**Coaching at LCS**

**Useful information for coaching at LCS**

* All Employees (which include coaches) are required to be fingerprinted before they have contact with students. The school will pay for the fingerprinting DK Security. Transfers of fingerprint reports that are less than a year old will be accepted.
* Coaches should meet with Athletic Director before the season to review the budget and determine if expenses will be paid for by athletes, by Boosters or will require fundraising. Before ordering items, get final clarification from business office to ensure all documentation is appropriate.
* Out-of-pocket costs for athletes should be kept to a minimum and should have prior approval from Athletic Director and Director of Business and Finance before requiring an athlete to pay for something over $25. Athletes need know what they have to provide versus the school at the first information meeting or first practice whichever is sooner
* There will be a required seasonal meeting for coaches and a required seasonal meeting for athletes, their parents and their coaches that will be coordinated with the assistance of the Athletic Director and Secondary Principal.
* Employees (which include coaches) are not allowed to social network (FACEBOOK/Instagram/Snapshat etc) with current students. Personnel manual expands on this further.
* A Coach should never be completely alone (out of sight) with an athlete. However, if conversation requires discretion have another adult or student in the vicinity or meet in a room with the door open. Any situation that could be potentially harmful to the student is required to be reported to the HS Principal.
* A request for an **overnight** **event** must be submitted to the Athletic Director and HS Principal. Written approval from Athletic Director and Secondary Principal must be received *before* the event is announced to athletes or their parents. Chaperoning parents need to complete Chaperone forms (available in the MS/HS office) and need to be approved by Principal.
* If athletes are participating in off campus activities other than games or scrimmages for their team, approval must be received in advance by Athletic Director and HS Principal.
* Athletes must go to events on the bus unless if bus is offered. Athletes may go home with parents but need to sign out with a coach. A head or assistant coach needs to be present on the bus to and from all athletic contests.
* Coaches need to obtain permission from HS Principal if student athletes are driving to practices, competitions or other events at during the season.
* Practices for MS/HS are between 1 to 2 hours a day and should be limited to 12 hours a week during school year. School night practice should be limited to no more than 2 hours including team meeting times.
* Use of LCS facilities, both inside and outside, for practice times must be reserved in advance.
* Fundraisers require a minimum 2 week prior approval by Athletic Director and development office before announced. The request form and additional fundraiser policies and procedures are available on the LCS Business Office website
* The Dress Code on game days must be consistent with the School Dress code.
* Coaches are responsible for uniforms. All Uniforms must be kept track of and returned at the end of the season clean. Uniform inventory must be completed in order to receive coaching stipend.
* Keys are received in the Main office. The athletic director will need to contact main office to approve which keys are needed for each coach.
* No Sunday practices, games or banquets.

*NOTE: Other resources are the personnel manual and student handbook. See School website and business office website http://lansingchristianschooloffice.weebly.com/*