night: After the August coaches meeting, letters will be sent home to seniors receiving special year-end awards, inviting them to attend a Fall Awards Night. The letter will only state that they have been selected for a special senior award and it will be presented to them at the Event. 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

- **Senior Athlete of the Year (Male & Female): *plaque***
 - Criteria: This award is THE EXCEPTION, meaning that this award will be open for any 12th 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.
- **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.
 -

Awards Cont.

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.
- 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, 1st and 2nd, 3rd Team All-State (no Honorable Mention)...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.

FORMS

- **Form A:** Athletic Award Information (Page 21)
- **Form B:** Pre-Season Checklist (Page 22)
- **Form C:** In-Season Checklist (Page 23)
- **Form D:** Post-Season Checklist (Page 24)
- **Form E:** Evaluation Checklist and Summary (Page 25-26)
 - *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 F:** Athletic Hall of Fame (Process and Procedures) (Page 27-29)
- **Form G:** PO...Purchase Order Request (Page 30)
 - *Head coach should complete this form to seek approval of purchases.*
- **Form H:** Fundraising Request (Page 31)
- **Form I:** Summary Collection Form (Page 32)
- **Form J:** Inventory Report (Page 33)
- **Form K:** End of Season Report (Page 34)
- **Form L:** Accident/Incident Report (Page 35)
 - *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.*

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														
13														
14														
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20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														

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 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 ProAm Sports (renebaker@stjohnsports.net) a list of your student-athlete awards (State & DAC) for families to purchase recognition patches.	

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 must be scheduled within two weeks of the completion of the IHSAA Tournament Series. This serves 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)	

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.

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

**Lake Central Athletics
Hall of Fame Inductee Nomination Form**

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

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 ACTIVITIES/ATHLETICS
FUNDRAISER APPLICATION**

Application Date: _____ Number of LC Students Involved: _____

Name of Sport/Club: _____ 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 Administrative Information*******

Date Received: _____ Approved: _____ Disapproved: _____

Administrator Signature: _____ Position: _____

Administrative Remarks: _____

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

LAKE CENTRAL ATHLETICS Inventory for Year: _____

Head Coach: _____

Sport: _____

Item	Qty.	Location	Equipment Condition:			Recommendation
			Good	Fair	Poor	

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.

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: _____



Lake Central High School

Fight Song

“Fighting Indians”

The fighting spirit of the Indians

Will light the way for victory.

On the field or on the floor,

Give us the ball and just look at us score.

We'll do our best for you Lake Central.

We're gonna beat 'em today.

So give a great big cheer,

For the victors of the year.

The Fighting Indians all the way.

F-I-G-H-T, Fight---Indians Fight.

